

Mills College – M Center 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.
8. Students wishing to park on the Mills College campus must purchase a parking permit from the Public Safety Office.

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 of cross-registered courses may apply toward your graduate degree.
2. Graduate students will not receive credit for lower-division undergraduate work.

Semester/Year: _____ Social Security Number: _____

Student Name: _____
Last First Middle

Address: _____ Gender Female Male

Phone: _____ Classification (Jr., Sr., etc.): _____

Home Institution: **Mills College** Host Institution: _____

COURSE TO BE TAKEN:

CREDIT TO BE RECEIVED:

Department & Course #	Title	Qtr Units	Sem Units	Mills Credits	Grade Type Grade (G) Pass (P)
(students cross-registering at Berkeley <u>must</u> include the Berkeley Course Control Number)					

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.

Secure signatures in numerical order:

1. Student _____
2. Faculty Advisor _____
3. Mills Registrar/Asst Registrar: (allow one business day for this signature) _____
4. Course Instructor (emailed signatures are not acceptable) _____
5. HOST Registrar (signature not required for UC Berkeley) _____

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

California College of the Arts

California State University, East Bay

College of Alameda

College of Marin

Chabot College

City College of San Francisco

Contra Costa College

Diablo Valley College

Graduate Theological Union

Holy Names College

Laney College

Merritt College

Skyline College

Sonoma State University

St. Mary's College

University of California, Berkeley

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.