

**Mills College – Academic Records
Registration/Add/Drop Form**

Mills ID No. _____ Term _____

Name _____
Last First M.I.

- ADD**
- Deadline: last day of the 2nd week of the term (Wednesday) by 5pm.
 - Signatures: advisor, instructor if course is closed.
 - 4+1 students pursuing their BA who wish to take 300 level courses must acquire the 4+1 Program Director's signature.
 - From waitlist: email invitation (no additional signatures) or add form with advisor and instructor signatures.
 - Class/Level Restrictions: See reverse side (page 2) for additional instructions.

- DROP**
- Deadline: last day of the 8th week of the term (Wednesday). Dropped classes will not appear on the transcript.
 - Signatures: advisor, instructor beginning 3rd week of term and Athletic Director (if applicable).
 - To withdraw from a course use the Withdraw Form.

- AUDIT**
- Subject to the consent of the instructor. No credit is earned for audited courses.
 - A course may be changed from graded to audit or from audit to graded till the end of the 2nd week of the term.

Change grade mode, course selection, level, or credit value:

- In the Drop Section, enter the course and current Grade Mode. In the Add Section, enter the same course with your desired Grade Mode.
- Signatures: advisor and instructor (beginning the 3rd week of the term).
- Use the Credit Value Change Form to change credit value of non-variable credit undergraduate courses.

IMPORTANT NOTES:

- Students are responsible for payment of the tuition and fees generated by registration. Account balances are accessible via myMILLS in the portal, in the event a bill is not received.
- Any changes to enrollment status may affect a student's current and/or future financial aid.
- Athletes must enroll in at least 12 credits to compete and obtain the Athletic Compliance Officer signature.
- Email approval may be attached to this form in lieu of signatures.
- Upon successfully registering in classes at Mills, you are responsible for checking your schedule in myMILLS via the web portal, to make sure you are registered in the correct courses.

ADD:

CRN	SUBJ	CRS NO.	SEC	TITLE	GRADE OPTION (G, P/NP, A)	CRED	INSTRUCTOR'S SIGNATURE	DATE

DROP:

CRN	SUBJ	CRSE NO.	SEC	TITLE	GRADE OPTION (G, P/NP, A)	CRED	INSTRUCTOR'S SIGNATURE	DATE

Student Signature _____
 Athletic Director's Signature _____ Advisor's Signature _____

Mills intercollegiate athletes must obtain the signature of the Athletics Compliance Officer

(see reverse side for additional instructions on adding a level or class-restricted course)

Mills College – Academic Records
Registration Add Form – Level or Class Restriction

- Make sure the level/class restricted course is listed in the Add portion of the reverse side of this form. Advisor and instructor signatures are required.
- Requests to enroll in class or level restricted course are subject to review. You will be notified only if your request is denied.
- If approved, please allow one week for processing.

Current Student Level:

Undergraduate Graduate

Current Class Level: (Based on number of completed credits)

First-year (0-29.5) Junior (60-89.5)
 Sophomore (30-59.5) Senior (90 or more)

Student: Please state the reasons you are requesting to take a course outside of your level/class.

Instructor: Please explain your reasons for allowing this student into the course:

Advisor: Please add any additional comments, if necessary:

Routing: Registrar _____
Student File