

**Mills College – M Center  
Registration/Add/Drop Form**

Mills ID No. \_\_\_\_\_ Term \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

- ADD**
- Deadline: last day of the 2<sup>nd</sup> week of the term (Wednesday) by 4pm.
  - 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 8<sup>th</sup> week of the term (Wednesday). Dropped classes will not appear on the transcript.
  - Signatures: advisor, instructor beginning 3<sup>rd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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 3.5 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 – M Center**  
**Registration Add Form – Level or Class Restriction**

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- 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)

Frosh (0-8.25)                       Junior (17-25.25)  
 Sophomore (8.5-16.75)               Senior (25.5 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:

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Advisor: Please add any additional comments, if necessary:

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Routing: Registrar \_\_\_\_\_  
Student File

**M Center Use Only**

Initial \_\_\_\_\_ Comments: \_\_\_\_\_