

**Mills College – Academic Records
Special Student/ Alumnae Registration Form
Summer Term**

MILLS

1. Special status students and Alumnae who wish to take a class during the summer term must also complete this form.
2. Please refer to the Student Accounts Summer Tuition and Fees web page for summer tuition information.
3. Please refer to the Academic Calendar on the Mills website for last day to add or drop a summer course.

SECTION I

Mills ID _____ Date of Birth: _____ Semester/Year: Summer 20 _____

Name: _____
Last
First
M.I.

Address: _____

Phone Number: _____ Email Address: _____

Emergency Contact Person: _____ Phone: _____

SECTION II

Please indicate the course(s) to be taken:

CRN	Subject (Ex. ENG)	Course Number	Section	Title	Instructor Signature

* In lieu of a signature, the instructor may email you a statement approving you to add the course. Please submit both this form and a print out of the email upon submission. Instructor contact information is available through the Mills homepage, in the **Academics** drop down menu, through the **Faculty** link.

SECTION III

Please read the following and sign below:

I accept responsibility for any and all charges associated with registering for the summer term. I understand that I will receive an email regarding my charges and payments once my registration is processed. I understand that in order to receive a full refund, I must drop the course before the first day of instruction, which for the summer term is **May 14, 2018**.

I understand that refunds for dropping a course after the first day of instruction will be subject to the Tuition and Fees Adjustment Policy, as printed in the Mills College catalog.

Student Signature: _____ Date: _____

Administration Use Only: SAAQUIK SFAREGS

Processed by: _____ Date: _____ Notes: _____