

Mills College – M Center – Academic Records Cross Registration Permit

All Students

1. Eligible students may cross-register for one credit per semester, provided the course is not offered during the same semester at Mills.
2. Students must meet all prerequisites and criteria for cross-registration.
3. Students may not enroll in independent study, tutorial or individual instruction courses.
4. Cross-registration is not available during the summer or January (Intersession) terms.
5. Student is responsible for obtaining all appropriate signatures and returning the completed form to the Office of the Registrar at the HOST school, with the exception of students cross-registering at UC Berkeley. Students cross-registering at UC Berkeley should secure signatures 1-4 and then return the form to the M Center. The M Center will submit the form to the Berkeley Registrar. For all other schools, a copy of the permit must be turned in to the HOME school within one week after the class begins.
6. Student is responsible for meeting all registration regulations, deadlines and penalties at the host institution.
7. To drop the class, fill out an add/drop slip and obtain your advisor's signature. It is the student's responsibility to notify both schools to avoid an unofficial withdrawal or failing grade. You must also adhere to the drop deadlines of both institutions.

Undergraduate Students

1. No more than 4 semester course credits of cross-registered courses may apply toward your undergraduate degree.
2. Cross-registration courses do not count toward the undergraduate residency requirement of 12 semester course credits at Mills.

Graduate Students

1. No more than 1.5 semester course credits (2 credits for MA: Math students) of cross-registered courses may apply toward your graduate degree.
2. Graduate students will not receive credit for lower-division undergraduate work.

SECTION I

Name: _____
Last
First
M.I.

Mills ID: _____ Semester/Year: _____

Phone Number: _____ Email Address: _____

SECTION II

Home Institution: Mills College Host Institution: _____

COURSE TO BE TAKEN:

CREDIT TO BE RECEIVED:

Department & Course # (UC Berkeley Course Control #)	Title	Qtr Units	Sem Units	Mills Credits	Grade (G) Pass (P)
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Undergraduate

Semester Units	Mills Units	Quarter Units	Mills Units
3.5	1	5	1
3	.85	4	.80
2	.57	3	.60
1	.28	2	.40
.5	n/a	1	.20

Graduate

Semester Units	Mills Units	Quarter Units	Mills Units
4	1	6	1
3	.75	5	.83
2	.50	4	.66
1	.25	3	.50
.5	n/a	2	.33

Total transfer credit will be rounded to the nearest .25.

SECTION III

Please obtain the signatures in the order listed below.

Student*: _____

Faculty Advisor: _____

Mills Records Staff (allow one business day for this signature): _____

Course Instructor (emailed signatures are not acceptable): _____

HOST Registrar (signature not required for UC Berkeley): _____

* My signature acknowledges my consent for the Host Institution to release my transcript to Mills College regarding the course listed above.

M Center Use Only: Processed by: _____ Date: _____ Notes: _____

Eligibility

To be eligible to participate in the Mills Cross-Registration Program you must be:

- A sophomore, junior or senior, registered in at least 3 Mills credits, with a minimum cumulative GPA of 2.00; or
- A graduate student, enrolled at least part-time, with department approval. Note that graduate students will not receive credit for lower-division UG courses.
- Part-time undergraduate students carrying at least 1 Mills credit are eligible for Cross-Registration. The student will be charged for the cross-registration course at the current per credit tuition rate.
- Seniors and graduate students in their last term of attendance may cross register but should note that the time to process the cross-registration transcript will delay the posting of the Mills degree and release of the diploma.

Participating Schools

Berkeley City College	Holy Names College
California College of the Arts	Laney College
California State University, East Bay	Napa Valley College
College of Alameda	Merritt College
College of Marin	Skyline College
Chabot College	Sonoma State University
City College of San Francisco	St. Mary's College
Contra Costa College	University of California, Berkeley*
Diablo Valley College	*excluding UC Extension courses
Graduate Theological Union	

Grades and Transcripts

- Credit is automatically transferred by the host school to Mills for evaluation and transcription. Transcripts are received several weeks after the end of the term, and evaluated immediately upon receipt. Check your myMills account to see your updated transcript.
- The host school is not required to keep a record of your work or to provide transcripts.
- Receiving credit depends upon your meeting the academic requirements and deadlines of both Mills and the host school.
- Credit through Cross-Registration is not considered transfer credit. However, unlike credit earned at Mills, cross-registration credit does not count toward the 12-credit residency requirement. Grades for cross-registration courses are calculated into your Mills GPA.

Enrollment Deadlines

- Cross-Registration calendar information is available in the Office of the Registrar at the host school.
- You are responsible for meeting the registration deadlines at the host school, and for any late fees if you miss the deadline. A copy of the permit must be turned into Mills within one week after the course begins.
- If you drop your cross-registration course you must adhere to the deadlines of the host school and Mills.

Cost

- For full-time Mills students there is no additional tuition cost for Cross-Registration.
- Part-time students must pay for a cross-registered course according to the Mills College part-time fee schedule. Part-time students must pay for their cross-registration class by the second week of classes.
- Students are responsible for any laboratory or special fees. Students are also responsible for purchasing a parking pass, if necessary, from the Public Safety office.
- Library use is free, except at UC-Berkeley, with identification (your signed permit form).

Cross-Registration Notes

- Keep a copy of the form for identification purposes.
- If you drop the course, you must inform both schools to avoid a possible UW or F grade.
- Part-time students must pay for their cross-registered class by the second week of classes.
- To drop a cross-registration course you must follow the regular procedure to drop a course. You must also follow the drop procedure at the host institution, adhering to both school's deadlines. If you drop the course, you must inform both schools to avoid a possible "UW" or "F" grade.
- Note special procedures and restrictions for some schools (below).

California College of the Arts – Only undergraduate-level courses are open to cross-registration students.

City College of San Francisco – All Mills students must submit a CCSF Application for Admission in addition to the Cross-Registration Permit.

Graduate Theological Union – Cross-Registration is open only to junior, senior and graduate Mills students.

University of California, Berkeley – Complete the permit form including Mills' signatures. Cross-registration permits for UC Berkeley must include the Course Control Number (5-digit number). This number is available from the UC Berkeley schedule of classes on the UC Berkeley website. Attend UC class during the first week and secure the instructor's signature. After obtaining the instructor's signature, return the permit to the M Center for submission to the UC Berkeley cross-registration coordinator. Once the permit is processed, a copy will be mailed to you. To drop a UC class, notify the instructor and go to Sproul Hall, Room 120 to notify the cross-registration coordinator. You must also notify Mills College by following the regular drop-course procedure. UC Extension is not included in the cross registration program at Mills.