

**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.**
- 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.
- Eligible students may cross register for up to one course per semester, provided the course is not offered during the same semester at Mills.
- Students must meet all prerequisites and eligibility for cross registration.
- Students may not enroll in independent study, tutorial or individual instruction courses.
- Cross registration is not available during the summer or January (Intersession) terms.
- 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

- No more than 16.0 semester course credits of cross-registered courses may apply toward your undergraduate degree.
- Cross registration courses do not count toward the undergraduate residency requirement of 40.0 semester course credits at Mills.

Graduate Students

- No more than 5.0 semester course credits (6.0 credits for MA: Math students) of cross registered courses may apply toward your graduate degree.
- Graduate students will not receive credit for lower-division undergraduate work.

SECTION I

Mills ID: _____ Semester/Year: _____

Name: _____
Last
First
M.I.

Address: _____

Phone Number: _____ Email Address: _____

D.O.B.: _____ Class (Jr, Sr, etc): _____ Gender: Female Male _____

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:

Department & Course # (UC Berkeley Course Control #)	Title	Qtr Units	Sem Units	Grade (G) Pass (P)	Academic Records Use Only Mills Units

Over

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SECTION III

Eligibility

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

- 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

- For full-time Mills students there is no additional tuition cost for cross registration.
- Part-time students must pay for a cross-registered course according to the Mills College part-time fee schedule.
- 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: _____