January Session Services
January 4 - January 16, 2016

<table>
<thead>
<tr>
<th>JANUARY COURSES</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>LET 180J: Writing Truth to Power: An Academic Writing Workshop (1 credit)</td>
<td>Stern 014</td>
</tr>
<tr>
<td>MGMT 227: Negotiations (1 credit)</td>
<td>GSB 109</td>
</tr>
<tr>
<td>CHEM 011: Chemistry of Cooking (1 credit)</td>
<td>NSB 206 and 213</td>
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<tr>
<td>PHIL 080J: Philosophy and Film (1 credit)</td>
<td>Stern 006</td>
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<tr>
<td>WGSS 180: Gender, Sexuality, and Social Justice in Mexico (1 credit)</td>
<td>Cuernavaca, Mexico</td>
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</tbody>
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- Please see the online course schedule for the most up-to-date classroom location information. [http://www.mills.edu/academics/january_term/course-descriptions.php](http://www.mills.edu/academics/january_term/course-descriptions.php)

**BLACKBOARD**

- Blackboard Learn is a web-based course-management system that allows students and faculty to use online materials, tools and activities to complement their on-campus class. If your instructor has indicated that they will be using Blackboard, you’ll access it via the Mills Resource Portal at [http://portal.mills.edu](http://portal.mills.edu).
- Information on this service can be viewed on the campus intranet site: [https://intranet.mills.edu/campus/](https://intranet.mills.edu/campus/)

**BOOKSTORE**

Bookstore, Hours of Operation

- January 4-January 15, 2016, Monday-Friday, 10:00 am-2:00 pm (closed weekends)

**CENTER FOR ACADEMIC EXCELLENCE, HOURS OF OPERATION**

Center for Academic Excellence, Hours of Operation

- January 4-January 15, 2015, Monday-Friday, 9:00 am-5:00 pm

**COMPUTING SERVICES**

Help Desk Services, Hours of Operation

- The Help Desk is staffed Monday-Friday, 7:00 am -4:30 pm
- Any available IT staff may answer the Help Desk phone or e-mail outside of these hours

Computing Labs, Hours of Operation

- Stern Hall labs and CPM 207 will be open 24-7 starting January 5th for the J-Term
- Activate your Mills computing account and complete the Mills “Self-Guided Computer Orientation” by following the instructions at [http://www.mills.edu/student_services/technology/computer_orientation.php](http://www.mills.edu/student_services/technology/computer_orientation.php).
- In the self-guided computer orientation, you will set your password to visit the Mills Resource Portal (an important gateway to campus resources) and to check your new Mills e-mail account. You’ll also learn how to connect to Google Drive for personal file storage. Additionally, you’ll have the option to sign up for the Emergency Notification Service.
• For more information about services not included in the self-guided computer orientation, visit the New Student Technology FAQ

DIVISION OF STUDENT LIFE (DSL)
Division of Student Life (Cowell Building), Hours of Operation
• Monday-Friday, 9:00 am – 5:00 pm

Student Access and Support Services (SASS)
• If you have been registered with Services for Students with Disabilities (SSD), please contact Gabriella Tempestoso at gtempestoso@mills.edu or x3241 by December 5 for consultation. Due to the extremely accelerated pace of these courses, they may not be beneficial for some students.

Health and Counseling Services
• Learn more about services available to you on campus at Mills at http://www.mills.edu/student_services/health_and_counseling
• Student Health Center will open January 20
• Counseling and Psychological Services (CAPS) hours: Monday–Friday, 9:00 am–5:00 pm

FITNESS CENTER AND POOL
FITNESS CENTER, Hours of Operation
• Will be closed December 16, 2015– January 19, 2016

TREFETHEN POOL, Hours of Operation
• Will be closed December 16, 2015– January 10, 2016

HOUSING MANAGEMENT AND DINING SERVICES (HMDS)
HMDS Office, Hours of Operation
• January 4-January 15, 2016, Monday-Friday, 9:00 am-5:00 pm
• We are offering limited January Term Housing from January 3rd to the 19th
• Please go to this link to download the paper application and see cost information
• The application deadline is November 30th, 2015
• Optional: Students planning on using the library or pool may obtain their Mills ID from the HMDS office in Sage Hall (Room 138)
• You must present a valid government-issued photo ID

F. W. OLIN LIBRARY
Library, Hours of Operation
• January 4-January 15, 2016, Monday-Friday, 1:00 pm-5:00 pm (closed weekends)

Library Services
• All of our electronic resources including e-reserves are available 24/7. The deadline for January session reserve requests is Monday, December 14. The reserve form can be found at https://intranet.mills.edu/library/faculty/reserves.php. We can also offer bibliographic/research instructional sessions by faculty request during the hours we would normally be closed. As expected, sessions can also be scheduled during open hours as well. Faculty can contact our Head of Reference, Michael Beller
(mbeller@mills, x2051), to schedule a session.

- Customary Library services continue through the January term. These include interlibrary loan, book orders/acquisitions, reference service, etc.

**M CENTER (Financial Aid, Student Accounts, Records, Registrar)**

**Hours of Operation**

- Regular Hours: Beginning January 4, 2016
  - Monday 9:00 am-4:00 pm
  - Tuesday-Thursday 9 am-5 pm

**Add/Drop Deadlines**

- Contact records@mills.edu if you have questions about adding/dropping/withdrawing from a class
- Class registration deadline: December 16, 2015
- Drop deadline: January 5, 2016
- Withdrawal deadline: January 6, 2016 (with a grade of W on your transcript)

**Student Accounts, Billing, and Payments**

- Email stuaccts@mills.edu if you have any questions
- Payment arrangements are due by January 6 for both January Session and Spring semester. You have the option of setting up a payment plan and may combine January Session and Spring semester balances into one payment plan.
- Mills Loans are available to students attending January Session and may be used to cover tuition charges only.
- More detailed information will be sent prior to winter break to students who have registered for January Session. No other forms of financial aid are available for January Session.
- Optional: Authorize a third party (parent, spouse/partner, accountant, etc.) to have access to your student account information.
- Use the Account Billing and Payments option on the Mills Resource Portal (http://portal.mills.edu) to authorize a third party to view your eBills and make online payments to your account, and to allow Mills College to disclose information about your student account to the authorized party

**PUBLIC SAFETY AND TRANSPORTATION**

**Public Safety Office (CPM 113), Hours of Operation**

- Regular Hours: Monday-Friday, 9:00 am-5:00 pm
- Security coverage, lost keys, etc. call 430-5555 any time, 24-hrs/day

**Mills Shuttle**

- The Mills shuttle will not be operating during the January session
  - AC Transit EasyPass Program
  - U Car Share
  - Paratransit
  - 511