

## **Mills College Summer School Services** *(Services Closed Friday, July 3 Holiday)*

**Session I: For Education and Management Courses ONLY**  
**Monday, May 18, 2015–Friday, June 26, 2015**

**Session II: For All Other Courses**  
**Monday, June 1, 2015–Friday, July 10, 2015**

Please see the [Summer online course listing](#) for class meeting times and classroom locations.  
Please see the [Summer Calendar](#) for term schedule and deadlines.

During the Middlebury summer residential language immersion program, the language pledge will be in effect. English language music may be played in the following common spaces: Mary Atkins, Parenting, Graduate, and Solidarity Lounges.

### **AUDIO VISUAL DEPARTMENT Staff Hours**

- Monday-Friday, 8:30 am-5:00 pm
- Equipment check out by appointment or by prior arrangement for student check out of equipment for class
- Classroom Support: Requests for classroom technology or training can be made by emailing [av-requests@mills.edu](mailto:av-requests@mills.edu).

### **BOOKSTORE Hours of Operation**

- Monday-Thursday, 9:00 am-5:00 pm
- Friday, 9:00 am-1:00 pm

### **COMPUTING SERVICES**

#### **New Student Computer Orientation**

Please review the self-guided new student orientation webpage at [http://www.mills.edu/student\\_services/technology/computer\\_orientation.php](http://www.mills.edu/student_services/technology/computer_orientation.php). You can contact the Help Desk for any technological questions or issues.

#### **Help Desk Services, Hours of Operation**

- The helpdesk is staffed Monday-Friday, 7:00 am-5:00 pm.
- Any available IT staff may answer the helpdesk phone or email outside of these hours.

#### **Computing Labs, Hours of Operation**

- CPM 207 Open 24/7—7 PCs, 3 Macs, 2 scanners, and a printer

#### **Blackboard & iTunes U**

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>.

In addition, we also use iTunes U for recorded lectures and or video. If your instructor is using iTunes U, you'll also access it via the Mills Resource Portal at <http://portal.mills.edu>. Installation of the iTunes app is needed to access this service. All Mills computers have this app installed and configured to access iTunes U.

Information on both of these services can be viewed here:  
[http://www.mills.edu/student\\_services/technology/courses.php](http://www.mills.edu/student_services/technology/courses.php)

### **DIVISION OF STUDENT LIFE (DSL), Student Services**

#### **Division of Student Life (Cowell Building), Hours of Operation**

- Monday-Friday, 9:00 am-12:00 pm and 1:00 am-4:00 pm

#### **Counseling and Psychological Services, Office Hours**

- Monday-Friday, 9:00 am–12:00 pm and 1:00 am–5:00 pm
- To schedule an appointment with the Wellness Manager, please stop by the Cowell Building or call (510) 430-2130.

#### **Health & Wellness Services:**

- The on-campus Student Health Center is closed over the summer from May 16<sup>th</sup> – August 21<sup>st</sup>, reopens on Monday, August 24<sup>th</sup>.
- Students who are covered under the Student Health Plan are members of Kaiser Permanente. Kaiser members may use the same Appointment and Advice Line (1-877-MILLS KP) for nurse advice or appointments (at any KP facility) over the summer. For more information and access options - including online scheduling of appointments, visit [www.kp.org](http://www.kp.org), register as a member and then click on “Locate Our Services” to find a facility or physician.
- Students who are not members of Kaiser Permanente and are insured through other plans should seek services from providers covered by their health insurance. Search for physicians and facilities near you that may take your health insurance in the San Francisco Bay Area at Hill Physicians Group, Sutter Health Network or John Muir Health Network. For more assistance finding a provider, please contact the Manager of Wellness and Community Outreach before the end of June at 510.430.2260 or [health@mills.edu](mailto:health@mills.edu).
- Kaiser Northern California Members may visit Kaiser Permanente facilities in other regions (e.g., Southern California, Oregon, Washington, Hawaii, Colorado, the Washington DC area and Georgia). Kaiser membership provides access to comprehensive health services with Kaiser Permanente providers at Kaiser Permanente facilities. In an emergency, if it is not possible to get to a Kaiser Permanente facility, Kaiser members are not required to obtain prior authorization to receive emergency care from non-plan providers. However, prior authorization from Kaiser is required for post-stabilization care from non-plan providers.

If you receive emergency care, post-stabilization care, or out-of-area urgent care from a non-plan provider, you must pay the provider and file a claim for reimbursement unless the provider agrees to bill Kaiser. As soon as possible, request a claim form by calling Kaiser's Member Service Call Center toll free at 800.464.4000 or 800.390.3510 (TTY users call 800.777.1370). For assistance with claims, please contact the Manager of Wellness and Community Outreach at 510.430.2260 or [health@mills.edu](mailto:health@mills.edu).

- If you are not on the Student Health Plan, contact your own health care provider or the customer service number of your private insurance for assistance or use Planned Parenthood (<http://www.plannedparenthood.org/>) or a community health center ([http://findahealthcenter.hrsa.gov/Search\\_HCC.aspx](http://findahealthcenter.hrsa.gov/Search_HCC.aspx)). For emergencies, call 911 from a landline or 1-510-777-3211 from your cell phone. Or call Public Safety on campus for an ambulance/EMT at 510-430-5555. Or go directly to the nearest Emergency Department (<http://www.highlandahs.org/>).
- All students must enroll in or waive the Student Health Plan once each year during Summer Open Enrollment (July 1 – August 31) at the Mills/Kaiser Permanente Student Net: <https://studentnet.kaiserpermanente.org/wps/portal/CoBrandedHome?univ=mc>

#### **Services for Students with Disabilities, Hours of Operation**

- Monday-Friday—please email [ssd@mills.edu](mailto:ssd@mills.edu) with questions or for an appointment request
- If you are registered with Services for Students with Disabilities (SSD), please contact Gabriella Tempestoso at [gtempestoso@mills.edu](mailto:gtempestoso@mills.edu) or x3241 by April 15<sup>th</sup> for consultation. Due to the accelerated pace of these courses, they may not be suitable for some students.

#### **Residential Life**

- Resident Assistants
- Summer programs

#### **HOUSING MANAGEMENT AND DINING SERVICES (HMDS)**

##### **HMDS Office, Hours of Operation**

- Monday-Friday, 9:00 am–1:00 pm and 2:00 am–5:00 pm
- Summer housing for Mills students, Summer term students, and ACT students
  - [Residential and Meal Plan Rates](#)
  - Courtyard Townhouses (no meal plan)
  - Overflow in Hettie Belle Ege Hall with meal points for Tea Shop
- Application deadline: April 16, 2015
- Mills ID from the HMDS office in Sage Hall (Room 138)

#### **F. W. OLIN LIBRARY**

##### **Library, Hours of Operation:**

- June 1-12-Monday-Thursday, 1:00 pm – 7:00 pm  
Friday, 1:00 pm–5:00 pm

Weekends Closed

- June 15-August 7  
Monday-Thursday, 1:00 pm – 11:30 pm  
Friday, 1:00 pm–5:00 pm  
Saturday, noon–6:00 pm  
Sunday, 2:00 pm–midnight

### **Library Services**

- Library resources. We regret that we are unable to staff morning hours.
- Study space
- Use of computers and printing
- Reference and research assistance
- Bibliographic instruction for individuals and classes

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

#### **M Center, Hours of Operation**

- Monday-Friday, 9:00 am–4:00 pm

### **Registration Deadlines**

#### **Summer Session I:**

- Registration: March 2 to May 22
- Add deadline: May 22
- Drop deadline: May 26
- Withdraw deadline: June 18
- Finals: June 26 (for six-week courses) and July 2 (for seven-week courses)

#### **Summer Session II:**

- Registration: March 2 to June 5
- Add deadline: June 5
- Drop deadline: June 9
- Withdraw deadline: July 2
- Finals: July 10

### **Student Accounts, Billing, and Payments**

- Mills College tuition-only loan available to any student who registers
- Standard 2-month tuition payment plan
- 3-month tuition payment plan also available. (First payment due in May)

### **PUBLIC SAFETY AND TRANSPORTATION**

#### **Public Safety Office (CPM 113)**

**Hours of Operation:** Monday-Friday, 9:00 am - 1:00 pm and 2:00 pm - 5:00 pm

- parking

- shuttle reservations
- lost and found
- k-9 permits
- event security reservations

**Gatehouse and Field Services, call 510-430-5555 , 24/7**

- reports
- escorts
- vehicle assists
- openings/unlocks
- medical
- general service requests

**Parking**

- Apply for a Mills parking permit online by visiting the Mills Resource Portal (<http://portal.mills.edu>) and registering your vehicle.
- Bring your Mills ID (or driver's license) and a current copy of your vehicle registration (or a copy of the registration, if the vehicle is owned by a third party) with you when you come to pick up your parking permit from Public Safety (CPM 113).

**Mills Shuttle**

**AC Transit Mills EasyPass for Registered Summer Students**

- Continuing students who were registered in Spring 2015
  - Are covered for the summer by their Spring pass
- New students who are pre-registered for Fall 2015
  - May purchase an AC Transit Clipper Card for \$26.25 for the summer
- New students who are registered for Summer 2015 only
  - Are not eligible for Mills EasyPass

**FITNESS CENTER AND POOL**

**Fitness Center, Hours of Operation**

Please check the fitness center webpage for Summer hours of operation:

[http://www.millscyclones.com/facilities/fitness\\_center](http://www.millscyclones.com/facilities/fitness_center)

**Pool, Hours of Operation**

**Closed Friday, July 3–HOLIDAY**

June 2–June 22:

Lap Swim

- Monday, Wednesday 6:30 am-8:45 am; Noon-2 pm; 5:30 pm-7:30 pm
- Friday 6:30 am-8:45 am; 11:00 am-2:00 pm; 5:30 pm-7:30 pm
- Tuesday, Thursday Noon-2 pm; 5:30 pm-8:00 pm

- Saturday, 11 am-2:45 pm
  - Sunday, Noon-2:45 pm
- Recreational Swim
- Monday through Friday, 5:30 pm-7:30 pm
  - Saturday, Sunday, Noon-2:45 pm

June 23–July 18:

Lap Swim

- Monday—Thursday, 6:30 am-7:30 pm
- Friday, 6:30-8:45 am; 1:00 pm-6:30 pm
- Saturday, 10:00 am-4:30 pm
- Sunday, Noon-4:30 pm

Recreational Swim

- Monday—Thursday, 1:30 pm-4:30 pm
- Friday, 1:00 pm-6:30 pm
- Saturday, Sunday, Noon-4:30 pm

## **MIDDLEBURY**

- For the seventh year, Mills will be welcoming approximately 400 students, staff, and faculty for Middlebury College’s summer residential language immersion program. These are intensive six, seven and eight week programs in Arabic, Italian, and Korean where participants sign a language pledge and are committed to speak only in the language they are studying. In the beginning of the program, students wear buttons identifying the language they are speaking, so anyone on campus can feel free to converse with them in that language, if you speak it.
- There is a strict no-English policy and they are not to converse in English during their stay, with the exception of a few situations. Failure to abide by their language pledge could result in their eviction from the program.
- Given this requirement, we want to remind the campus community that no English language music may be played in public places (e.g. pool, Tea Shop, etc.). As you walk by Middlebury students, realize that they are not permitted to converse with you in English. Middlebury staff begin arriving in late May and early June, with students arriving mid-June.