

**Mills College –Academic Records  
Cross Registration Permit**

**MILLS**

**All Students**

1. All signatures must be obtained **IN THE ORDER** listed below to prevent delays in registration.
2. Submit this form **no earlier** than the first week of class for the semester in which you are cross registering. Students at the host institution have priority registration for their home institution's courses. Courses available for cross-registration are dependent upon space available.
3. Eligible students may cross register for up to one course per semester, provided the course is not offered during the same semester at Mills.
4. Students must meet all prerequisites and eligibility for cross registration.
5. Students may not enroll in independent study, tutorial or individual instruction courses.
6. Cross registration is not available during the summer or January (Intersession) terms.
7. To drop the class, 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.

**Undergraduate Students**

1. No more than 16.0 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 40.0 semester course credits at Mills.

**Graduate Students**

1. No more than 6.0 of cross registered courses may apply toward your graduate degree.
2. Graduate students will not receive credit for lower-division undergraduate work.

**SECTION I**

Mills ID: \_\_\_\_\_  Fall  Spring 20 \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Last First M*

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**SECTION II**

Participating Schools:		
Berkeley City College	City College of San Francisco	Napa Valley College
California College of the Arts	Contra Costa College	Merritt College
California State University, East Bay	Graduate Theological Union	Sonoma State University
College of Alameda	Holy Names College	St. Mary's College
Chabot College	Laney College	University of California, Berkeley

Home Institution: **Mills College** Host Institution: \_\_\_\_\_

**COURSE TO BE TAKEN:**

**CREDIT TO BE RECEIVED:**

_____	_____	_____	_____	_____	_____
<b>Department &amp; Course #</b>	<b>Title</b>	<b>Qtr</b>	<b>Sem</b>	<b>Grade (G)</b>	<b>Mills Units</b>
<b>(UC Berkeley Course Control #)</b>		<b>Units</b>	<b>Units</b>	<b>Pass (P)</b>	

**Academic  
Records  
Use Only**

**SECTION III**

**Eligibility**

To be eligible to participate in the Mills cross registration program you must be:

**Over**

**Mills College –Academic Records  
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**MILLS**

- A sophomore, junior or senior, registered in at least 12.0 credits, with a minimum cumulative GPA of 2.00; or
- A graduate student, enrolled at least part-time, with department approval.
- 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.

**Grades and Transcripts**

- One transcript is automatically sent 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.
- Grades for cross registration courses are calculated into your Mills GPA.
- See below for cross-registration credit conversions:

Graduate/Undergraduate	
Semester Units	Quarter Units
6.0	4.0
5.0	3.333
4.0	2.666
3.0	2.0
2.0	1.333
1.0	0.666

**Cost**

- Undergraduate students registered in fewer than 12 credits or more than 18 credits, will be charged for cross registration per credit (enrollment in more than 18 credits requires approval from the Academic Standing Committee).
- Graduate students in a per credit program, will be charged per credit rate. Students in flat rate cohort will not receive additional charges.
- Students are responsible for any laboratory or special fees, such as purchasing a parking pass or late registration fees.

**Cross registration Notes**

- 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 graduate Mills students.
  - University of California, Berkeley: UC Berkeley Extension courses are not included in the cross registration agreement.

**SECTION IV**

**IMPORTANT: Obtain signatures IN THE ORDER listed below or you may experience delays in registration.**

Student: \_\_\_\_\_ Print Name: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Print Name: \_\_\_\_\_

Department Head\*: \_\_\_\_\_ Print Name: \_\_\_\_\_

*\*ONLY Graduate Students need to obtain Department Head Signature in addition to their Faculty Advisor.*

Mills Records Staff: \_\_\_\_\_ Print Name: \_\_\_\_\_

*Pick up from the front desk in Student Records in two business days.*

Course Instructor: \_\_\_\_\_ Print Name: \_\_\_\_\_

HOST Registrar: \_\_\_\_\_ Print Name: \_\_\_\_\_

**COMPLETED APPLICATION MUST BE RECEIVED BY THE ADD DEADLINE!**

**Academic Records Use Only:  SAAQUIK  SFAREGS**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notes: \_\_\_\_\_