Mills College – M Center – Academic Records
January 2019 Special Student Registration Form

1. Current Mills students should register online. This form is for:
    a. Graduate students, undergraduate transfer students, and students pursuing their second Bachelor degree, admitted for Spring 2019 who wish to take a class for credit during January 2019.
    b. Non-Mills students.
2. Fees: Refer to Tuition and Fees in the Mills online catalog.
3. Submit this form no later than **Nov 14, 2018** for priority consideration. Forms submitted after **December 19, 2018**, must be accompanied by payment in full.
4. The final deadline to add a course is **January 2, 2019.**
5. The final deadline to drop a course is **January 3, 2019**.
6. The final deadline to withdraw from a course (a "W" will appear on the transcript) is **January 4, 2019**.

SECTION I

Name: _____
Last First M.I.

Mills ID: _____ Semester/Year: January 2019

Address: _____

_____

Phone Number: _____ Email Address: _____

Emergency Contact Person: _____ Phone: _____

SECTION II

Please indicate the course(s) to be taken:

CRN	Subject (Ex. ENG)	Course Number	Section	Title	Instructor Signature*

* In lieu of a signature, the instructor may email you a statement approving you to add the course. Please submit both this form and a print out of the email upon submission. Instructor contact information is available through the Mills homepage, in the **Academics** drop down menu, through the **Faculty** link.

SECTION III

Please read the following and sign below:

I accept responsibility for any and all charges associated with registering for the January 2019 term. I understand that I will receive an email regarding my charges and payments once my registration is processed. I understand that in order to receive a full refund, I must drop the course before the first day of instruction, which is **January 2, 2019**. I understand that refunds for dropping a course on or after the first day of instruction will be subject to the Tuition and Fees Adjustment Policy, as printed in the Mills College catalog.

Student Signature : _____ Date: _____

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

☐ SAAQUIK ☐ SFAREGS Notes: _____