

2011–12 Guide to Living on Campus

Table of Contents

Residential Life.....	Page 2
Housing Management and Dining Services.....	Page 2
On-Campus Residential Options.....	Pages 2–13
Residence Halls.....	Page 3
Independent Living Options.....	Pages 3–5
Summer Housing.....	Pages 5–6
Specialty Housing Options.....	Pages 6–7
Living Learning Communities.....	Pages 7–12
Guest Housing.....	Page 13
Dining Services.....	Pages 13–15
Schedule and Information.....	Page 13
Meal Plans.....	Pages 14–15
Mills Points.....	Page 15
Bookstore.....	Page 15–16
Mills ID Cards.....	Page 16
Department of Public Safety.....	Page 16
Suggested Items for Living on Campus.....	Pages 16–17
Frequently Asked Questions.....	Pages 18–20
Terms and Conditions of the Residence Application/License Agreement	Pages 20–24
Occupancy Periods.....	Pages 21–22
Mills College Residential Policies.....	Pages 24–42
Residence Application/License Agreement—Insert Includes occupancy periods and rates for 2011–12	

Residential Life

Living on campus with other students is a valuable part of the Mills educational experience. Students living on campus are able to immerse themselves in a learning environment in which they can focus on academic work, clubs, athletics, and student activities. By participating in the community in which they live, students are able to practice in their daily life the leadership skills they cultivate in their classes. The Office of Residential Life (ORL) staff members are available to assist student residents in experiencing learning outside the classroom and support them in finding connections in the community.

The Director of ORL and the Residence Directors (RDs) are full-time, professional staff persons who are responsible for the overall coordination and operation of the comprehensive residential life program. Their general responsibilities include group and individual advising, counseling and referral, staff selection and supervision, event and program planning, leadership development, discipline, and crisis intervention. The Director and professional staff live on the campus so they can be accessible and responsive.

Each residential community is staffed by Resident Assistants (RAs) who live in the community to assist the residents. These undergraduate or graduate student leaders have received significant training in advising, emergency and administrative procedures, mediation, community development, campus and community resources, communication skills, programming, and policy implementation. It is important that students get to know their RA. There are two RAs on duty during non-business hours to assist with emergencies. The RA emergency cell phone number is posted by each RA's door and in other places within the residential community.

Housing Management and Dining Services (HMDS)

The HMDS Office is conveniently located in the center of campus, in Sage Hall 138. The HMDS staff can assist students with License Agreements, room assignments, keys, Post Office boxes, meal plans and Points, and Mills ID cards. For assistance call 510.430.2127 or email housing@mills.edu.

On-Campus Residential Options

Mills offers a variety of residential options, from traditional-style residence halls with single and double rooms to apartments (some for students with families). Special conditions may apply to each option, and residence assignment is based on availability. Fee schedule information is available in the Catalog, and residence fees are available in the Residence Application/License Agreement. More information, as well as an assortment of photos, is available at http://www.mills.edu/campus_life/housing/index.php.

Residence Halls

Warren Olney Hall: Traditional-aged first-year students live together in Warren Olney Hall, located in the central area of campus, in Living Learning Communities. Warren Olney provides primarily single rooms and a limited number of doubles and porch rooms.

Orchard Meadow Hall: This hall houses primarily first-year students in Living Learning Communities, with continuing female students living in some sections. There are single rooms and a limited number of double rooms in Orchard Meadow, some with shared porches.

Ethel Moore Hall: This hall houses female undergraduate and graduate students, primarily upperclasswomen. The hall has specialty sections, which include a 12-hour quiet section and a section for resumers and graduate women. Ethel Moore provides mostly single rooms, as well as a limited number of double rooms with porches.

Ege Hall: Ege Hall is a suite-style residence hall, offering single and double rooms. It is conveniently located next to the Founders Commons dining hall. Some areas of Ege Hall are co-educational, housing male graduate students as well as female undergraduate and graduate students.

Mary Morse Hall: This hall houses female students, primarily continuing students. Mary Morse provides single, double and super single rooms, and is located on a hilltop near the Prospect Hill Apartments.

Residence Hall Opening and Closing

Residence halls open for students to move in on the days and times specified on the Residence Application/License Agreement. Residence halls remain open during Thanksgiving and Spring Break recesses, but close to all students during the December–January break (although students are not required to move out their belongings over the winter break) and during the summer. Independent Living Options are open over the December–January break. For an additional fee, residence hall students have the option to apply for housing during the winter break in alternate facilities, depending upon availability. All students must vacate their residence halls by noon following the last day of finals and may return only when the halls officially open the next semester.

Fines will be imposed for occupancy before or after the occupancy periods outlined in the License Agreement. ***Students may not move into their assigned residences until they are financially cleared by the M Center at the beginning of each semester. Keys will not be issued, and keycard access will be blocked, until the student's account is cleared.***

Independent Living Options

Courtyard Townhouses: Our distinctive Craftsman-style courtyard apartments, completed in Fall 2007, can house close to 100 upper-class undergraduate and graduate students at least 21 years of age. Kitchens are supplied with a dishwasher, refrigerator and microwave, but residents must supply their own cooking and eating utensils and equipment.

A nine-month License Agreement, accompanied by a three-month summer Agreement ([see Summer Housing \(below\) for details](#)), is available. Year-round applicants will receive priority in the

assignment process. For more information please contact the HMDS Office at 510.430.2127 or at housing@mills.edu.

Larsen House: Larsen House is home to six students interested in environmental issues. Priority in assignments is given to seniors, juniors and sophomores; female graduate students may also apply for consideration. Residents live in single rooms and share a kitchen, living room, dining area, and computer room. The rooms and common areas are fully furnished. A microwave and refrigerator are provided, as are limited cooking and eating utensils and equipment; residents may wish to bring their own items to supplement those which are supplied. With the help of an RA, residents are responsible for the following:

- Planning, plotting, and caring for a house vegetable/herb garden
- Participating in house projects which will be decided collectively by the residents
- Bringing general awareness around environmental issues through campus-wide programs and events
- Collaborating with the Life Sciences Department and the Botanical Garden
- Composting, cleaning, and maintaining house common areas

Residents living in Larsen sign a nine-month Agreement, which includes winter break housing. Residents are not required to be on a meal plan but may choose to do so. A separate application is required for Larsen House.

Ross House: Ross House provides housing to resuming (aged 23 or over) undergraduate students, and to female graduate students. Eight students are housed in single rooms and share common space including a kitchen, living room, and dining area. The rooms and common areas are completely furnished. A microwave and refrigerator are provided, as are limited cooking and eating utensils and equipment; residents may wish to bring their own items to supplement those which are supplied. Residents of the Ross House are not required to be on a meal plan but may choose to do so. Residents may renew their License Agreement for the Ross House for up to four years. Residents living in Ross House sign a nine-month Agreement, which includes winter break housing.

Prospect Hill Apartments: Juniors, seniors, and resuming students are eligible to live in the Prospect Hill Apartments. Priority is given to juniors and seniors. These apartments provide an independent living option with eight four-bedroom, furnished apartments housing a total of 32 students. Apartments include dishwashers and refrigerators, but students should bring all other kitchen supplies and equipment they wish to use. Prospect Hill Apartments are on a nine-month Agreement, which includes winter break housing. A separate application is required for the Prospect Hill Apartments.

Underwood Apartments: Twelve Underwood Apartments are available for students with custodial dependents up to the age of 18. Single parents are given priority. In some cases apartments may be assigned to students with spouses or residential partners and no children, if no students with children are on the waiting list. Mills College recognizes that families can take many forms, and encourages respect of all family structures. The priority system for the Underwood Apartments' residential applicants is as follows:

- Undergraduate Single Parents
- Graduate Single Parents
- Partnered Undergraduates with Children
- Partnered Graduate Students with Children
- Partnered Undergraduates without Children
- Partnered Graduates without Children
- Samuel Merritt Nursing Students with Children
- Samuel Merritt Nursing Students without Children

Assignments are made according to above priorities combined with the dates that waiting list applications are received at HMDS. Therefore, the waiting list changes when HMDS receives new waiting list applications. Renewals for Underwood Apartments are contingent on the order of priority among all applicants, and students cannot count on continuing occupation in Underwood Apartments from year to year if their priority is lower than that of new applicants for such housing.

Apartments are not assigned to students without residential family members, nor may occupancy exceed four persons, no more than two of whom may be over the age of 18. All residents must be registered with the HMDS Office.

The Underwood Apartments have two bedrooms and are unfurnished. One parking spot is provided for each apartment; residents will need to obtain parking stickers from the Department of Public Safety, and can then park in the numbered spots directly in front of the apartments.

Residents at Underwood sign a ten-month License Agreement, covering the period from mid-August to mid-June, and a supplemental summer Agreement for the period from mid-June to mid-August. (Specific occupancy dates can be found on side two of the Residence Application/License Agreement.) Students who do not stay through the summer months, or who do not make their summer payments on time, will not be eligible to renew their ten-month Agreements when the new occupancy period begins in August. See Summer Housing (below) for details. A separate application is required for the Underwood Apartments.

Summer Housing: Residents of the Underwood Apartments who wish to retain their apartments for the following academic year, and residents of the Courtyard Townhouses who wish to remain in residence over the summer, are required to sign a summer License Agreement. The period from mid-May through mid-August (for the Courtyard Townhouses), or from mid-June through mid-August (for the Underwood Apartments), will be included in the supplemental License Agreement (specific occupancy dates can be found on the Residence Application/Agreement). Rental fees will be due on the 15th of June and the 15th of July. Residents of the Courtyard Townhouses must renew their License Agreements in the fall and make both summer payments on time to be eligible for the discounted summer agreement period rate indicated on the Residence Application/License Agreement for Summer (discounted rate available through summer 2011 only). Applicants will please note that the summer License Agreement occupancy period is not covered by Financial Aid.

Summer housing at Mills is available only to students with campus employment and those living in one of the Independent Living Options which offers a summer License Agreement. In addition,

summer housing is offered only to students who will be living on campus in the upcoming fall semester. Students not previously living in a location which offers a summer License Agreement must have a faculty or staff sponsor, and all summer residents must submit a License Agreement for the following academic year along with their summer License Agreements. An additional deposit may be required. Summer housing is not covered by financial aid. Contact HMDS at 510.430.2127 or at housing@mills.edu for more information.

Specialty Housing Options

Disability Accommodations: Rooms with physical access for students with disabilities are available in Orchard Meadow, Warren Olney, Larsen and Ross Houses, the Prospect Hill Apartments, and the Courtyard Townhouses. These rooms have lowered sinks, lower closet bars, and a five-foot diameter space in the center. Arrangements for these rooms must be made with the Director of Services for Students with Disabilities, who can be reached through the Division of Student Life at 510.430.2130.

Graduate Student Housing: Female graduate students may choose to live within any female upper-class residence hall, Ross House, Prospect Hill, or the Courtyard Townhouses. Male graduate students will be assigned to the Courtyard Townhouses or to Ege Hall. Graduate students with residential family members may also apply for the Underwood Apartments.

Quiet Section: A 24-hour quiet floor is available. This floor is designed for residents who would like more quiet than is available in other options. This floor is primarily for residents who generally use their rooms for studying and sleeping and would like the floor to be quiet in order to facilitate those interests. Residents who are sensitive to noise and need quiet space to concentrate are encouraged to live in this space as well. Students living on this floor must *always* be conscious of how their noise impacts other residents on the floor. Music, television, socializing in hallways, and any other kind of noise must remain at a low volume. In order to qualify to live in this hall, residents must sign an agreement at Room Draw specifically agreeing to abide by the standards set by the hall. Students who violate this agreement may be required to move to another campus residential setting.

12-hour quiet sections may also be available. This is an appealing option for many College athletes or those with early morning commitments. A separate agreement also is required for this housing option.

Wellness/Substance Free: Some residents may choose this living option because they are committed to wellness and would like a space free of substances such as alcohol, narcotics and cigarettes. Others may choose this floor due to a family or personal history with chemical dependency, while others may choose this option because of severe allergies to smoke. This floor will center its principles of wellness as defined by the Division of Student Life:

Wellness: Is a self-directed and evolving process of achieving full potential. It is positive and affirming, holistic and multi-dimensional, encompassing both lifestyle and environment. Wellness incorporates physical, intellectual, social, emotional, and spiritual and occupational dimensions. (National Wellness Institute)

As on the 24-hour quiet floor, residents must sign an agreement at Room Draw agreeing to live/abide by the standards set by ORL and as well as those agreed upon by the floor. Violations of this agreement could result in an administrative move.

Porch Rooms: The porch is an outdoor common area, enclosed on three sides. Porch rooms in Orchard Meadow and Warren Olney consist of two small single rooms separated by a shared porch. Porch rooms in Ethel Moore consist of one double room and a porch. Porch rooms are primarily assigned to roommate (porch mate) pairs. If a double porch room is half occupied, the College may assign another resident to the space, or an additional fee may be charged if a student is offered the option of having a “super single” (double as a single) and accepts.

Resumer Options: A section of Ethel Moore Hall has been designated for resuming students. Ross House is also designated for resuming students. (Resuming students include female students 23 years of age or older and mothers who are not living with their children.) Resumers wishing to live among other resumers are encouraged to request a room in a resumer section.

Winter Break Housing: Independent living options—the Prospect Hill Apartments, the Underwood Apartments, the Courtyard Townhouses, Larsen House Co-op, and Ross House—are all open during the College's winter break. All other residence halls are closed and cannot be occupied during this period. All student residents of other buildings may have the option of signing a separate winter break Agreement, which provides meals and housing during this break in an alternate housing location. The deadline to apply for winter break housing is December 10. Contact the HMDS Office at 510.430.2127 or at housing@mills.edu for more information.

First-Year Living Learning Communities

In fall 2011 each first-year student resident will participate in one of 13 Living Learning Communities (LLCs). The Office of the Provost and the Dean of the Faculty and Division of Student Life collaborate to offer two types of LLCs to our first-year residents: Academic Fusion and Scholars in Action. Descriptions of the two options and the themes available within each program are listed below. Please indicate your interest on your Mills College First-Year Residence Application/Agreement Form and rank your preference among the choices. Mills College will make an effort to place every student in the course and community of her choice, but please note that only a limited number of students can be accommodated in each LLC.

Please note: students in Pre-Nursing Program will be automatically enrolled in the Nursing Leadership LLC.

Academic Fusion Living Learning Communities (AF-LLCs)

First-year residents who select Academic Fusion LLCs will be automatically enrolled in the listed introductory course and will reside in close proximity to one another in Warren Olney Hall or Orchard Meadow Hall. Generally, the professor for this class will also serve as their first-year

advisor. Over the course of the fall term, the professor, students, and residence advisors will attend lectures, films, museum exhibitions, and other activities related to the central theme of their LLC. Some classes will have an upper division student assigned as a teaching assistant who will offer help with coursework throughout the semester.

Ethnic Studies Living Learning Community

Course: Ethnic Studies 51: Introduction to Ethnic Studies: An introduction to the history, concepts, and issues concerning Ethnic Studies.

The course compares the experiences of African Americans, American Indians/Alaska Natives, Asian Americans/Pacific Islanders, Chicanas(os)/Latinas(os) within a global context. Historical, social, economic, cultural, and environmental resources are employed in analyzing the intersections of race, class, gender, and sexuality. Class activities include lectures, discussion, films, and guest speakers.

Advisors:

Déborah Berman Santana, Ph.D. University of California, Berkeley

Professor Santana's research interests include economic sustainability, political sovereignty and environmental justice, theory and practice of community activism, political ecology, historical legacy of racism and colonialism, militarism and the environment, Latin America, the Caribbean, and U.S. Latinas/os.

Vivian Chin, Ph.D. University of California, Berkeley

Professor Chin's research interests include Asian American, Asian diaspora, and Pacific Islander literature and history; cultural studies; race and gender studies, and popular culture.

History Living Learning Community

Course: History 61: China and Japan to 1800: An introductory survey of China and Japan from ancient times to 1800, focusing on the political, social, and cultural development of these two traditional societies.

Advisor:

Wah Cheng, Ph.D. University of Chicago

Professor Cheng's research interests include the quest for the people's voice in modern China, early Chinese periodical press, emergence of the public realm in late Qing China, Western missionaries and construction of China, state and national formation in modern China, and literature and society in modern China.

Music Living Learning Community

Course: Music I, Exploring Music: Performance, Creation and Cultural Practice: An introduction to music from the perspectives of performer, composer, improviser, instrument-maker, and scholar.

Music will be studied as a social art, as a performance practice, as acoustic architecture and as spontaneous creation, as historical artifact and as cultural signifier. Projects for the class include playing music, listening and analysis, composing, recording, and writing. No knowledge of music, notation, or instrumental skill is necessary.

Advisor:

Fred Frith, MA, Cambridge University

Professor Frith's interests include composition and songwriting; the performance of both composed and improvised music; collaboration in the fields of theater, dance and film; and improvisation pedagogy.

Philosophy Living Learning Community

Course: Philosophy 9, Introduction to Philosophy: A critical examination of works by classical and contemporary philosophers and the questions they raise.

Topics vary, but include: the problem of social organization and the nature of justice; the scope and limits of human knowledge; the fundamental nature of the cosmos; the concepts of art and beauty; and the Socratic question: What is the best kind of life for a human being to lead?

Advisor:

Jay Gupta, Ph.D. University of Toronto

Professor Gupta's research interest include nineteenth century European philosophy (particularly Hegel and Nietzsche); aesthetics; critical theory/political philosophy; and philosophy of mind.

Psychology Living Learning Community

Course: Psychology 49, Introduction to Psychology: An introduction to the subject matter, methods, and current status of psychology, including brain function, child development, perception, learning and thinking, motivation and emotion, personality, abnormality, and social psychology.

The focus of this course is on human behavior, with only limited reference to animal research, and includes cross-cultural issues where applicable.

Advisors:

John Ruch, Ph.D. Stanford University

Professor Ruch's research interests include visual thinking and problem solving, and computer-based multimedia strategies in education.

Dean Morier, Ph.D. University of Minnesota

Professor Morier's research interests include social psychology, personality and social behavior, and social cognition.

Women and Gender Studies Living Learning Community

Course: WAGS 72: Introduction to Queer Studies: An introduction to key concepts and theoretical questions in the interdisciplinary field of queer studies.

This course explores the processes by which sexuality is socially constructed with particular attention to how sexuality intersects with other categories of difference such as race, gender, class, ability, and national origin. The course introduces students to a range of issues affecting different queer communities and explores historical and contemporary examples of queer organizing and resistance.

Advisors:

Priya Kandaswamy, Ph.D. University of California, Berkeley

Professor Kandaswamy's interests include feminist and queer theory; race, gender, and U.S. welfare politics; women of color in the U.S.; theories of race and sexuality; sexuality and citizenship; and geographies of race, gender, and sexuality

Professor: Judith Bishop, Ph.D. Graduate Theology Union

Professor Bishop's research interests include women's history, gender theory in religion, Religion and the Body, and Religion in Public Discourse.

Scholars in Action Living Learning Communities (SA-LLCs)

First-year residents who select Scholars in Action LLCs will live in Warren Olney Hall or Orchard Meadow Hall. Descriptions of each community can be found below. Each community will have its own faculty advisor.

Adventure Education Living Learning Community

The Adventure Education Community provides residents the opportunity to explore the beautiful landscape of the San Francisco Bay Area.

Adventure Education uses outdoor experiences as a forum for teaching important skills and abilities applicable to all aspects of life at Mills College and beyond. Community experiences may include hiking, camping, rock climbing, and whitewater rafting. Adventure Education supports growth in integrity, leadership, social awareness, and appreciation of diverse ways of knowing and being. As a resident of the Adventure Education LLC, students will have opportunities to:

- broaden their capabilities,
- develop their outdoor leadership, decision-making, and technical skills, and
- enhance their understanding of the relationship between people and nature.

Students who select to live in the Adventure Education Community should possess the desire to enjoy and learn from outdoor experiences. Prior experience with outdoor activities is not required.

Child Development Living Learning Community

The Child Development LLC, co-sponsored by faculty in Education and Anthropology, provides opportunities for students to explore their interests in working with young children in a wide variety of contexts and to learn more about their development and growth.

Students will be given opportunities to pursue their own questions and interests related to young children. The LLC activities will include on- and off-campus lectures and movie nights, focusing on interdisciplinary topics such as the role of culture and the brain in children's development. Students will also visit daycare centers and schools to see children's learning in action. This LLC takes advantage of the diversity of early childhood education resources in the Bay Area to give students a real-world foundation for future Mills courses in Anthropology, Child Development, and Education, and to help them identify and build their interests in these areas.

Leadership and Social Justice Living Learning Community

Mills women change the world in many ways. Students who select to live in the Leadership and Social Justice Community will have the opportunity to develop their visions for creating change. Residents in this LLC will cultivate their potential for leadership, critical thinking, and civic

engagement. Programming for the Leadership and Social Justice Community may include coordination of campus roundtables, teach-ins, and participation in Bay Area political actions. Using the Social Change Model of Leadership Development, participants will gain the critical life-skill of transforming theory into practice.

Nursing Leadership Living Learning Community

(All pre-nursing students living on campus will be automatically enrolled in this LLC.)

The Nursing Leadership Program (NLP) builds on students' coursework by providing students with the skills and knowledge they need to aspire to leadership roles within the nursing profession. Throughout the year, nursing students will participate in co-curricular, interdisciplinary leadership seminars and workshops. Some events provide "narratives of leadership" by inviting leaders in the nursing field to campus to speak to students about their career trajectories and self-initiated projects that exemplify leadership in action. Other events focus on building skills such as empathy, conflict resolution, and self-advocacy. Students take most of their courses together and will be assigned a special advisor for this program.

Provost's Book Group Living Learning Community

Students will read and discuss literary and non-fiction works with Provost and Dean of the Faculty Sandra Greer. The group will also attend readings by well known authors and share meals inspired by great works of fiction.

Science Living Learning Community

This LLC is a good starting point for students considering majoring in any of the scientific disciplines. It will provide an opportunity to live and work with students who are enthusiastic about science, but who have a range of interests from medicine to environmental science. While there is not a specific class associated with this LLC, most students in this LLC will take one (or more!) of Biology 4, Chemistry 4, Chemistry 17 or Calculus I in their first semester.

Sustainability and Local Food Living Learning Community

This LLC brings together residents interested in exploring their ideals, assumptions and awareness regarding the production and consumption of food. Students will have the opportunity to develop community leadership skills in promoting energy and water conservation, waste reduction, recycling and local food connections. Participants will also plan and prepare dinners for the group, learn about nutrition and sustainable farming practices, and develop cooking skills. Students may also choose to grow food in the Mills College garden. No prior cooking experience is required.

Guest Housing

For a charming, low-cost alternative to a hotel, guests should consider staying on the Mills campus. Mills College has guest rooms and apartments that can be rented for short term stays by members of the Mills community. Prices vary, with limited numbers of apartments with a full kitchen, living room, and private bath, and of guest rooms with a sitting room and private bath (suitable for one or two people). All accommodations include bed linen and towels. For an additional charge, meals at Founders Commons can be added. Contact HMDS at 510.430.2127 for more information.

Dining Services

Dining at Mills is not only a satisfying experience but also a great way to take a break and get to know classmates. Our goal is to create a unique dining experience where students, faculty and staff can enjoy a relaxed atmosphere and choose from an extensive menu using fresh ingredients. Vegetarian entrees, organic produce, and fair-trade coffee are among the many options to found in our dining facilities.

Dining services at Mills College are managed by Bon Appétit Management Company.

Founders Commons is open seven days a week and offers cafeteria-style meals. The dining room is open and light-filled, with beautiful views of the wooded campus. Residents and commuters also enjoy the café-style dining and outdoor patio seating available year-round at the **Tea Shop** in Rothwell Center. The Tea Shop is a terrific place to grab a snack between classes or meet with friends for a study group. **Café Suzie**, also located in Rothwell Center, is a great place throughout the day and into the evening to enjoy a healthy snack or an espresso drink while taking in the French café atmosphere.

ATM, Master Card, Visa and American Express cards are welcome at the Tea Shop and Café Suzie, as are Mills Points, which can be purchased at the HMDS Office and added to a Mills ID.

Regular Dining Room Schedule (subject to change—contact 510.430.2390 for current schedule)

Full breakfast	Founders Commons	7:30 to 9:00 am	Monday–Friday
Full lunch	Founders Commons	11:30 am to 1:30 pm	Monday–Friday
Lunch/Brunch	Founders Commons	10:30 am to 1:00 pm	Saturday & Sunday
Dinner	Founders Commons	5:00 to 7:00 pm	Daily

Dining Services Information

Holiday meal schedules may vary. Current menu and meal schedule information is available on the Web: http://www.mills.edu/student_services/dining/index.php.

Guest Meals: Guests are always welcome in the dining rooms. Students and guests can pay for meals at the dining halls, or students can pay for their guests using Points. Credit cards are accepted at Founders Commons, Café Suzie, and the Tea Shop.

Sack Meals: Sack or sick meals are available upon request for students living in the residence halls. To request a sick meal, students should contact their Resident Assistant, who will make arrangements with Founders Commons staff to provide a meal. Sack meals can be requested by contacting Founders Commons staff, in advance, at 510.430.2390.

Food Carry-Out: Only piece of fruit may be taken from the dining room at any meal. Students may not remove other food, dishes, glasses, or silverware from the dining room.

Any residential student found in violation of this policy will be subject to sanctions.

Special Events: Mills Dining Services offers a variety of special theme and holiday meals throughout the academic year. These special meals are offered without an additional charge to meal card holders. Guests without meal cards are welcome to purchase Points in advance from the HMDS Office.

Dietary Restrictions: Students with documented dietary restrictions should contact Services for Students with Disabilities (SSD) to arrange accommodations. SSD can be reached by phone at 510.430.2264, by fax at 510.430.3235, or by email at access@mills.edu.

More details about dining programs and accommodations for dietary restrictions can be found in the Resident Dining at Mills College brochure.

Meal Plans

All students living in the residence halls are required to purchase a meal plan. Mills Points can be added to any plan. Those interested in purchasing Points should contact HMDS in Sage Hall 138.

IMPORTANT NOTE: Students may revise their meal plan choices during the check-in period for fall and spring semesters. After the check-in period students may buy "up" from any meal plan, but not "down" from any plan.

Meal Plans

19-Plus Plan

- 19 meals per week, to be used at the Founders Commons Dining Room.
- \$150 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

10-Plus Plan

- 10 meals per week, to be used at the Founders Commons Dining Room.
- \$500 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

15-Plus Plan

- 15 meals per week, to be used at the Founders Commons Dining Room.
- \$250 in Points per semester, which must be used by the check-out day of each semester.
- Points can be used at any of the campus dining facilities.
- Weekly meal counts reset every Wednesday at 2:00 am.

12-Meal Plan

- 12 meals per week, to be used at the Founders Commons Dining Room.
- No Points associated with this plan.
- Weekly meal counts reset every Wednesday at 2:00 am.

Important Notes

- The 10-, 15- and 19-Plus Plans are designed for students who want to eat meals in the traditional all-you-can-eat dining room, but also want flexibility with Points. With these plans students can use their points at any time in the Tea Shop, Café Suzie, or the Founders Commons Dining Room.
- Students may revise their meal plan choices during the check-in period of the fall or spring semester. After the check-in period students may buy “up” to a higher plan, but not “down” from any plan.
- Mills Points, which can be used at any time in any of the campus dining facilities, can be added to any plan. Points may be purchased at the HMDS Office using cash, check, money order or credit card.

Mills Points/Bookstore Dollars

Mills Points are an ideal way for commuting students, faculty or staff to dine on campus at a discounted rate. Points can be used in all dining halls and the Tea Shop. **Mills Points (other than those included in the 19-Plus, 10-Plus and 15-Plus Plans) are transferred from semester to semester if not used. However, they are non-refundable.** Mills Points and Bookstore Dollars are not interchangeable. Points may be added to a Mills ID at any time. Payment by cash, check or credit card is accepted at the HMDS Office.

Bookstore Dollars can be added to a Mills ID for use in the on-campus Bookstore. **Bookstore Dollars are transferred from semester to semester if not used. However, they are non-refundable.** Mills Points and Bookstore Dollars are not interchangeable. Bookstore Dollars may be added to a Mills ID at any time. Payment by cash, check or credit card is accepted at the HMDS Office.

Bookstore

The Mills Bookstore, managed by Follett Higher Education Group, is students' one-stop shop for all of their college needs. The Bookstore offers new and used textbooks; Mills clothing and gifts; supplies, snacks and more! Students are encouraged to shop early for the best used textbooks, saving 25% off the price of new. And, at the end of the semester they can sell books back to the Bookstore for up to 50% of the original price (market value applies).

Throughout most of the semester, the Bookstore is open:

Monday: 9:00 am to 5:00 pm
Tuesday: 9:00 am to 6:00 pm

Wednesday: 9:00 am to 6:00 pm
Thursday: 9:00 am to 5:00 pm
Friday: 9:00 am to 3:00 pm

Also, materials can always be purchased online at www.mills.bkstr.com.

Mills ID (Photo ID / Keycard / Meal Card)

A Mills ID is issued to each Mills student after account clearance and arrival on campus. Students are encouraged to email ID photos (in a jpeg format) to housing@mills.edu before their arrival. The photo identification card is also a keycard and a meal and Points Plan card, if applicable. This card is valid for a student's entire stay at Mills College and must be presented at the HMDS Office each semester for an updated validation sticker. A meal card without a current validated sticker will not be accepted in the dining hall or by other departments on campus. Each student must present a meal card to the cashier before entering the dining hall. A Mills ID is for the exclusive use of the student to whom it is issued. Misuse of the Mills ID will result in a fine of \$20. A replacement fee of \$20 will be charged for lost or damaged cards.

Department of Public Safety

Mills College views campus safety and security as an important responsibility shared by the College and every member of the student body, faculty and staff. The College and members of the Mills campus community are partners in creating an environment that is safe and conducive to learning. While no campus is isolated from crime, the likelihood of campus crime can be reduced by working together.

The College commits a range of resources to promoting campus safety and security, including an around-the-clock Department of Public Safety, safety and crime awareness programs, and security-related services and maintenance programs. These services and programs help to maintain an environment that enhances the campus learning experience.

Community members are urged to report all incidents, or suspicious persons or activities, to the Department of Public Safety at x5555 (from a campus phone) or 510.430.5555. It is very important to report all incidents so that further preventative measures can be taken and the College has accurate data on the number and type of incidents occurring on campus. Summary statistics for campus criminal incidents are available from Public Safety, and incident logs are available online on student-news.

Suggested Items for Living on Campus

Items to bring:

Sheets (beds are standard twin size, not extra-long twin)

Mattress pad (mattresses have plastic covers for hygienic purposes, and are more comfortable with a mattress pad)

Pillows

Towels

Alarm clock
Bathrobe and slippers
Hangers
Iron
Shower flip-flops
Shower caddy for toiletries
Desk lamp
Quarters for laundry machines
Laundry basket or bag
Laundry detergent
Electrical surge protector
Small stereo/radio or portable music device
Digital converter box for personal television, if analog format (cable television is provided in recreation rooms, but not in individual student rooms)
Flashlight, batteries, bottled water, and other personal safety supplies (also see below)
Renter's insurance or a rider on a family policy (see section 6.6 of the Mills College Residential Policies for details)

First Aid items to bring:

Bee sting medicine
Medication for allergies and bites
Instant hot and cold packs
Bandages (in several sizes)
Bandage wraps
Pain relievers
Something for an upset stomach
Sterile cleansing wipes
Tweezers
First aid ointment

Do NOT bring:

Telephone with cord (telephones are provided by Mills)
2.4 GHz phones; personal wireless access points/bridges (these conflict with the wireless network)
Microwave oven
Toaster
Hot plate or other cooking appliances (student-provided cooking appliances are only permitted in the kitchens of Independent Living facilities)
Candles
Incense
Halogen lighting
Pets (other than fish)
Too much stuff—be selective

Frequently Asked Questions

Who may live on campus?

All undergraduate and graduate students enrolled in a minimum course load of 2.0 credits are eligible for campus housing (unless housing privileges are revoked due to violation of the Residential Policies).

As a first-year student, where will I live on campus?

All first-year students who are traditional-aged (17–19 years old) and are attending college for the first time live together in the first-year halls. Trained student staff, Living Learning Communities and intentional programming are highlights of this experience. First-year students are assigned to rooms on a space-available basis.

I'm a transfer student. What are my housing options?

Transfer students may request an assignment in any of our upper-class residence halls or any of the specialty living areas except for the first-year halls (Warren Olney and Orchard Meadow). New students should be aware that continuing students have priority in room selection during our Room Draw process, held each spring semester to determine fall semester occupancy.

Will I have a roommate?

Students in the first-year halls are placed in both single and a limited number of double rooms. Transfer and continuing students are primarily housed in single rooms. There are a few doubles and porch rooms (one double or two singles with a shared porch).

In all cases, assignments for new students are made on a first-received, first-assigned basis. Each student's preferences are considered based on room availability at the time the Residence Application/License Agreement and accompanying deposit are received.

How large are the residence hall rooms? Are they furnished?

One of the special features about the residences at Mills is that each room is unique. These are not cookie-cutter halls with identical rooms; each one is slightly different. All rooms (with the exception of the Underwood Apartments, which are unfurnished) have a standard twin bed, desk, chair, small bookshelf, and dresser. In contrast to many other college housing facilities, Mills housing is spacious and charming. Check out our web site at http://www.mills.edu/campus_life/housing/index.php for photos!

When will I know my housing assignment?

New students entering Mills in the fall who have submitted their housing applications before the Priority Housing Deadline (June 1 for first-year students, or June 15 for all other students) are notified of their housing assignment in their billing packets (in July). Applicants who apply after the Priority Housing Deadline are notified as assignments are made. New students entering in the spring receive their assignments upon arrival in January.

How much does it cost to apply for housing?

A security/reservation deposit must accompany the Residence Application. The deposit is held as security and cannot be applied to housing charges. The deposit amount is \$150 for the residence halls, Ross House, or the Larsen House Co-op; \$300 for the Prospect Hill Apartments; and \$500

for the Underwood Apartments and the Courtyard Townhouses. Details on deposit refunds can be found in Section G of the Terms and Conditions of the License Agreement.

When can I move in? When must I move out?

The occupancy date depends on whether a student is new or continuing and is usually one to five days before classes start each semester. The vacancy date is the day after the last scheduled final exam of the semester, unless otherwise indicated on the Residence Application/License Agreement. All residence hall occupants are required to leave when the residence halls close during the winter break. Students may stay in the residence halls during the Thanksgiving and Spring Break periods.

Ross House, Larsen House Co-op, Prospect Hill, the Courtyard Townhouses, and Underwood Apartments are open during the winter break. Underwood Apartments (family housing) are also open during the summer, as are some of the apartments at the Courtyard Townhouses.

If I live in a residence hall that is closed for winter break, is it possible to stay on campus?

Winter break housing may be available for a few days or the entire break period. There are additional charges for room and board during this period. Space is limited, and students do not live in their normal rooms. Those interested should call 510.430.2127 for details.

What are the rules about curfews and visitors?

There is no curfew. Outside doors are always locked and each resident has her/his own key and/or keycard to the building. Overnight guests are allowed for limited stays (see section 6.4 of the Residential Policies for details). All visitors must be escorted by their student host at all times.

Where will my mail be delivered?

Each Mills resident student receives a Post Office box for the duration of her/his License Agreement. Students will register for a Post Office box when picking up housing keys from HMDS, and then must visit the Post Office for their box combinations. See section 8.3.i of the Residential Policies for details.

Does Mills have a smoking policy?

At Mills, smoking is prohibited inside all buildings and within 30 feet of any building. Under Mills policy, Adams Plaza is a smoke-free area, and smoking in College-owned vehicles is not permitted. In general, smoking on campus is allowed only if it occurs far enough away from buildings and other enclosed or public meeting areas to ensure that smoke is not present in those areas. Smoking is NOT allowed in any student residence hall. Smoking of medical marijuana is not permitted on campus (see section 1.2 for details).

What housing options does Mills have for graduate students?

Graduate women have the option of living in any upper-class residence hall, in the Ross House, or in the Courtyard Townhouses. Graduate men may live in the Courtyard Townhouses or in Ege Hall. Graduate students with families may apply for the Underwood Apartments.

What size sheets will I need for my room?

All mattresses are standard twin-sized. There is no need to purchase extra-long sheets.

Do I need a parking permit?

Yes. All faculty, staff and students must have a parking permit to park on campus. Students can register their vehicles in the Mills Portal and pick up permits in the Public Safety Office. One parking permit per student is included in Mills student fees and the permit is good for the entire academic year.

Terms and Conditions of the Residence Application/License Agreement

I. TERMS

The Residence Application/License Agreement must be executed prior to taking occupancy in a student residence at Mills College. The Residence Application/License Agreement (“Agreement”) is a legal and binding License to Use between Mills College and the individual student resident. A residence at Mills can be a residence hall, apartment, house, cooperative, or an assigned space within one of these dwellings. The Agreement is for a space in a residence of Mills College and not for any particular residence or room. By signing the License Agreement, the student resident accepts her/his residence and meal plan assignment and agrees to pay all applicable residence charges assessed by Mills College. The student also agrees to comply with all policies governing occupancy of a Mills residence, to be respectful of and compliant with guidance from Staff, and to be considerate of the rights of other residents at all times. Conduct not in compliance with these requirements includes engaging in any behavior that intimidates, harasses or threatens any person or group for any reason, and particularly because of race, culture, class, national origin, religion, gender, sexual orientation, age, or physical or mental ability. The provisions of this Agreement apply to the occupancy periods of each residence type, as indicated below.

II. CONDITIONS

A. Residence Charges

By signing for a residence under this Agreement during the academic year, a student is obligated to pay charges for the entire academic year or remainder thereof. In addition to residence and meal plan charges listed on page one of the Agreement, Mills may also assess charges for damage or loss of property, unauthorized occupancy, penalties for violation of policy, and late payment on established charges. ***Students may not move into their assigned residences until they are financially cleared by the M Center at the beginning of each semester. Keys will not be issued, and keycard access will be blocked, until the student's account is cleared.***

B. Eligibility and Authorized Occupancy

Single women students and women students who are attending Mills without a spouse, partner or children may be assigned to Warren Olney, Orchard Meadow, Ethel Moore, Mary Morse and Ege Halls, Larsen House, the Courtyard Townhouses and Prospect Hill Apartments. Graduate men will be assigned to the Courtyard Townhouses or Ege Hall. Women graduates or undergraduates over the age of 23 are eligible for Ross House. Students who wish to live with their dependent children, a spouse, or a partner are eligible for assignment to the Underwood Apartments. If a student's family status changes, or if students on the waiting list are in a higher priority category, the student resident may become ineligible for Underwood Apartments for the following semester. Residences are to be used for private dwelling purposes only and are to be occupied by students (and approved family members in Underwood Apartments) only. Any change in occupancy, including change of roommate assignments, must be approved by HMDS. Failure to report changes in

occupancy may be grounds for termination of this Agreement and/or loss of residence privileges at the election of Mills only.

C. Unauthorized Occupancy

If a student occupies a Mills residence without authorization at any time outside of the occupancy periods stated below, a fee of \$50 per night plus the current daily rate for room and board will be assessed until the space is vacated. Mills also reserves the right to assess this fee when a student continues to occupy a Mills residence after her/his eligibility for residence has ceased. Charges apply even on days on which the HMDS Office is closed (weekends, holidays, etc.). Occupancy of a Mills residence without authorization is cause for canceling prospective Agreements for residence and refusing to grant future residence privileges.

D. Agreement Renewal

License Agreements are subject to renewal for successive years of a student's course of study at Mills. Most renewals for continuing students are handled through a Room Draw process in the spring semester. Although there is no obligation for Mills to renew, first year students with satisfactory records of community living can request review for renewal of their Agreements for the duration of their studies at Mills during the specific occupancy periods outlined below. A broader range of residential options is available to continuing undergraduate students who participate in room draw. A student's eligibility to reside in the Underwood Apartments must be established each year, and renewals are subject to the priority list among all eligible applicants for assignment to the Underwood Apartments.

E. Occupancy Periods

Occupancy periods are determined by type of residence. All residence halls are closed during Winter recess (although students continuing in the spring are not required to move out their belongings), but are open for the Thanksgiving holiday and Spring Break. Larsen House Co-op, Ross House and Prospect Hill apartments are open during the academic year and Winter Break but closed for Summer Break. The Underwood Apartments and some units in the Courtyard Townhouses are open year-round; a separate Agreement is required for the summer months.

Specific Occupancy Periods for the 2011–12 Academic Year Are As Follow:

Ethel Moore, Mary Morse, Orchard Meadow, Warren Olney and Ege Halls

Fall: New Residential Students: 9:00 am Aug. 20, 2011 – 12 noon Dec. 14, 2011
Returning Residential Students: 9:00 am Aug. 22, 2011 – 12 noon Dec. 14, 2011

Spring: All Residential Students: 12 noon Jan. 17, 2012 – 12 noon May 11, 2012*

* Students graduating or participating in Commencement may stay in residence until 12 noon on May 13, 2012.

Winter Housing

A separate application is required through the HMDS Office. **Costs are not covered by financial aid.**

Courtyard Townhouses: Dec. 14, 2011 – Jan. 17, 2012

Larsen House Co-op, Ross House and Prospect Hill Apartments

New Residential Students: 12 noon Aug. 20, 2011 – 12 noon May 13, 2012

Returning Residential Students: 12 noon Aug. 22, 2011 – 12 noon May 13, 2012

Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Date:
12 noon Dec. 17, 2011

New January Resident Move-In Date: 9:00 am Jan. 17, 2012

Courtyard Townhouses

New Residential Students: 12 noon Aug. 20, 2011 – 12 noon May 13, 2012**

Returning Residential Students: 12 noon Aug. 22, 2011 – 12 noon 13, 2012**

Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Date:
12 noon Dec. 17, 2011

New January Resident Move-In Date: 9:00 am Jan. 17, 2012

**** A summer License Agreement is required for the period from May 13 to August 22, 2012 (or, for students who will not be campus residents in fall 2012, until August 1, 2012). Costs of this period are not covered by financial aid.**

Underwood Apartments

All Residential Students: 12 noon Aug. 15, 2011 – 12 noon June 15, 2012***

Dec. Graduate / Study Abroad / Leave of Absence / Withdrawal Move-Out Date:
12 noon Dec. 31, 2011

New January Resident Move-In Date: 9:00 am Jan. 15, 2012

***** A summer License Agreement is required for the period from June 15 to August 15, 2012 (or, for students who will not be campus residents in fall 2012, until August 1, 2012). Costs of this period are not covered by financial aid.**

F. Termination of Agreement or Release from Agreement

Mills has the right to terminate this Agreement immediately for breach of Mills policies, including residential policies, misconduct in violation of others' rights, disruption to the educational environment, endangerment to health and/or safety, or the use of false statements in this Agreement. Mills also reserves the right to deny future residence privileges or impose other disciplinary penalties for such breaches and misconduct. Students who lose their residence privileges due to breach of this Agreement are fully liable for the costs of the entire term.

Determination of breach is made by the Assistant Director of Residential Life and/or the Housing Policies and Procedures Committee; decisions on petitions for continuation of residency despite breach are made by the Dean of Students. Whenever a student loses the status of registered student, or drops below 2.0 enrolled credits, s/he must vacate the Mills residence within five days with no right of appeal or exception.

Students may be automatically released from this Agreement only if they academically Withdraw, take a Leave of Absence (terminating their registration), are Academically Disqualified, or attend an approved Study Abroad or Domestic Exchange program. Students in these circumstances will be released from their obligation to pay housing charges only if they are released from their Agreements prior to the commencement of the occupancy period of the Agreement.

All decisions regarding release from this Agreement are made by the Housing Policies and Procedures Committee. Requests for release based on compelling and unforeseen circumstances must be submitted in writing to the Housing Management and Dining Services Office. A decision on the written request will be made within 15 work days of its submission. Refunds for release from financial obligation are based on the refund policy stated in the College Catalog. After the start of the occupancy period of the License Agreement there will be no refunds of housing charges, unless an exception to the refund policy is made at the discretion of the Housing Policies and Procedures Committee. Refunds of meal plan charges are based on the date of check-out from the assigned residence and return of housing keys.

G. Security Deposit

Deposits are held by Mills as security for room assignments and renewals, and against cleaning charges and/or repair costs. Security deposits are not maintained during periods of Leave of Absence, Study Abroad, or Domestic Exchange. Students may not apply the deposit toward charges owed for occupancy.

Warren Olney, Orchard Meadow, Ethel Moore, Mary Morse and Ege Halls:	\$150
Larsen House Co-op and Ross House:	\$150
Prospect Hill Apartments:	\$300
Underwood Apartments and Courtyard Townhouses:	\$500

Upward adjustments to the deposit are required to be eligible for changing type of residence.

Security deposits will NOT be returned in the following circumstances:

1. If a student signs a License Agreement but does not matriculate or refuses assignment to a Mills residence, and fails to provide written notice to Housing Management and Dining Services by June 30 for Fall or December 16 for Spring (note: all deposits placed after these deadlines are non-refundable).
2. If a student Withdraws from the College or takes a Leave of Absence, and fails to file official Withdrawal/Leave of Absence paperwork by June 30 for Fall or December 16 for Spring.
3. If a student has charges assessed against her/his deposit during room inspection. Charges that exceed the deposit amount are applied to the student account balance.

4. If a student has not satisfied all occupancy charges upon vacating the residence, or has other unpaid charges on her/his student account, in which case the deposit will be applied toward the charges.
5. If a student has not checked into residence by 4:00 pm on the day preceding the first day of instruction and failed to confirm late arrival by written notice to the College, Mills College has the option of assigning the space to another student and retaining the full amount of the original resident's security deposit.
6. If a student is released from this Agreement pursuant to the terms described in F, above.

Mills College Residential Policies

STUDENT CONDUCT PROCEDURES

Every member of the residential community, staff as well as residents, has responsibilities for maintaining a living/learning environment that is safe and enhances the Mills academic experience. These responsibilities consist primarily of balancing individual needs and rights with those of other members of the community. Staff members work especially hard to address policy violations from an educational rather than punitive point of view, but certain actions will not be tolerated. All community members must be sensitive, ethical, and respectful of each other to facilitate a thriving community.

Mills encourages students to act independently and maturely while in residence. Living in a group environment is not always easy, as students come from different backgrounds and have varied expectations for living in the residential community. Policies and procedures are established to outline standards by which all members of the community can live together. The Office of Residential Life has designed a conduct process which addresses inappropriate behavior contrary to Mills' policies with the goal of changing future behavior.

Student residents who violate policies should be aware that judicial proceedings may be undertaken. Please refer to the Academic Integrity and Student Behavior Policy, found in the Mills College Student Handbook, for further information.

MILLS COLLEGE PARENTAL NOTIFICATION POLICY

Under federal law—the 1974 Family Educational Rights and Privacy Act (FERPA)—Mills College is subject to a general rule prohibiting disclosure of educational records without a student's permission. This general rule has a number of exemptions responsive to practical, business and legal considerations. One of the exemptions allows but does not require Mills to notify parents/guardians when certain health or safety concerns are implicated. Many colleges and universities now rely on the exemption to engage in candid communications with parents/guardians about student problems that are endangering the health of a student or others, or interfering with a student's ability to pursue an education. In acknowledgment of current practices favoring notice to parent/guardians over privacy rights when there are clear signs of a student in trouble, Mills will exercise professional discretion to disclose all information necessary to promote parents'/guardians' efforts to help their student.

1.0 MILLS COLLEGE RESIDENTIAL POLICIES

1.1 Alcohol and Parties

Alcohol consumption is allowed in the privacy of individual student rooms by residents aged 21 or older. A student resident who is at least 21 years of age and elects to consume alcohol in her/his room must do so without anyone under 21 years of age in the room, including her/his roommate.

Drinking is not allowed in common/public areas (e.g. hallways, living rooms, recreation rooms, etc.). Common/public areas are defined as all facility areas that are not part of the private confines of the room assignment. If a door to a student room is open, the room is considered to be a common area.

Any student resident drinking alcohol is expected to drink responsibly and will be held accountable for her/his actions. Any student resident exhibiting problems with alcohol consumption will be referred for counseling and/or judicial action. Kegs or other "common source" containers, such as beverage coolers used as mixing units, are not permitted at private parties or in student rooms.

Mills College enjoys the privilege of having individually sized student rooms. The maximum number of persons permitted to assemble in a student room, apartment or house on campus is determined by the square footage of that area. According to local fire and safety codes, the formula requires 15 square feet per person in a room or area with furniture. For the safety of our residents, we have determined that the maximum capacity for traditional residence hall student rooms is 6 people and the maximum capacity for an apartment or house on campus is 20 people.

Parties Hosted in a Student Room or Apartment

Mills allows student residents to host private parties in the residential community under the following conditions:

1. The party must be confined to one student room or apartment.
2. The maximum occupancy for traditional residence hall student rooms is 6 people, and the maximum capacity for an apartment or house on campus is 20 people.
3. Guest must be personally invited by the host; no advertising is permitted.
4. The host(s) must meet with a professional ORL staff member for approval at least five days in advance of the event and submit a Party Registration form.
5. The host is responsible for guests' behavior and any damage or disturbance.
6. As a courtesy to others, the host should inform hall neighbors of the date and time of the party.
7. Party times must adhere to hall quiet and courtesy hours.
8. Host should know whom and how to call for any assistance needed in unexpected situations.
9. The host must outline her/his escort plan for the coming and going of guests
10. The host (and in the case of an apartment) all members of the house/apartment must be 21 years of age if beer or wine is to be served and all guests must be 21 years of age or older.
11. Kegs or other type of device that provides a common source of alcohol are not permitted at any time.

12. The host is expected to be familiar with and adhere to the Honor Code, College Alcohol Policy, and California laws.

Parties Hosted in Common Areas

Mills allows student residents to host private parties in residential common areas under the following conditions:

1. Alcohol is not permitted at events hosted in any common areas.
2. Parties cannot be held in hallways, Ege wing living rooms, or other unauthorized common spaces.
3. The number of guests must be limited to reasonable common room capacity.
4. Guest must be personally invited by the host; no advertising is permitted.
5. The host(s) must meet with a professional ORL staff member for approval at least five days in advance of the event and submit a Party Registration form.
6. The host is responsible for guests' behavior and any damage or disturbance.
7. As a courtesy to others, the host should inform hall neighbors of the date and time of the party.
8. Party times must adhere to hall quiet and courtesy hours.
9. Host should know whom and how to call for any assistance needed in unexpected situations.

1.2 Drugs

Any use, possession or distribution of illicit drugs is a violation of the Residence Agreement and Mills policy. Mills College upholds the federal and state laws prohibiting the possession, use, or distribution of illegal drugs or narcotics, including marijuana. Mills College, specifically the Division of Student Life, the Office of Residential Life, Housing Management and Dining Services, and the Department of Public Safety reserve the right to enter and search student rooms, apartments, or houses whenever there is reason to believe that the terms and conditions of the housing contract are being violated, including reasonable suspicion of use, possession or distribution of illegal drugs. Smoking medical marijuana is not permitted within the residence halls or apartments in accordance with the Mills College Smoking Policy. Furthermore, the illegal possession, use or sharing of prescription drugs, including medical marijuana, is a violation of the Mills College Student Code of Conduct. Students who violate the College drug policy are in violation of the Student Conduct Code and are subject to disciplinary action.

Residential students who possess a prescription for medical marijuana are strongly encouraged to contact the Office for Services for Students with Disabilities. Questions should be addressed to the Division of Student Life at 510.430.2130.

1.3 Smoking

Smoking is NOT allowed in any student residence, any campus building, or within 30 feet of building entrances, doors or windows. Smoking medical marijuana is not permitted on campus.

2.0 NOISE/QUIET HOURS

2.1 Noise

Every student resident is entitled to reasonable study and considerate rest conditions in all campus housing. Any student resident may request that any other student resident or group of student residents cease any activity that is interfering with her/his ability to study, rest or quietly enjoy the community. When a reasonable request is made in one of these situations, a resident must comply or face possible judicial action.

2.2 Quiet Hours

Quiet hours are 11:00 pm to 8:00 am Sunday through Thursday, and 1:00 am on Friday and Saturday nights to 9:00 am on Saturday and Sunday mornings. Due to the presence of small children, Underwood Apartment quiet hours are 7:00 pm to 7:00 am Sunday through Thursday, and 9:00 pm to 9:00 am Friday and Saturday.

During these hours student residents are expected to refrain from excessive noise and other disruptive activities. Hall or apartment governments may set quiet hours that are more restrictive than the campus-wide quiet hours. Non-designated quiet times are to be considered "courtesy hours," during which student residents and guests must be respectful of a request for more quiet. During finals week, quiet hours may be extended. Student residents needing more quiet time may apply for the 24-Hour Quiet Floor or the 12-Hour Quiet Wing.

2.3 Musical Instruments

The use of musical instruments in the residence community is a privilege. Musical instruments are to be played in consideration of other residents' right to sleep and to study in their rooms. Student residents must exercise this privilege within the guidelines of the noise policy; a student's inability to play within guidelines may result in the loss of playing privileges. Amplified sound is not allowed in any of the residential areas without permission from Office of Residential Life staff.

3.0 HARASSMENT

3.1 Physical, Verbal, and Sexual Harassment

Conduct (words, gestures, images, physical material and bodily contact) that amounts to harassment based on race, religion, national or ethnic origin, color, alienage, culture, physical or mental ability, sexual orientation, gender, sex, gender identity or age is a violation of the College's Grievance Policy and/or other protections against impermissible discrimination and/or harassment. Misconduct in violation of the Mills College Honor Code and/or discrimination policies can form the basis for disciplinary measures under the Academic Integrity and Student Behavior Policy, including termination of the License Agreement. Complaints under this policy may be directed to HMDS, DSL or to a campus grievance officer.

4.0 COMMUNITY SECURITY

4.1 Building Access

Mills strives to provide a safe and secure atmosphere that is conducive to the academic success of each student. There are several ways in which student residents can further increase their level of security.

It is essential that all exterior residence hall doors be kept locked at all times—crime does happen, even on an idyllic campus such as Mills. The same unlocked door that lets in invited guests can

provide an opportunity for thieves or worse. Residents are asked to please remember that one student resident's poor judgment can compromise the security of the entire building.

The odds of a theft or other crime occurring decrease dramatically when doors are kept closed and locked, and community members should call 510.430.5555 (or 5555 from a campus phone) any time suspicious people are seen around the residence or elsewhere on campus. The following tips will also help increase the safety of each individual as well as of the community:

- Do ensure that doors latch and lock when entering or leaving a building.
- Do carry residence hall keys and/or keycard at all times.
- Do NOT prop open any exterior door. It is prohibited and dangerous.
- Do NOT allow unfamiliar people to enter the building.
- Do NOT lend keys or keycards to anybody.

NOTE: If a student's account is not cleared, access to housing at the beginning of each semester will be denied. Keycards will not work, and keys will not be issued, until the account is cleared with the M Center.

4.2 Escort Policy

Only student residents of a Mills residence hall, co-op, apartment, or house may enter their building and move about unescorted. All guests are required to be escorted by a student resident at all times.

4.3 Keys and Keycards

Keys and keycards to a Mills residence are issued only to the assigned student resident(s).

Keys and keycards issued to a student resident are her/his responsibility and must not be loaned or copied. Losing, loaning, or copying keys jeopardizes the security of the student resident's room and others in the hall, house, or apartment. Duplicating or loaning keys will result in a lock change at the student resident's expense, and may result in judicial action. All lost or stolen keys and keycards must be reported immediately to the Housing Management and Dining Services staff and the Department of Public Safety for appropriate security action. Student residents who lose or fail to return their keys during the check-out process will be charged the cost to replace them and/or change the lock(s).

4.4 Privacy; Right of Entry and Search

Mills respects the privacy of all student residents, but also reserves the right to enter and take possession of rooms, apartments, or house space upon breach of this License Agreement. Authorized Mills personnel may enter a student resident's room, apartment, or house with 24 hours' notice (where practicable) during reasonable hours when necessary to provide service, repairs, improvements or maintenance. Authorized Mills personnel may enter without notice in emergencies when deemed necessary to protect the safety of the student resident or other occupants, to provide emergency service or conduct safety inspections, or whenever there is reason to believe that the terms and conditions of this Agreement are being violated or laws are being broken. Students can expect Housekeeping to enter their rooms or apartments without notice within 72 hours of a roommate's move-out, to prepare the vacated space for future occupants.

Any use, possession or distribution of illicit drugs is a violation of this Agreement. Mills reserves the right to enter and search a student resident's room, apartment, or house space without notice on reasonable suspicion of a resident's involvement in unlawful activities.

Any search without notice of a student resident's room, apartment, or house (as distinguished from an emergency service or safety inspection) will be carried out only with adequate cause, and with the explicit authorization of the Dean of Students or other College Officer. For such a search, every effort will be made to have the student resident present at the time of the search. If this is not possible, the student resident will be notified as soon as possible after the search.

4.5 Solicitation

Commercial solicitation, door-to-door selling, or the running of any business enterprise is not permitted in any Mills' residence.

4.6 Unauthorized Occupancy

If a student resident occupies a Mills residence without authorization before her/his official move-in date, after her/his official termination of occupancy date, after the official closure of residences for Winter or Summer breaks, or at any time outside the occupancy periods of her/his Agreement, a charge including \$50 per night plus the current daily rate for room and board will be assessed until the space is completely vacated. Mills also reserves the right to assess this daily charge if a student resident continues to occupy a Mills residence after her/his eligibility for residency has ceased. This charge may also be assessed for unauthorized occupancy by a student resident's guest(s) (see section 6.4 for guest policies). Charges apply even on days on which the HMDS Office is closed (weekends, holidays, etc.). Occupancy of a Mills residence without authorization is cause for terminating prospective Agreements for residence, and for refusing to grant future residence privileges.

4.7 Unauthorized Presence

Student residents are not permitted in areas and rooms that are locked and/or for which they have not been assigned access (e.g., empty rooms, food services areas, storage, mechanical rooms, etc.).

5.0 COMMUNITY SAFETY

5.1 Appliances

To promote safety and prevent the overloading of electrical circuits, all student residents must limit electrical equipment in rooms to study lamps, clocks, small refrigerators, fans, stereos, coffee makers, and other small appliances. Microwaves, hot plates, heating coils, and air conditioners are prohibited in residence halls. The use of surge protectors is recommended with computers, stereos, and other approved electrical equipment. Halogen lamps are NOT permitted, due to fire safety concerns. Cooking appliances in all residences must be used in designated kitchens, not in bedrooms or common area spaces.

Use of portable heaters is discouraged, as all residential rooms are equipped with heaters that are operational during the colder months. Students who choose to bring portable electric heaters are required to bring "fail-safe" types, which are equipped with an automatic tip-over safety shut-off switch. Portable heaters should not be placed near flammable items (paper, curtains, furniture,

clothing, bedding, or anything else that can burn), and must never be left running when student residents leave their rooms or go to sleep.

Use of electrical equipment and appliances which have been modified or damaged is prohibited due to risk of electrical shock and fire safety concerns.

See Suggested Items for Living on Campus for further details.

5.2 Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, etc.) within any residential facility, including in student resident rooms, is not permitted.

5.3 Dangerous Items

Fireworks, firearms, live ammunition, explosives, toxic substances, highly flammable substances, any knife having a blade longer than 2 ½ inches (excluding normal kitchen utensils in Independent Living units) and other weapons (including, but not limited to, air pistols and/or BB guns) are prohibited from use or storage in the residence halls. Possession of illegal items may result in termination of the License Agreement.

5.4 Emergency Preparedness

Student residents are responsible for familiarizing themselves with the location of fire alarms, fire fighting equipment, and emergency procedures for their residence. Earthquake emergency procedures are detailed in the Mills College Emergency Preparedness Handbook located on the Mills College Public Safety website. Each student resident is responsible for maintaining her/his own personal safety supplies, such as water, flashlight, and batteries. The emergency phone number for summoning fire, police, and ambulance services from an on-campus phone is 911; emergency calls from cell phones should be directed to the Oakland Police Department's emergency number for cell phone use: 510.777.3211. The emergency number for the Department of Public Safety is 510.430.5555. Public Safety should be contacted after any calls to other emergency personnel are placed, so they can appropriately direct emergency personnel.

5.5 Fire Alarm/Drill

All student residents and guests must evacuate a residential facility immediately when the fire alarm sounds or when instructed to evacuate by Residential Life/College staff. Those who do not evacuate are in violation of Mills College policy and California state fire codes.

5.6 Fire Safety Equipment

It is a criminal offense to tamper with fire alarms and safety equipment, including smoke detectors within student rooms and apartments.

5.7 Open Flame

Open flames are not permitted in any Mills College residential facility. This includes, but is not limited to, candles, incense, smoking, and the burning of any materials or other flame-emitting articles.

Candles can be used for religious ceremonies if approved in writing by the Director of Spiritual and Religious Life and the resident's Resident Director. Candles must be attended at all times and

extinguished when the ceremony is over. Student residents will be billed for any damage caused by their use of candles. Questions should be addressed to the Division of Student Life at 510.430.2130.

5.8 Motor Vehicles

Motor vehicles must be operated and parked on the Mills campus in accordance with the Parking and Transportation rules and regulations of Mills College, issued by the Department of Public Safety when parking permits are received. Motorcycles and other gasoline-powered vehicles may not be parked or stored inside or within 100 feet of any Mills residence. If these vehicles are found in unauthorized areas they will be towed at the owner's expense. A resident may not park or store vehicles on campus during the summer or the winter breaks if not living on campus at the time, unless express written permission is obtained from the Director of Public Safety. Vehicles should be kept locked at all times. Vehicle self-maintenance is limited to very minor repairs: examples are flat tires, battery exchange, etc. Other repair work will require the removal of the disabled vehicle from campus for repair. All vehicles parked on campus must be operational at all times.

5.9 Parking Policies and Traffic Violations

a. Parking

All motor vehicles must be registered with the Department of Public Safety each academic year and every vehicle parked on campus must display a current parking permit. Residential students are only allowed one vehicle at a time on campus. Commuting students with more than one vehicle must register their additional vehicles with Public Safety. Extended or overnight parking permits are available for guests from Public Safety and are issued on a limited basis for special circumstances.

Vehicles parked in violation of the parking policies will be issued citations. If an individual receives three or more citations and does not pay or appeal them, her/his vehicle will be towed at her/his expense. Citations must be paid or appealed within 14 days or they become delinquent. Citations that are delinquent automatically incur double the original fee.

b. Moving Violations

Moving violations are described as any violation that involves a moving vehicle (such as speeding, not coming to a complete stop at a stop sign, not yielding to a pedestrian in a crosswalk, etc.). Individuals may receive a citation in the mail, or the citation may be placed on the windshield of the offending vehicle. All policies related to parking citations also apply to moving violations.

c. Appeal Process

All citations can be appealed; appeals are heard by the Citation Appeal Committee. If an individual who has received a citation wishes to appeal it, s/he should fill out an appeal form (which can be picked up at the Public Safety Office). Appeals must be submitted within 14 days of the citation's issuance to avoid doubling of the fine. Students should be sure to fill out the form with as much information as possible. After the committee hears the appeal they will make a decision on the citation. A letter from the committee will then be sent. If the individual is found guilty of the infraction, s/he may pay the amount of the fine or may apply for Campus Community Service work. For each hour worked, the individual will receive \$10 credit against the fine. CCS work is defined as campus clean-up, student escort/Seminary Gate duties, or office work within HMDS, Public Safety or other designated departments. The Assistant Director of Public Safety will determine the appropriate assignment.

5.10 Public Health and Communicable Diseases

Student residents and Underwood family occupants should have up-to-date immunizations before arriving on campus. Routine immunizations include tetanus-diphtheria, measles, mumps, rubella, polio, hepatitis B, and chicken pox. Influenza and meningococcal immunizations are also recommended.

In the event of an outbreak of a communicable disease, the infected student resident will be asked to secure housing off-campus until medical clearance is received. If off-campus options are not available, Mills will work with County Public Health guidelines, and may need to relocate the infected resident to a quarantine area on campus.

5.11 Sports in the Hallway

Sports are not permitted within the residence halls. For everyone's safety, skate equipment (skateboards, inline skates, roller skates, etc.) may not be used in hallways, walkways, stairwells, or other public spaces.

6.0 PERSONAL/COMMUNITY RESPONSIBILITY

6.1 Compliance with Staff

Mills staff members (RAs, DSL Professional Staff, and Public Safety) are trained to respond to emergency situations and policy violations to maintain a safe and comfortable living environment for everyone. Student residents are expected to respond to all reasonable directives from staff members and are not to interfere with the performance of any staff member's duties. Any verbal abuse, harassment, or intimidation toward, or failure to cooperate with, staff members will be considered an infringement, and will be referred for judicial action.

6.2 Disorderly Conduct

Any conduct that disrupts the normal order of the community is considered disorderly, is prohibited, and could result in the termination of the License Agreement. Refer to the Mills College Honor Code.

6.3 Family Member Occupants (Underwood Only)

Underwood Apartment student residents may share their apartment space with family member occupants (their spouse/partner and/or their dependent children). Underwood student residents are responsible for the behavior of family members on campus, and their compliance with all laws and Mills College policies, rules, and regulations.

6.4 Guests

Guests from other halls, apartments, and off-campus are welcome to visit; however, they must be escorted by a student resident at all times. Unescorted guests are not permitted. Guests are the responsibility of their hosts, and must abide by all rules and regulations of Mills College. Mills reserves the right to deny guest privileges to any student resident who abuses this policy. Overnight guests are permitted to stay in a student room, apartment, or house only with the permission of all occupants. Guests are not permitted to stay overnight in common areas of the residence halls.

Regardless of host, a guest may not stay overnight in a room, apartment, house or anywhere on campus for more than four consecutive nights and no longer than a total of ten nights each calendar month. No resident is allowed to have overnight guests for more than ten nights total in a calendar month or to host the same guest for more than four nights in a row. Exceptions to these limits require the prior permission of an ORL professional staff member. Guests are prohibited from using any Mills College residence as a primary residence.

Traditional residence hall rooms (single, super single, and double) have a capacity of six people and apartments and/or houses have a capacity of twenty people. Mills reserves the right to deny guest privileges to any student resident who abuses this policy. If a guest is found in a living space unescorted (without her/his host) the guest will be asked to leave or make immediate contact with her/his resident host in the presence of ORL and/or Public Safety staff; otherwise, the unescorted guest will be asked to leave the premises. Violations of the guest policy may result in charges to a student resident's student account; see section 4.6 for details.

6.5 Health and Safety

Behavior that endangers the health and/or safety of student residents or others may result in judicial action, including, but not limited to, a behavior contract, referrals to appropriate resources, reassignment, and/or termination of License Agreement.

Residential Life may conduct a walk-through of a residential space each semester, with 48 hours' notice, to look for health and safety hazards, policy violations, and maintenance concerns.

6.6 Liability for Loss

Mills College assumes no responsibility, and does not provide insurance or any other financial protection, for student residents, family member occupants, their guests, or their respective property. Student residents are advised to obtain their own insurance protection against loss, theft, or damage of personal property (such as computers, stereos, cell phones, jewelry, cameras, etc.).

6.7 Lock-Outs

Student residents may request Public Safety assistance for a lock-out. They will be required to show a valid Mills ID. A \$10 fee for every lock-out will be charged. This fine will be placed on the student's account.

6.8 Posting/Offensive Materials

Any materials posted in common/public areas, including the outsides of room/apartment doors and windows, are subject to approval by Residential Life staff. The outsides of student resident doors are considered common/public space. Student residents who are offended by materials posted in common areas should consult with a Residential Life staff member immediately. Residential Life staff will investigate and if necessary, conduct meetings to address the situation. If the materials create a hostile living environment, appropriate remedies will be implemented.

6.9 Identification

Student residents must carry their Mills identification cards at all times. Upon request by a Mills College staff member, residents must produce a Mills ID. Their guests must on request produce a Mills ID or, if they are not Mills students, other photo identification.

6.10 Community Living

Any student resident who demonstrates an inability to live in a group setting will be asked modify his or her behavior, commit to a behavior contract prescribed by Residential Life professional staff, or will have her/his License Agreement terminated. When a conflict arises between community members, student residents may be required to attend a mediation session facilitated by a staff member. Mills College reserves the right to remove from housing and/or terminate the License Agreement of any individual exhibiting behavior deemed by Mills College staff to be a threat to her/himself or to the community.

6.11 Trash

Student residents and their guests must use the proper facilities for trash and/or recycling. If student residents fail to remove items outside of their residence they will be considered trash and will be removed by Housing Management staff. Student residents of that space will be charged a removal fee for these items. Student residents may not place their own trash or recycling containers in public space. Items placed in indoor recycling containers must be properly washed and separated. The following electronic items can be brought to Lucie Stern 21 during regular business hours (Monday through Friday from 9:00 am to 4:00 pm) for recycling:

Computer monitors	MP3, DVD, and CD players
TVs	VCRs
CPUs	Stereo Equipment
Fax machines	Power supplies
Printers	Power strips
Copiers	Toner/laser jet cartridges
Phones (cell phones)	CDs
Computer parts	CD jewel cases
Servers	Floppy disks

The following items are hazardous waste and may NOT be disposed of, or left for donation pick-ups, anywhere on campus:

Blenders	Refrigerators
Coffee Makers	Batteries
Microwaves	

6.12 Roommate Agreements

Any resident living with a roommate, apartment mate(s) or housemate(s) is required to complete a roommate agreement and attend a roommate agreement meeting with her/his RA within the first two weeks of occupancy. Failure to complete the roommate agreement and/or attend the roommate agreement meeting could result in an administrative move and/or a fine.

7.0 COLLEGE/PERSONAL PROPERTY

7.1 Common Areas

Many of the furnishings at Mills were given to the College by alumnae and friends of Mills. These furnishings have priceless historical value and cannot be replaced. Students should be considerate of current and future Mills students by taking care of these unique treasures.

Damage to common areas of the residence hall during occupancy periods, other than damage caused by natural forces, may be the joint financial responsibility of all occupants of a residence hall or floor.

Student residents are required to keep common areas—including hallways, walkways, stairways, libraries, studies, bathrooms, and living rooms—clear of personal property including, but not limited to, boxes, bicycles, mattresses, bed frames, and personal trash.

Bulletin boards and the outsides of student residents' doors are considered common space. Doormats are not allowed, as they may be a tripping hazard during an emergency evacuation. If Mills staff members are required to remove items left in common areas, residents will be charged for the removal. Repeated violations will result in escalating charges and judicial action.

7.2 Decoration

Student residents may decorate their rooms with the following conditions:

- No wall-hangings or fabric are permitted on the ceiling or over plugs, lights, doorways, or heaters, for safety reasons.
- Multiple outlet power strips equipped with an internal circuit breaker should be used for computer and valuable electronic equipment. Extension cords should be avoided for other uses and should never be "daisy chained" together.
- Products that leave adhesive damage or stains on paint, ceilings, walls, floors, doors, windows, or Mills College furniture—such as glow in the dark stars and colored adhesive putty—may not be used. Excessive use of pins is forbidden, as is use of screws and large nails. Student residents will be charged for excessive damage done to walls, floors, doors, windows, or Mills College furniture (see section 7.5).
- Only drafting or painter's tape, removable mounting strips, push pins, or small picture hangers may be used to hang pictures, posters or other items. Bulletin boards should be hung to display small or multiple items.
- Painting of residence space is not permitted.
- Decorations deemed by Mills to be unsafe or damaging to Mills College property will not be permitted. Excessive paper and/or combustible decorations are not allowed in common area spaces.
- Lights must bear the Underwriters Laboratory (UL) seal of approval.
- All Holiday decorations must be removed prior to Winter Break.
- Christmas trees must have a tag showing that they have been treated with flame retardant.

7.3 Laundry

Coin operated laundry facilities are located in each residence building. Intentional damage to any laundry machine is grounds for termination of Agreement.

7.4 Pets and other animals

Pets or other animals, other than service animals, are not permitted in or around the residence halls, Underwood Apartments, Prospect Hill Apartments, Courtyard Townhouses, Larsen House, or Ross House, with the exception of fish in a 10-gallon or smaller aquarium or in a fish bowl. Sanctions for violating this rule range from daily fines to losing residency privileges. All animal

owners using the Mills College facilities are required to abide by this Policy, in addition to all local statutes, ordinances, and regulations pertaining to their animals.

Animals required as aides for students with disabilities **must** be registered with Services for Students with Disabilities (SSD) and the Department of Public Safety (DPS). DPS requires all canines on campus to have a current city canine license. The city license and all information regarding vaccinations must be presented to DPS for a Mills College canine license to be issued to the canine owner. Questions regarding service animals should be addressed to Services for Students with Disabilities at 510.430.2130.

No animals are allowed in any Mills College buildings, with the following exceptions:

- Canines registered with the Mills College Department of Public Safety, as outlined above.
- Service dogs, as defined above.
- Residential faculty and staff living in Faculty Village or at the President's House are allowed to have animals inside their houses or apartments.
- Violations of the Animal Policy may result in the revocation of animal access privileges on the Mills College campus.
- Dogs may be walked on the campus during daylight hours only with the exception of Service Animals. A Service Animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability.
- Animal owners are liable for any and all injuries and/or damages caused by their animals to persons and/or property.
- Animal owners **MUST** clean up after their animals. Animal owners are expected to carry suitable containers for the removal and proper disposal of animal feces.

7.5 Repairs, Maintenance and Alterations

All maintenance and repair must be performed under the direction of Mills College, through the Housing Management and Dining Services Office. Repairs should be requested by logging on to <http://intranet.mills.edu/workorders/main> and submitting a Work Order.

Submission of a Work Order grants permission to enter a student's residence without notice (unless it is specified on the Work Order that the student would like to be present or to be contacted before entry). Authorized Mills personnel will enter a student resident's room, apartment, or house with notice during reasonable hours when necessary to provide service, repairs, improvements, or maintenance.

Mills reserves the right to enter a room for emergency service and safety inspections. If repairs or maintenance are needed due to negligence or improper use by the student resident or by her/his guests, the student resident will be charged for any costs. Room damages will be applied to the resident's student account after a room check is completed by a staff member. Any questions regarding charges should be directed to Housing Management and Dining Services.

Student residents (and family member occupants in the case of Underwood Apartments) may not make alterations or undertake any redecorating of their residence without the prior written consent of Mills College. Student residents and family member occupants may not remove any Mills College property from their residences, or from Mills College grounds or buildings. In the event that

a major repair to a room or apartment is necessary, Mills College reserves the right to relocate the resident(s) to an alternate space.

Should repairs be necessary over and above normal wear and tear, damage charges will be assessed to the student resident. See list of charges.

Damage charges for items not listed below will be assessed by HMDS.

Carpet repairs and replacement		\$100–\$1,300	
Cleaning fee		\$35–\$100	
Furniture repairs		\$25–\$300	
Furniture replacement		TBD	
Captain's bed		\$360	
Metal bed frame		\$50	
Computer desk		\$350	
Bookcase		\$155	
Chest of drawers		\$365	
Desk chair		\$155	
Twin mattress		\$125	
Improper Check-In		\$50–\$100	
Improper Check-Out		\$100–\$500	
Light Fixtures	Ceiling	\$50	
	Bookcase	\$25	
	Desk light	\$25	
Smoke detector		\$25–\$250	
Trash cans or recycling bins			\$34
Walls	Paint per wall	\$100	
	Repairs per wall	\$25–\$100	
Window	Screen	\$50	
	Roller shade	\$50	
	Drapery	\$200	
	Blinds	\$200	
	Glass	\$50–\$100	
Telephone		\$26	

7.6 Residence Condition and Furniture

Upon moving into a room or apartment, residents are issued a Room Condition Form (RCF); this should be completed in detail and returned to a Residential Life staff member on the day of move-in. Accurate and complete information on this form will prevent residents from being charged for damage or loss of items that occurred prior to their occupancy.

The cost of any damaged or missing furniture that is not indicated on the inventory form will be assessed to the student resident. Student residents are responsible for any damage that occurs in their room or apartment. Mills furniture (including bed frames and beds) may not be removed from its assigned room. Exceptions may be made for mattresses only in case of medical need. (Mills mattresses are extra firm, standard twin size.) A letter from a doctor must be submitted to Services

for Students with Disabilities, who will then authorize the mattress storage and contact HMDS for removal.

Student residents are expected to give reasonable care to their room and its furnishings, maintaining sanitary conditions acceptable to Mills College. It is the student resident's responsibility to keep her/his living space free from food and debris, which could attract rodents and other pests.

Underwood student residents may place a modest amount of furniture intended for outdoor use outside of their residences, at their own risk.

7.7 Roofs

Student residents are not permitted on the roofs of any residential facility.

7.8 Screens

Student residents who remove and/or tamper with room or common area screens are in violation of policy, and are responsible for damage/replacement charges.

7.9 Storage

Storage is limited to the closets located in the resident's room/apartment. The storage of any materials (boxes, furniture, etc.) in common areas or unoccupied spaces of the residential facilities is not permitted. Bicycles must be stored in student rooms or designated bike rooms only.

7.10 Vandalism

Vandalism of any kind to student residents' rooms or common areas is not permitted at any time. Vandalism includes, but is not limited to, the following: any damage to community property, defacing of any Mills College property, or defacing the property of any student or guest of the residential community. Violations of this policy are taken seriously; perpetrators will be held financially responsible for any damage and are subject to judicial action.

Damage to common areas, including damage or removal of Mills College furniture, may be considered the joint responsibility of all occupants. Fines for furniture replacement and room repairs will be charged to the responsible occupant, or divided among all occupants if the responsible party is not identified. Furniture in common areas may not be "borrowed" or removed to other locations. Apartment and house residents must complete inventory reports for common areas.

7.11 Windows/Building Ledges/Porches

Student residents are not allowed to sit on window, building, or porch ledges. Storage of any materials on window ledges/porches is not permitted. Student residents who permit any item to fall, drop or be thrown from any residence window or porch will be in violation of policy. Student residents are not allowed to exit or enter a room via a window or porch except in the event of a life safety emergency.

7.12 Bicycles

Bicycles must not be chained to the inside or outside of railings on access ramps to any campus building. Bicycle racks are provided for that purpose. See the Student Handbook for further information about bicycle use on the Mills College campus.

7.13 Housekeeping

Housekeeping services are provided in the restrooms and common areas of the Residence Halls (Warren Olney, Orchard Meadow, Hettie Belle Ege, Ethel Moore and Mary Morse Halls), as well as of Ross House and Larsen House. Students in Prospect Hill, the Courtyard Townhouses, and the Underwood Apartments are responsible for cleaning their own units.

Each student resident is responsible for maintaining a clean, orderly and hygienic environment. Kitchen and bathroom areas in independent living options should be cleaned on a regular basis, and carpets should be vacuumed as needed (vacuums can be checked out from the building's Resident Assistant).

Failure to properly care for the units, and to leave them in good, clean condition upon termination of occupancy, will result in charges against a student's security deposit. Charges assessed for damage or cleaning costs in spaces not within the confines of individual student rooms will be divided among all occupants of the unit.

7.14 Abandoned Items

Items abandoned when a student resident vacates a unit will be discarded or donated to charity. Fees may be assessed for removal and disposal of abandoned items.

8.0 POLICIES AND LEGAL COMPLIANCE

8.1 Applicable Laws

Student residents are required to abide by all Federal, State, County, and local laws and ordinances. Failure to do so may constitute grounds for discipline under the Academic Integrity and Student Behavior Policy and/or termination of the License Agreement.

8.2 College Honor Code/Policies

It is the responsibility of every Mills student to have knowledge of and abide by the standards set forth in the Mills Honor Code. It is the obligation of each student to report any violation of the ASMC Honor Code (academic, social, or ethical) that she/he has committed or witnessed. Any such report should be made to a Judicial Board Representative or the ASMC Judicial Board Chair.

8.3 Residential Life Administrative Processes and Policies

a. Administrative Necessity

Mills College's obligation to provide room and board under this Agreement shall be suspended upon a reasonable determination of impossibility based on administrative necessity, provided, however, that the student resident shall be entitled to any applicable refunds.

Administrative necessity refers to conditions including, but not limited to, damage caused by floods, slides, fires, earthquakes or other natural disasters, vandalism, civil disorder, compliance with state or federal law, or interruption of basic services due to labor strike.

b. Assignments

Residence assignments are made either for the academic year or year-round. Students returning to the residence halls in the fall select their rooms at Room Draw the previous spring. Assignments are made for entering students during the summer. Continuing/resuming students wishing to live in Ross House choose rooms at Room Draw.

Changes in residence assignments require the permission of the Housing Management and Dining Services Office and the Residential Life staff. No changes in residence will occur before the third week of classes of any semester. Requests for room changes will only be granted the fourth and fifth weeks of classes of any semester. Before or after this two-week block of time, requests for room changes will ONLY be granted in the event of an emergency or verified medical need.

Mills College reserves the right to assign roommates to rooms or apartments. In some cases, residence hall students living in double rooms without a roommate may have the opportunity to temporarily convert their room to a "super single" room for an additional fee. Mills will notify student residents when this option is available.

Mills reserves the right to change room assignments based on College need. Under certain circumstances, student residents may be assigned to a residence for a temporary period of time, to be determined by Mills. In such cases, residents must move to a permanent (annual) assignment at the request of Mills. Billing will reflect both temporary and permanent assignments.

c. Consolidation Rule

Mills College reserves the right to change the room assignment of any student to facilitate space consolidation. At the discretion of the College, students may be allowed to assist in selecting other students to fill the empty spaces in their units.

d. Eligibility for Campus Housing

If a student becomes ineligible for campus housing due to dropping below 2.0 enrolled credits she/he will be required to vacate her/his room, complete the official check-out process, and return her/his keys within five calendar days of falling below the 2.0 credit minimum.

If a student is disqualified by the Academic Standing Committee, and wishes to file an appeal, she/he must file an appeal no later than the deadline for the first Academic Standing Committee meeting of the semester. If her/his appeal is denied, the student must vacate her/his residence, complete the official check-out process, and return her/his keys within five days. If the student chooses not to file an appeal she/he must complete the move-out process within five days of academic disqualification.

If a student becomes ineligible for campus housing (due to a leave of absence, a withdrawal, being categorized as withdrawn without notice, failure to enroll in at least 2.0 credits by the Add Deadline, or academic disqualification), and fails to return her/his keys within five calendar days, locks will be changed at the student's expense and her/his belongings will be considered abandoned (see section 7.14, Abandoned Items).

e. Catalog, Guides, and Handbooks

Student residents should become familiar with the current Mills Student Handbook, and with the Undergraduate or Graduate Catalog. By entering into a License Agreement, residents agree to abide by the rules and regulations set forth in Mills College publications. In the event of a conflict between the provisions of the Residence Application/License Agreement and the Guide to Living on Campus and those contained in sections of the Handbook and Catalog that cover housing, this Agreement shall take precedence. The student resident further agrees to abide by the rules and

regulations established for the residential options and updated from time to time. All Mills students must also abide by any new policies or revisions added to the Mills Student Handbook at the beginning of the spring semester. In the event that new policies are added or policies are revised during the academic year, students will be notified of updates via their official Mills email accounts.

f. Move-In and Check-Out

Student residents must check in to their campus residence during designated move-in dates and times only, and must remove their possessions and check out by the date assigned by Mills College. Before checking out of their campus residence, student residents must make an appointment with a Residential Life staff member to review the condition of their space (or complete Express Check-Out when available). Student residents are considered to be checked out only after they have vacated their residence, held a check-out inspection with the appropriate Residential Life Staff member (or completed Express Check-Out), and returned all residence keys to HMDS. Fines will be imposed for failure to complete these procedures.

Items left in student housing after a student's official move-out date will be discarded, and disposal fines will be assessed.

g. Disclosure of Housing Information

Mills College considers residence assignments and room/apartment numbers to be College-level directory information, which means that Mills is free to disclose them to any Mills College official upon specific request. Student residents who do not want this information disclosed must notify the Division of Student Life in writing before the start of the occupancy period for the semester. Housing information will not be disclosed to parties who are not College officials, unless required by law.

h. Emergency Contact Information

Emergency information is required to be on file with the Division of Student Life by the end of the first week of occupancy. Failure to comply may result in fines and judicial action.

i. Mail

The Mail and Copy Center, located at Rothwell Center adjacent to the Tea Shop, provides services including shipping and receiving through the United States Postal Service (USPS), UPS and Federal Express, including a daily pick-up; Private Mail Box (PMB) rental; shipping supplies and postage stamps for purchase; as well as premium printing, copying, finishing and fax services. The Mail and Copy Center is open Monday through Friday, 9:00 am to 4:30 pm.

Each Mills student resident is assigned a Private Mailbox (PMB) for the duration of her/his yearly Residence Agreement. Students must register for a PMB, in person, at the Mail and Copy Center and submit the appropriate paperwork in order to activate the box assignment and receive a PMB combination or key. At the end of each year's residency at Mills College, each student must complete and submit either a Re-mail Form or a Hold Mail Form with the Mail and Copy Center. At check-in in the fall, each student's PMB will be reactivated. Student residents are responsible for filing a Re-Mail Form or a Hold Mail Form with the Mail and Copy Center. Mail will be re-mailed or held only for the period of time set forth in the respective form. Unclaimed mail will be returned to the local Post Office endorsed as "undeliverable."

j. Subletting

Subletting of Mills College housing or facilities is prohibited.

k. Telephones and Other Utilities

Residential telephone service is provided by Mills College. Mills provides one telephone in each room. This phone can be used for on-campus, local, toll-free, and 911 calls, as well as for checking voicemail. The student resident will be charged at check-out for loss of or damage to the phone.

Voicemail is considered an official form of Mills College communication, and every student living on campus is provided with a voicemail account. In shared rooms each student resident has a private mailbox. All residential students are required to set up their mailboxes.

Computing Services recommends that 2.4 GHz phones, personal wireless access points/bridges, and other 2.4 GHz devices should not be used on the Mills campus, as they conflict with the campus wireless network and will cause service interruptions for all users. For questions about electronic devices, contact Computing Services at 510.430.2005 or email helpdesk@mills.edu.

Each residence hall has a courtesy telephone available for campus calls.

All utilities are included in housing charges. Electrical, gas, water, sewage, and garbage services are paid for by Mills College. If repairs are needed, Mills must be contacted and given the opportunity to make the needed repair. Mills is not liable for the failure of other parties to provide the above services when such failure is due to circumstances beyond Mills College's control.

8.4 Fires and Camping

Permission must be obtained from the Dean of Students and the Director of Campus Facilities before a fire may be set on campus. Camping, sleeping outdoors or in vehicles, on the campus is prohibited.

8.5 Squatting

Individuals occupying Mills College facilities without an approved License Agreement will be considered trespassers, and will be asked to leave. Exceptions are outlined in section 6.4, Guests.

8.6 Eviction

The following is a partial list of violations for which exclusion or eviction from campus housing is likely to result. This list is not all-inclusive, but rather is intended to give some examples of serious violations:

- Physical abuse of others or self including assault, including sexual assault.
- Threats of violence to others or self including physical threats or sexual harassment.
- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Possession, use or sale of illegal drugs.
- Failure to maintain safe and sanitary conditions in living space.
- Repeated violation of policies or regulations.