CROSS REGISTRATION PERMIT
MILLS COLLEGE
5000 McArthur Boulevard
Oakland, CA 94613
510-430-2000

Directions: Please complete the following application, obtain the signatures in the order listed below, and return the completed application to Mills College Register and a copy to the Los Medanos College Transfer Center.

PLEASE PRINT LEGIBLY

Semester/Year: _____　　　　Social Security Number: _____

_____

Last Name　　　　　　　　　　　　　　First Name　　　　　　　　　　　　　Middle

Address: _____

Phone: _____ Classification (Jr., Sr., etc.): _____ Email: _____

Home Institution: **Los Medanos College**　　　　　　Host Institution: **Mills College**

COURSE TO BE TAKEN:　　　　　　　　　　　　　　**CREDIT TO BE RECEIVED:**

_____　_____

CRN	Department & Course #	Title	Qtr Units	Sem Units	Mills Credits	Grade Type: Grade (G) Pass (P)

Mills Units	Semester Units	Mills Units	Quarter Units
1	3.5	1	5
.85	3	.80	4
.57	2	.60	3
.28	1	.40	2
.14	.5	.20	1

Secure signatures in numerical order:

1. Student　　　　　　　　　　　　_____

2. Faculty Advisor　　　　　　　　_____

3. Los Medanos College Registrar:　_____
(allow one business day for this signature)

4. Course Instructor　　　　　　　_____
 (emailed signatures are not acceptable)

5. Mills College Registrar　　　　　_____

Copies to: Host School, Home School and Student

Mills College Cross Registration Information for LMC Students

<u>Please follow these steps in this order:</u>

1. Obtain a Cross Registration Permit from LMC Transfer Center.

2. Meet with an LMC Counselor

3. Have the Mills instructor sign the permit before the Mills Late Registration Add Period deadline. Go to www.mills.edu, Current Students, Academic Calendar for deadline information.

4. Turn in five copies of your Permit to:
   - The "M Center" at Mills College
   - Mills College Assistant Registrar located in the Carnegie Building

5. Mills will process your registration within 48 hours. After 48 hours, go to the M Center and pick up your original Permit from the Student Pickup Box.

6. Turn in one copy to LMC Transfer Center

7. Turn in one copy to LMC Financial Aid Office

8. Turn in one copy to LMC Admissions and Records Office

9. Keep one copy for your records.

Note: If you DROP the course, you must do so by the drop deadline and must notify all the offices listed above in writing