

# 2002/2003

## STUDENT HANDBOOK ACADEMIC PLANNER

# At MILLS

*Welcome to Academic Year 2002-2003,*

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The Student Activities Office is pleased to present you with this complimentary Handbook Planner so that you have useful information right at your fingertips. Plan your class schedule and daily appointments on the enclosed week-at-a-glance calendar, take note of the annual campus events listed, and read the important information about policies, procedures, and services at Mills at the back of the Handbook. Using this planner is a great way to get organized and to begin paying attention to the myriad campus events that take place throughout the year. Of course, the events listed only reflect a small percentage of what is going on this year, so be sure to stay tuned-in to "student news" email and posted announcements on the Mills homepage and on bulletin boards across campus. Don't fall into the trap of saying, "there's nothing to do on campus." Mills women know that there is always too much to do!

This Handbook cover is BLUE to reflect the graduating Class of 2003's color, and the Tea Shop steps are GREEN, a reminder from the outgoing Class of 2002's paint night tradition. Freshwomen take note, you inherit the color of last year's senior class, so you are the GREEN Class of 2006. Wear your class color proudly and get involved early in your campus community.

Have a great year!

Liza Kuney  
Assistant Dean/Director of Student Activities/First Year Dean  
[lizak@mills.edu](mailto:lizak@mills.edu)

# ***UNDERGRADUATE STUDENT HANDBOOK***

**2002-03 Edition**

Mills College

Oakland, California 94613

## **NON-DISCRIMINATION STATEMENT**

Mills College does not discriminate on the basis of race, sexual orientation, age, creed, national origin, disability or handicap (in violation of Section 504 of the Rehabilitation Act of 1973 or regulations thereunder) in its admissions policies, scholarship and loan programs, or in the educational programs or activities which it operates, nor does Mills discriminate on the basis of sex in its graduate programs. The College enforces against discrimination through its Campus Policy and Procedure on Discrimination that is available on request from the Office of Student Life.

The College is an equal opportunity employer and makes every effort to comply with all applicable state and federal laws and local ordinances prohibiting employment discrimination. All aspects of employment at Mills College are based on merit, qualifications, and competency. Mills College does not discriminate against anyone regarding employment practices, compensation, or promotional or educational opportunities on the basis of race, color, marital status, age, religious creed, national origin, ancestry, sex, sexual orientation, disability, physical handicap, mental condition or veteran status. It is the policy of the College to provide reasonable job accommodations to disabled employees who can perform the essential elements of the job for which they are qualified. Inquiries regarding the College's compliance with various laws and regulations should be directed to the Office of the Vice President and Treasurer, Mills College, Oakland, California, 94613, (510) 430-2125.

## **RIGHTS TO PRIVACY**

Mills College complies with the provisions of the Family Educational Rights and Privacy Act of 1974. This Act assures students attending a post-secondary educational institution that they will have the right to inspect and review certain of their educational records, and, by following the guidelines provided by the College, to correct inaccurate or misleading data through informal or formal hearings. It protects students' rights to privacy by limiting transfer of these records without their consent, except in specific circumstances. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. S.W., Washington D.C. 20202-4605. Copies of this legislation are available from the Office of Student Life.

## **CHANGES**

The information in this *Handbook* is current as of May, 2002. The College reserves the right to make changes affecting policies, fees, curricula, or any other matters announced in this *Handbook*.

The *Handbook* is published by the Office of Student Life, Mills College.

## *Table of Contents*

2002-03 Academic Calendar .....	4
College Hymn, <i>Fires of Wisdom</i> .....	5
History and Traditions .....	86
Administrative Officers .....	90
Academic Departments and Programs .....	91
Academic Facilities and Offices .....	93
Administrative Departments .....	97
Student Services and Facilities .....	106
Honor Code .....	113
Academic Policies and Procedures .....	119
General College Policies and Procedures .....	128
Campus Safety and Security .....	134
Alcohol and Drug Policies .....	137
Residential Policies and Procedures .....	142
Residential Life Administrative Processes and Policies .....	150
Student Government .....	154
Student, Faculty, Staff and Alumnae Committees .....	157
Student Organizations .....	158
Student Publications .....	161
Telephone Numbers .....	162
Index .....	165



# 2002-03 Academic Calendar

## Fall Term 2002

- Thursday, Aug 1 ..... Tuition and Fees due  
Wednesday, Aug 21 .. Residence Halls open to Entering Students only  
Aug 21-23 ..... Orientation and Check-In for Entering Students  
Aug 22-23, and 26 .... Check-in for Continuing, Returning, and Readmitted Students  
Monday, Aug 26 ..... Instruction begins 8:00 am. Last day for students to check-in without a \$75 late Fee  
Aug 27-29 ..... Registration for Entering Students  
Monday, Sept 2 ..... Labor Day holiday  
Monday, Sept 9 ..... Last day to add a class. Last day to increase credit for a variable-credit course (undergraduate academic courses only). Last day to register for a course with an AUDIT grade option. Last day for students graduating January 2003 to declare a Minor  
Friday, Sept 20 ..... Convocation/Reunion/Family Weekend  
Friday, Oct 11 ..... Mid-Semester Holiday for Students and Faculty  
Monday, Oct 21 ..... Last day to drop a class. Last day to decrease credit for a variable-credit course (undergraduate academic courses only). Last day to change grade option from graded to pass/no pass or pass/no pass to graded  
Monday, Nov 4 ..... Last day to withdraw from a class  
Tuesday, Nov 5 ..... Last day to file Graduate Petitions for Candidacy for Masters or Doctoral Degrees for May, 2003  
Nov 18-27 ..... Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students  
Nov 28-29 ..... Thanksgiving Recess  
Monday, Dec 2 ..... Master's and Doctoral Degree Theses for degrees to be conferred January 2003 due in the Graduate Studies Office by 4:00 pm.  
Tuesday, Dec 3 ..... Classes normally scheduled to meet on Thursdays meet this day  
Dec 4-5 ..... Classes normally scheduled to meet on Fridays meet on both these days  
Thursday, Dec 5 ..... Instruction ends  
Dec 6 and Dec 9 ..... Reading Days  
Dec 10-14 ..... Final Exam Period  
Sunday, Dec 15 ..... Residence Halls close at noon  
Wednesday, Dec 18 ... Final Grades due in M Center by 4:00 pm (unless posted electronically)  
Saturday, Dec 21 ..... Final Grades due if posted electronically

## Spring Term 2003

- Thursday, Jan 2 ..... Tuition and Fees due  
Thursday, Jan 16 ..... Residence Halls open  
Jan 16-17 ..... Orientation and Check-In for Entering Students  
Jan 16, 17, and 21 ..... Check-in for Continuing, Returning, and Readmitted Students  
Monday, Jan 20 ..... Martin Luther King, Jr. holiday  
Tuesday, Jan 21 ..... Instruction begins 8:00 am. Last day for students to Check-In without the \$75 late fee  
Jan 22-23 ..... Registration for Entering Students  
Monday, Feb 3 ..... Last day to add a class. Last day to increase credit for a variable-credit course (undergraduate academic courses only). Last day to register for a course with an AUDIT grade option. Last day for students graduating May 2003 to declare a Minor  
Monday, Feb 17 ..... Presidents Day holiday  
March 10-14 ..... Spring Break  
Monday, March 17 ..... Last day to drop a class. Last day to decrease credit for a variable-credit course (undergraduate academic courses only). Last day to change grade option from graded to pass/no pass or pass/no pass to graded  
Monday, March 31 ..... Last day to withdraw from a class.  
April 7 - April 16 ..... Registration for the Fall 2003 Semester for Continuing, Returning and Readmitted Students  
Friday, April 25 ..... Master's and Doctoral Degree Theses for degrees to be conferred May 2003 due in the Graduate Studies Office by 4:00 pm  
Tuesday, May 6 ..... Courses normally meeting Mondays meet this day  
Tuesday, May 6 ..... Instruction ends  
May 7-8 ..... Reading Days  
May 9-10&May12-14 Final Exam Period  
Thursday, May 15 ..... Grades due for Graduating Students by 4:00 pm  
Saturday, May 17 ..... 115th Commencement  
Sunday, May 18 ..... Residence Halls close for vacation at 2:00 pm  
Monday, May 19 ..... Final Grades due in M Center by 4:00 pm (unless posted electronically)  
Wednesday, May 21 ... Final Grades due if posted electronically

# *College Hymn*

## *Fires of Wisdom*

Edward Faber Schneider

Words by

*Fanny Rouse Carpenter, Class of 1873  
and Kathy Bennion Barrett, Class of 1964*

*O, fires of wisdom burning  
    Among the sunset hills  
We hail thy faithful keeper  
    Our Alma Mater, Mills.  
Sweet altar fires of knowledge,  
    Within thy light we kneel;  
On thy blue smoke ascending  
    Our yearning spirits steal.  
On thy blue smoke ascending  
    Our yearning spirits steal.*

*O, may our high endeavor  
    Live sparks from thy flame win,  
To light on our own altars  
    Fair wisdom's fires within.  
Our cherished fost'ring mother,  
    these golden gated hills  
Shall guard thy fires forever;  
    thy daughters hail thee, Mills.  
Shall guard thy fires forever;  
    thy daughters hail thee, Mills.*

*We gather now, Mills sisters  
    To raise our torches high  
Rekindle wisdom's fires  
    Renew and sanctify.  
Although the earth may tremble  
    These halls will ring and fill  
With voices of our sisters,  
    For generations still.  
With voices of our sisters,  
    For generations still.*



**July 2002**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August 2002**

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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*Monday 19*

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*Tuesday 20*

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*Wednesday 21*

• Orientation Begins for all new students, Check-In, 8:30AM, M Center

































November 2002  
S M T W T F S

1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30

OCTOBER  
2002

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*Thursday 10*

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*Friday 11*

- Mid-Semester Holiday
- Cross Country Invitational, Mills Campus, 2:00PM

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*Saturday 12*

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*Sunday 13*













### October 2002

S M T W T F S

	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2002

S M T W T F S

						1	2		
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

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## Monday 28

• Mills Life 101, Olney Hall, 7:30PM

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## Tuesday 29

• Children's Halloween Festival, Olney Livingroom, 3:00-5:00PM

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## Wednesday 30

• MFA Reading: "Spooky Stories", Art Museum, 7:00-9:00PM,  
everyone welcome to attend!

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December 2002

S M T W T F S

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

OCTOBER  
NOVEMBER  
2002

*November is American Indian Heritage Month*

*Thursday 31*

• Halloween Dinner, Founders Commons

OCTOBER

*Halloween*

*Friday 1*

NOVEMBER

*All Saints' Day (RC)*

*Martyrdom of Guru Teg Bahadur*

*Saturday 2*

*All Souls' Day (RC)*

*Sunday 3*



**October 2002**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 2002**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## Monday 4

- Last Day to withdraw from a class
- Student Visiting Days (SVDO) - focus: Natural / Social Sciences; Diversity Programs - join the Admission Team and host prospective Mills women!
- Game Show Night, Haas Pavilion, 7:00PM
- Mills Life 101, Olney Hall, 7:30PM

## Tuesday 5

- Student Visiting Days (SVDO) - focus: Natural / Social Sciences; Diversity Programs - join the Admission Team and host prospective Mills women!

## Wednesday 6

Ramadan

- Art Exhibit Opening: featuring works by Jeanette Louie, Art Museum, 5:30-7:30PM

December 2002

S M T W T F S

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

NOVEMBER  
2002

*November is American Indian Heritage Month*

*Thursday 7*

*Friday 8*

*Saturday 9*

*Sunday 10*



**October 2002**

**S M T W T F S**

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 2002**

**S M T W T F S**

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17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

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# Monday 11

*Veterans' Day*  
*Remembrance Day (Canada)*

- Student Visiting Days (SVDO) - focus: Humanities and Fine Arts - join the Admission Team to and host prospective Mills women!
- Mills Life 101, Olney Hall, 7:30PM

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# Tuesday 12

*Birth of Baha'u'llah*

- Student Visiting Days (SVDO) - focus: Humanities and Fine Arts - join the Admission Team to and host prospective Mills women!

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# Wednesday 13

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Pride is the mask of one's own faults. *Jewish proverb*

December 2002  
 S M T W T F S  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28  
 29 30 31

# NOVEMBER 2002

*November is American Indian Heritage Month*

*Thursday 14*

- 
- Repertory Dance Concert, Haas Pavilion, 8:00PM
  - Harvest Dinner, Founders Commons
- 

*Friday 15*

- 
- Repertory Dance Concert, Haas Pavilion, 8:00PM
- 

*Saturday 16*

- 
- Repertory Dance Concert, Haas Pavilion, 8:00PM
- 

*Sunday 17*

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**October 2002**

**S M T W T F S**

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27	28	29	30	31		

**November 2002**

**S M T W T F S**

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24	25	26	27	28	29	30	

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*Monday 18*

- Class of 2006 Freshwoman Tea, President's House, 4:30-5:30PM
- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students
- Mills Life 101, Olney Hall, 7:30PM

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*Tuesday 19*

- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students

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*Wednesday 20*

- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students



December 2002  
S M T W T F S  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

# NOVEMBER 2002

*November is American Indian Heritage Month*

*Thursday 21*

- Senior Pin Dinner honoring the Class of 2003, Tea Shop, 6:00PM
- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students

*Friday 22*

- Live Rock-n-Roll Concert featuring Mills' Fred Frith and others, Concert Hall, Time TBA
- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students

*Saturday 23*

*Sunday 24*



November 2002						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2002						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# Monday 25

- Class of 2006 Awards Dinner, Olney Dining Room, 5:30PM
- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students

# Tuesday 26

Day of the Covenant

- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students

# Wednesday 27

- Registration for the Spring 2003 Semester for Continuing, Returning, and Readmitted Students





**November 2002**

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2002**

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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## Monday 2

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## Tuesday 3

• Classes normally scheduled to meet on Thursdays meet this day

## Wednesday 4

• Classes normally scheduled to meet on Fridays meet this day

January 2003  
S M T W T F S

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

DECEMBER  
2002

## Thursday 5

- Classes normally scheduled to meet on Fridays meet this day
- Last Day of Classes
- Holiday Dinner, Founders Commons

## Friday 6

*St. Nicholas Day*  
*Id al-Fitr*

- Reading Day
- Kwanza Celebration, Faculty Dining Room, 6:00PM

## Saturday 7

## Sunday 8

*Feast of the Immaculate Conception*  
*Bodhi Day*

- Watch for Alumnae Holiday Treats delivered to the Residence Halls today!



**November 2002**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2002**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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*Monday 9*

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• Reading Day

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*Tuesday 10*

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• Final Exam Period

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*Wednesday 11*

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• Final Exam Period

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I would live to study, not study to live. *Francis Bacon*





**November 2002**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2002**

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Monday 16* \_\_\_\_\_

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*Tuesday 17* \_\_\_\_\_

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*Wednesday 18* \_\_\_\_\_

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January 2003  
S M T W T F S

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5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

DECEMBER  
2002

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*Thursday 26*

*Boxing Day  
Kwanzaa Begins*

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*Friday 27*

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*Saturday 28*

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*Sunday 29*



**December 2002**  
**S M T W T F S**  
 1 2 3 4 5 6 7  
 8 9 10 11 12 13 14  
 15 16 17 18 19 20 21  
 22 23 24 25 26 27 28  
 29 30 31

**January 2003**  
**S M T W T F S**  
 1 2 3 4  
 5 6 7 8 9 10 11  
 12 13 14 15 16 17 18  
 19 20 21 22 23 24 25  
 26 27 28 29 30 31

*Monday 30*

*Tuesday 31*

DECEMBER

*New Year's Eve*

*Wednesday 1*

JANUARY

*New Year's Day  
 Emancipation Day  
 Feast of Saint Basil*

He has the gift of quiet. *John Le Carré*









**December 2002**

**S M T W T F S**

1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31

**January 2003**

**S M T W T F S**

1 2 3 4  
5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30 31

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*Monday 13*

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*Tuesday 14*

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*Wednesday 15*







**December 2002**

S M T W T F S

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January 2003**

S M T W T F S

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Monday 20*

• Martin Luther King, Jr. Holiday

*Martin Luther King Jr.'s Birthday  
(Observed)*

*Tuesday 21*

- Classes Begin, 8:00AM
- Last Day for students to check-in without a \$75 late fee

*Wednesday 22*

• Registration for new students, M Center





February 2003  
S M T W T F S

1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28

# JANUARY FEBRUARY 2003

*February is African-American Heritage Month*

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## *Thursday 30*

- 
- Student Visiting Days (SVDO) - focus: Athletics and Early Action Applicants - Join the Admission Team and host prospective Mills women!
  - Casino Night, Haas Pavilion, 7:00PM
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## *Friday 31*

JANUARY

- 
- Student Visiting Days (SVDO) - focus: Athletics and Early Action Applicants - Join the Admission Team and host prospective Mills women!
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## *Saturday 1*

FEBRUARY

*CHINESE, KOREAN AND VIETNAMESE NEW YEAR  
(RAM/SHEEP)*

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## *Sunday 2*

*Ground Hog Day*

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**January 2003**

**S M T W T F S**

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2003**

**S M T W T F S**

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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*Monday 3*

- Last day to add a class, Last day to increase credit for a variable-credit course, Last day to register for a course with an AUDIT grade option, Last day for students graduating in May 2003 to declare a minor
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*Tuesday 4*

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*Wednesday 5*

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All men by nature desire to know. *Aristotle*





**January 2003**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2003**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

# Monday 10

- Well Woman Workshop, Olney Hall, 7:30PM

# Tuesday 11

*Id AL-ADHA*

- Resident Assistant (RA) Information Night, Olney Livingroom, 7:00PM

# Wednesday 12

*Abraham Lincoln's Birthday*

- Spring Transfer Day - Join the Admission Team in welcoming visiting students to campus!
- Art and Erotica, Art Museum, 7:00-9:00PM















**February 2003**

S	M	T	W	T	F	S
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**March 2003**

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## Monday 3

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## Tuesday 4

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MUSLIM NEW YEAR

- Seniors of Color Dinner Celebration, Location and Times TBA
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## Wednesday 5

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ASH WEDNESDAY (RC, P)

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God heals, and the doctor takes the fees. *Benjamin Franklin*

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**February 2003****S M T W T F S**

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*Monday 24* \_\_\_\_\_  
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*Tuesday 25* \_\_\_\_\_  
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*Wednesday 26* \_\_\_\_\_  
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Why is there so much month left at the end of the money? *Anon.*

April 2003  
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MARCH  
2003

*March is National Women's History Month*

*Thursday 27*

• World Beat Dinner, Founders Comons

*Friday 28*

*Saturday 29*

*Sunday 30*



May 2003  
S M T W T F S

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# MARCH APRIL 2003

*April is Child Abuse Prevention Month*

*Thursday 3*

- Alumnae-Senior Dinner and Lantern Procession, Orchard-Meadow Dining Room, 5:30PM

*Friday 4*

*Saturday 5*

*Sunday 6*

*Daylight Savings Time Begins*





May 2003  
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APRIL  
2003

*April is Child Abuse Prevention Month*

*Thursday 10*

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students
- Undergraduate Dance Concert, Lisser Hall, 8:00PM

*Friday 11*

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students
- Undergraduate Dance Concert, Lisser Hall, 8:00PM

*Saturday 12*

- ASMC Black and White Ball, Art Museum, 9:00PM-1:00AM

*Sunday 13*

- Room Draw for 2003-04 campus housing, Mills Hall, times TBA

*PALM SUNDAY (RC, P)*  
*BAISAKHI DAY*



### March 2003

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### April 2003

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## Monday 14

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students
- Preview Days for newly admitted students-join the Admission Office in hosting these potential new Mills women

## Tuesday 15

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students
- Preview Days for newly admitted students-join the Admission Office in hosting these potential new Mills women

## Wednesday 16

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students

May 2003  
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APRIL  
2003

*April is Child Abuse Prevention Month*

**Thursday 17**

*HOLY THURSDAY (RC, P)  
FIRST DAY OF PASSOVER*

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students

**Friday 18**

*GOOD FRIDAY (RC, P)*

- Registration for the Fall 2003 semester for Continuing, Returning, and Readmitted students

**Saturday 19**

- Mills' Annual Pow Wow, Toyon Meadow, Noon-9:00PM

**Sunday 20**

*EASTER SUNDAY (RC, P)  
PALM SUNDAY (EASTERN ORTHODOX)*



**March 2003**

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**April 2003**

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*Monday 21*

RIDEAN

- Class of 2006 Dinner to celebrate the end of the first year, Tea Shop, 5:30PM

*Tuesday 22*

*Wednesday 23*

To avoid delay, please have all your symptoms ready. *Notice in an English doctor's waiting-room*

May 2003

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# APRIL 2003

April is Child Abuse Prevention Month

*Thursday 24*

HOLY THURSDAY (EASTERN ORTHODOX)

•Listen Up!, Student Union, 5:00-9:00PM - featuring our talented  
Upward Bound students and artists

*Friday 25*

GOOD FRIDAY (EASTERN ORTHODOX)

*Saturday 26*

*Sunday 27*

EASTER SUNDAY (EASTERN ORTHODOX)



**April 2003**

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**May 2003**

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*Monday 28*

• Academic Awards Ceremony, Concert Hall, 4:00-5:30PM

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*Tuesday 29*

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*Wednesday 30*

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APRIL

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The eyes are the window of the soul. *Old saying*

June 2003

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# APRIL·MAY 2003

*April is Child Abuse Prevention Month  
May is Asian-American Heritage Month*

*Thursday 1*

- Athletic Awards Banquet, Orchard-Meadow Dining Room, 5:45-8:00PM

MAY

MARTYRDOM OF GURU ARJUN DEV

*Friday 2*

*Saturday 3*

*Sunday 4*



**April 2003**

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## Monday 5

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## Tuesday 6

- Classes End
- Courses normally meeting Mondays meet this day

## Wednesday 7

- Reading Day



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MAY  
2003

*May is Asian-American Heritage Month*

*Thursday 8*

• Reading Day

*Friday 9*

• Final Exam Period

*Saturday 10*

• Final Exam Period

*Sunday 11*

*Mothers' Day*



June 2003

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MAY  
2003

*May is Asian-American Heritage Month*

*Thursday 15*

- 
- Residence Halls close by noon for all students not involved in Commencement Ceremonies
- 

*Friday 16*

WESAK, THE BIRTHDAY OF THE BUDDHA

- 
- Class of 2003 Rehearsal Breakfast, Ensemble Room, 9:00AM
  - Mandatory Commencement Rehearsal, Concert Hall, 10:00-11:00AM
  - Baccalaureate Ceremony, Chapel, Time TBA
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*Saturday 17*

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- 115th Commencement, Toyon Meadow, 9:45AM
- 

*Sunday 18*

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- Residence Halls close for vacation by 2:00PM
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**April 2003**

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**May 2003**

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*Monday 19*

*Tuesday 20*

*Wednesday 21*

June 2003  
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MAY  
2003

*May is Asian-American Heritage Month*

*Thursday 22*

*Friday 23*

*Declaration of the Bab*

*Saturday 24*

*Sunday 25*

## *History and Traditions*

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Mills has lived through the turn of the century, two world wars, the turbulent 1960's, and the 1990 student strike. Its history is marked by a solid commitment to women and an adaptability to the changing demands of society.

### **HISTORICAL PLACES**

**Alderwood Hall** was designed by Julia Morgan and built in 1924 as the Ming Quong Home for Chinese orphans. It was purchased by the College in 1936 and was used as a graduate student residence until 1960, and as an undergraduate residence from 1960 to 1969.

**El Campanil**, familiarly known as "the campanile," was designed by Julia Morgan and erected in 1904. It is believed to have been the first reinforced concrete structure on the Pacific Coast. The bells were cast for the Chicago Exposition of 1893 and purchased for the College by trustee David Hewes. The tower was the gift of Mr. and Mrs. F. M. Smith.

**Kapiolani Cottage** was named for the Kapiolani Society, an organization of Mills students from Hawaii. They donated the principal funds for its building, in 1909, as the College Infirmary. It is presently a faculty residence.

**Kimball House**, believed to have been built in 1894 on an estate south of the campus, was purchased by the College in 1921 and moved to its present site. It was the home of the Kimball family, whose four daughters attended Mills in the 1890's. It served first as a music building and later as a home economics building. Since 1960 it has been an office building for the Division of Social Sciences.

**Mills Hall**, completed in 1871, was the first campus building and housed the entire seminary. It was described in a newspaper of the day as "an imposing structure, presenting a front of 230 feet, three stories in height, surmounted by a mansard roof and a cupola." Closed by the earthquake of 1989, the Hall opened again in 1994. In the 1870's the young women were expected to walk a mile a day. They often accomplished that by making eight turns daily around the Oval, in front of Mills Hall. For latter day joggers, six and one-half laps equal one mile.

**Pinetop** is the highest point on campus. It is the site of the stone College Hearth and was the center of College picnics for many years.

**The President's House** was a farmhouse on the campus property when it was acquired by Cyrus Mills in 1870. It was a faculty home until 1916, when it was remodeled and enlarged for occupancy by President Aurelia Henry Reinhardt. In 1923, it was moved to its present location to make room for the Art Museum. It underwent major remodeling in 1959.

**Sunnyside** is a small cemetery on campus where Cyrus and Susan Mills, her sister, Jane Cordelia Tolman, Hettie Belle Ege, and Fannie Anna Madison (Seminary Class of 1897), are buried.

**Wetmore Lodge** served as the College Chapel for many years.



## TRADITIONS

### **Alumnae Senior Dinner**

Every April the Alumnae Association honors the outgoing senior class with a formal dinner in Orchard Meadow.

### **Awards Convocation**

Organized by the Student Activities Office, the Awards Convocation recognizes students who have made outstanding contributions through their leadership, scholarship, and service to the community.

**Academic Awards** are given by most departments to recognize outstanding student achievements in their respective disciplines.

**The Aurelia Henry Reinhardt Faculty Purse** is awarded to the senior with the highest academic standing who plans to enter graduate school.

**The Elizabeth Mudd Senior Prize** is awarded to a member of the senior class for excellence in scholarship.

**The Mary Wetmore Sophomore Prize** is presented to a member of the sophomore class for excellence in scholarship.

**The Outstanding Senior Award** honors a senior for her involvement in and contribution to the Mills community. Criteria for the award include scholarship, activities, and special initiative. The recipient of the award is chosen by a selection committee based on nominations submitted by members of the Mills community.

**Palladium**, the campus honorary society, was founded in 1930 to recognize members of the junior and senior classes, who, by their leadership and effort, make a valuable contribution to the College. It was re-established in 1985 to recognize student excellence. Recipients are chosen by a selection committee based on nominations from members of the Mills community.

**Phi Beta Kappa**, a national honorary society recognizing excellence in scholarship, is represented at Mills by the Zeta Chapter of California. Members are elected each year in acknowledgment of their scholarly achievements, their pursuit of liberal learning, and their intellectual integrity.

### **Athletic Awards Banquet**

The Athletic Awards Banquet, sponsored by the Department of Athletics, honors student athletes for their contribution to the intercollegiate sports program.

### **Baccalaureate**

The College Chaplain invites all graduating students, their families, and friends to participate in this traditional commencement weekend event. Baccalaureate, which dates back to medieval Europe, is a custom in which candidates for the Bachelor's (bacca) degree are presented with the laurels (lauri) of sermonic oration. At Mills, both undergraduate and graduate students receiving degrees are honored.

### **Candle Passing**

A rose placed on a residence hall piano or in its entry is the first indication that a Candle Passing will take place that evening. It is usually held during a dinner in the hall dining room or at a gathering in the living room. A lighted candle is passed and is blown out by the Mills woman who is engaged to be married, or who has been accepted to graduate school.

### **Class Colors**

The four class colors are red, green, blue and purple. The incoming class takes the color of the just-graduated class and keeps that color for four years.

### **Convocation**

Convocation marks the official opening of the academic year and includes an address by the President of the College and a guest speaker. At Convocation, the faculty and members of the senior class march in academic regalia. The ceremony ends with the singing of the College hymn, "Fires of Wisdom".

### **Degree Day**

Degree Day events include a toast for degree candidates and their families. The commencement ceremony is held on Toyon Meadow and features student and special guest speakers and conferring of honorary degrees.

### **Fall Explosion**

Explosion, sponsored by the Associated Students of Mills College early in the fall, introduces students to the student organizations on campus and shows them ways to become involved in the extracurricular life of the College.



## **Junior/Senior Celebration**

The junior class plans this extraordinary social event toward the end of the spring semester. Juniors and seniors enjoy a variety of hors d'oeuvres and beverages to the sound of classical music.

## **Orientation**

Orientation is sponsored by the Student Activities Office and commences the week before classes begin. The purpose of the orientation program is to help new students make a smooth transition to life at Mills. Many activities, both academic and co-curricular, are planned.

## **Pearl M**

Since before the turn of the century, the Pearl M has been the equivalent of the College ring for Mills seniors. Every April at the Alumnae Senior Dinner a Pearl M is awarded to a senior class member who has consistently volunteered with the Alumnae Association, and contributed to the Mills Community.

## **Prospective Student Programs**

Prospective students can attend any of three overnight programs (two in the fall, one in the spring), during which they visit classes, take part in activities and meet students and faculty. Mills students volunteer as overnight hosts so the prospective students can experience residence hall life. The Office of Admission also hosts spring visiting day for high school students, three programs for transfer/resumer students, and Preview Days – the overnight program for admitted students. Prospective students come to campus throughout the academic year on individual day and overnight visits arranged through the Admission staff.

## **Senior Celebration**

This event is coordinated by the senior class as a tribute to their time spent at Mills. Traditionally held right before Commencement, members of the class sing, dance, read poetry, or perform in other ways to reflect their feelings upon graduation. A slide show usually concludes the evening.

## **Senior Gift**

At the end of each year, the graduating class purchases a commemorative gift for the College with money it has raised. The gift is announced at Commencement by the Senior Class President.

## **Senior Paint Night**

Each spring, the graduating class chooses a night to secretly paint parts of the campus and hang signs and balloons, in their class color.

## **Senior Pin Dinner**

The Senior Pin Dinner is one of the first official gatherings for the senior class. Historically students have purchased their Pearl M's to wear at the dinner. Now flowers are exchanged to celebrate friendships, and a staff or faculty member is chosen to be an honorary member of the class.

# *Administrative Officers*

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## **President of the College**

*Janet L. Holmgren*

Mills Hall

x2094

The President is the chief executive officer of the College. She administers the College through the authority vested in her office by the Board of Trustees of the College and through officers to whom she delegates authority.

## **Interim Provost / Dean of Faculty**

*John Brabson*

Mills Hall

x2096

The Provost is the Dean of the Faculty and the chief academic officer of the College. The Provost administers academic programs, including all faculty and curricular matters. The library, art museum, upward bound, audio visual services, the M center, academic computing, the chaplain, and the children's school also report to the Provost.

## **Acting Vice President and Treasurer**

*Elizabeth Burwell*

Mills Hall

x2125

The Vice President and Treasurer is the chief financial officer of the College. The VP and Treasurer is responsible for overseeing financial, housing, food service and facilities management, human resources, administrative computing, financial aid, and the Department of Public Safety.

## **Vice President of Planning, Research and Multicultural Programs**

*Ramon Torrecilha*

The Vice President oversees the College's strategic planning, institutional research, enrollment management and multicultural curricular initiatives. The M Ceter and Research Analyst report to his office.

## **Vice President for Institutional Advancement**

*Sally Randel*

Carnegie Hall

x2101

The Vice President for Institutional Advancement oversees capital fundraising for the College, including major gifts and bequests from alumnae, and all gifts from friends of the College, corporations and foundations.

## **Dean of Admission & Enrollment Planning**

*Avis Hinkson*

Mills Hall

x2135

The Dean of Admission and Enrollment Management is the chief administrator responsible for recruitment of entering students.

## **Dean of Students**

*Muriel Whitcomb*

Cowell Building

x2130

The Dean of Students is responsible for overseeing the quality of student life at the College and for coordinating extracurricular programs and services. The offices of Residential and Commuting Life, Student Activities, Athletics, Physical Education and Recreation, Counseling and Psychological Services, Career Center, International Student Advising, Student Diversity Programs, Disabled Students' Services, and Health Program report to the Dean of Students.

# *Academic Departments and Programs*

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## **INTERIM PROVOST / DEAN OF FACULTY**

*John Brabson* x2096

## **DIVISION OF FINE ARTS**

*Mary-Ann Milford, Dean* x2044

### **Art**

*Moira Roth, Department Head* x2117

### **Dance**

*Mary Ann Kinkead, Department Head* x2175

### **Dramatic Arts**

*Mary-Ann Milford, Department Head* x2117

### **Music**

*Chris Brown, Department Head* x2171

## **DIVISION OF LETTERS**

*Ruth Saxton, Dean*

### **Book Arts**

*Kathleen Walkup, Program Coordinator* x2044

x2001

### **English**

*Cynthia Scheinberg, Department Head* x2217

### **Ethnic Studies**

*Deborah Berman Santana, Department Head* x2080

### **Modern Languages and Literature**

*Rosemary Delia, Department Head* x2217

### **Women's Studies**

*Elizabeth Potter, Program Coordinator* x2233

## **DIVISION OF NATURAL SCIENCES AND EDUCATION**

*Linda Kroll, Dean* x2044

### **Biology**

*Bruce Pavlik, Fall, Department Head* x3274

*John Harris, Spring*

### **Chemistry and Physics**

*TBA, Department Head* x2317

<b>Environmental Studies</b> <i>Roger Sparks, Program Coordinator</i>	x2137
<b>Environmental Science</b> <i>Elisabeth Wade, Program Coordinator</i>	x3132
<b>Education</b> <i>Linda Kroll, Department Head</i>	x3190
<b>Psychology</b> <i>Carol George, Department Head</i>	x2176
<b>Math and Computer Science</b> <i>Barbara LiSanti, Department Head</i>	x2226
<b>Biochemistry and Molecular Biology</b> <i>Lisa Urry, Program Coordinator</i>	x2203
<b>Interdisciplinary Computer Science</b> <i>Ellen Spertus, Program Head</i>	x2011

#### **DIVISION OF SOCIAL SCIENCES**

*Andrew Workman, Dean*

<b>Economics</b> <i>Nancy Thornborrow, Department Head</i>	x2344
<b>Government</b> <i>Paul Schulman, Department Head</i>	x2338
<b>History</b> <i>Bert Gordon, Department Head</i>	x2338
<b>Philosophy</b> <i>Jerry Clegg, Department Head</i>	x3113
<b>Public Policy</b> <i>Emery Roe, Program Head</i>	x2147
<b>Sociology and Anthropology</b> <i>Robert Anderson, Department Head</i>	x2338

# *Academic Facilities and Offices*

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## **ART FACILITIES**

*Stephan Jost*, Museum Director

Art Dept. x2117

Art Museum x2164

The Jane B. Aron Art Center, located between Warren Olney Hall and Reinhardt Alumnae House, contains the Art Museum, Art Museum Office, Art Department Office, Ceramics Studio, Painting and Drawing Studio, Photography Studio, Sculpture Studio, Graduate Studios and the Slide Library.

**Art Department Office** The Art Department Office provides information about the Art Department facilities and curriculum for Art History and Studio Art. For more information, call x2117.

**Art Museum** During the academic year the Art Museum presents special exhibitions drawn from its own collections and from artists, galleries and museums throughout the country. In the months of April and May it offers exhibitions by graduating seniors and MFA students. The museum is always free of charge and is open Tuesday through Saturday, 11:00 a.m. - 4:00 p.m.; Sunday 12:00 noon - 4:00 p.m.

**Ceramics Studio** The Ceramics Studio, located behind the Art Building and west of Reinhardt Alumnae House, is available to students enrolled in a ceramics class. For more information, call x3143.

**Painting and Drawing Studio** The Painting and Drawing Studio, located behind the Art Building and west of the Ceramics Studio, is available to students enrolled in a painting or drawing class. Call x2166 for more information.

**Photography Studio** The Photography Studio, located behind the Art Building and west of the Painting Studio, is available to students enrolled in a photography class. For more information, call x3145.

**Sculpture Studio** The Sculpture Studio is located behind the Ceramics Studio, east of the Alumnae House, and it is available to students enrolled in sculpture class. For information, call x2268.

**Slide Library** The Slide Library, available to both graduate and undergraduate students, is located on the first floor near the entrance of the Art Center in Room 123. The Slide Library may be reached at x3291.

## **THE CENTER FOR CONTEMPORARY MUSIC**

*Chris Brown and Maggi Payne*, Co-Directors

Music Building, x2191

The Center for Contemporary Music houses computer and analog electronic music and recording studios, an instrument development lab, and electronic maintenance facilities. In addition to these resources, the Center sponsors concerts and performances featuring innovative musicians and media artists as part of the Music Department's Concert Series and lectures with demonstrations by guests doing important music research and composition on the Songlines Series. For more information, call x2191.

## **THE CHAPEL**

*Maud Steyaert*

*Interim College Chaplain*

x3123

The chapel and the activities of the Office of the Chaplain support spiritual, religious and ethical exploration and engagement by members of the Mills College community. Available for student, staff, and faculty use seven days a week, the chapel is generally open from 7 a.m. to 11 p.m. No appointments are necessary and drop-in visits are welcome.

Students are encouraged to explore religion and spirituality both as an intellectual discipline and as a personal dimension of human experience. The chaplain can provide support and perspective through individual conversation and counseling. The chaplain also can provide information and referral regarding major faith traditions and their local places of worship. Resources for the academic study of religion are available.

The Office of the Chaplain offers opportunities for spiritual and ethical development in multiple ways. Programs include a weekly worship service, the annual Commencement eve Baccalaureate service for graduating students, and the annual Festival of Light and Dark, an interfaith celebration of winter holidays. Special programming is held throughout the academic year, and students are invited to suggest and to help plan these events. The chaplain is also available to support the College community in moving through life transitions by assisting in rituals of passage such as weddings, memorial services, baptisms, blessings and other celebrations.

The chaplaincy is supported by the Robert F. Leavens Endowment for the Chaplaincy and Teaching of Religion. This endowment was established anonymously by two Mills alumnae whose vision was to increase the number of opportunities for students to experience and learn about religion as an academic field of study, as an important historical and contemporary aspect of culture, and as a spiritual resource for personal and community life. Through the Leavens Endowment, the Office of the Chaplain seeks to promote intellectual understanding of religion and the role it plays in a religiously plural society, to create a community that is sensitive to and appreciative of people of diverse faith backgrounds, and to foster individual spiritual and ethical development.

## **F. W. OLIN LIBRARY**

*Renee Jadushlever*

Assistant Vice President for Library and Technology

X 2040

Dedicated in 1990, the F.W. Olin Library provides resources, services, and a quiet place to study. The collection is built around the curriculum and except for a few special categories, is kept in open stacks. The Albert M. Bender Collection of rare books and manuscripts is housed in the Elinor Raas Heller Rare Book Room.

Services for library users include a room for the individual listening and viewing of recorded material, a seminar room. The Olin Library is a completely automated

facility. The on-line catalog, named MINERVA, is accessible from terminals in the reference area and throughout the building, or from one's home computer via THE WEB. More than eighty databases can be accessed from the library as well as from home. They include the library catalog of the UC system, Academic Search, a general periodicals index with 1,300+ journals available in full-text, First Search, Medline, ERIC, Lexis Nexis, JSTOR, Britannica Online, Contemporary Women's Issues, Ethnic Newswatch & other products which provide citations, abstracts and full texts of specialized periodical literature.

A Mills I.D. with a Library bar-code must be presented in order to check out any library materials. Books are lent for four weeks. Unbound periodicals circulate for three days. Some books and other resources may be used only in the Library. Materials may be renewed if they have not been requested by another borrower. Full replacement cost for lost books is \$50.00 per book.

Reserve books (those assigned for class reading) are shelved at the Circulation Desk and are lent for two hour or one day use. They may be checked out overnight at the time the Library closes. Some reserve readings are available electronically. Other facilities include microfilm, slide viewing and photocopying rooms. (Copy cards which provide copies at a discount are available from a copy card dispensing machine located near the copy machines.) Hours: Monday-Thursday, 8:30 a.m.-12 midnight; Friday, 8:30 a.m. - 5:00 p.m.; Saturday and Sunday, 12:00 p.m.-6:00 p.m. The Circulation Desk can be reached at x2196. The Reference Desk telephone number is x2385.

#### **THE ELINOR RAAS HELLER RARE BOOK ROOM**

The Olin Library has a reading and exhibition room where the College's collections of rare books, manuscripts and archives are housed. In all there are over 12,000 volumes and nearly 10,000 manuscripts, among them the Albert M. Bender Papers and Rare Book Collection, the Reinhardt Women's History Collection, the Parton Collection of Books on Dance, an extensive collection of contemporary fine press books, and the Mills College Archives.

#### **LISSER HALL**

*Gemma Whelan*

x3139

Visiting Assistant Professor / Dramatic Arts and Film Studies

Lisser Hall houses two theaters and classrooms which are used for Mills College Theatre Productions. All students are encouraged to take part in the productions as actresses, technicians, seamstresses, or audience members. The department encourages students who are interested in staging their own productions and have appropriate experience to enroll in DRCM 139 after securing instructor's consent. The Box Office extension is x3308 for performance and audition information.

#### **MUSIC PERFORMANCE AT MILLS**

There are many opportunities for instrumentalists and singers to perform music at Mills, including Contemporary Performance Ensemble, Baroque Ensembles, Gamelan, various chamber music ensembles, and Advanced Vocal Ensemble. All instruments and voices are welcome to participate. Please contact Steed Cowart (x2334) for more information.

## **MUSIC BUILDING / CONCERT HALL**

*Chris Brown*, Department Head

x2171

The 500-seat Concert Hall is decorated with murals by Berkeley artist Ray Boynton. The Greek Theatre, at the back of the building, is used for Convocation and other academic occasions, and for music, dance, and dramatic performances. The building houses the Department of Music, the Ensemble Room, and the Mills Center for Contemporary Music.

## **TECHNICAL SERVICES**

*James Graham*

Director

Lucie Stern

x2211

The Office of Technical Services provides audio-visual equipment throughout the campus to students, faculty and staff. Film, slide, overhead and opaque projectors, cassette and reel to reel tape recorders, record players, sound systems for large and small groups and video recording, and playback equipment are available from the Audio-Visual Learning Center (AVLC). Delivery service is available for equipment for classroom use on weekdays. The Audio-Visual Services staff asks for a three day advance reservation for most equipment, though some equipment, especially video recorders and camcorders, require reservations up to ten days in advance. Limited equipment is available for immediate checkout.

Professional staff will be happy to discuss the particular needs of a project and arrange for the availability of equipment. AVLC can copy audio and video tapes and transfer records to tape, subject to applicable copyright laws.

The campus facility where students may listen to tapes, records or compact discs, and view DVDs or videotapes is in the Olin Library. The College's collection of audio tapes, records, discs, films and videotapes is also located in the Olin Library. Some materials are for use in the Library only. Other materials may be taken out under library checkout policies. Customers may also bring their own material or use those provided by the College.



# *Administrative Departments and Services*

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## **ALUMNAE ASSOCIATION (REINHARDT ALUMNAE HOUSE)**

*Anne Gillespie Brown*

Executive Director

x2110

The Alumnae Association of Mills College (AAMC) is an independent, non-profit organization governed by an elected Board of Governors. The Association maintains a permanent office and professional staff at Reinhardt Alumnae House, near the Jane Baerwald Aron Art Center. There are more than 18,000 Mills alumnae worldwide. The staff and volunteers of the AAMC sponsor a wide range of activities and services including the *Quarterly* magazine, reunions, a travel program, a career network for students and alumnae, a variety of alumnae/student programs and the annual Alumnae Fund. The Reinhardt Alumnae House also serves as a place for meetings and social events.

## **AUXILIARY AND DINING SERVICES**

*Kent Bailey*, Director

Office Manager – Debra Park

Sage Hall

x2127

The Department of Auxiliary Services is responsible for student housing facilities and dining services (HMDS), the bookstore, janitorial services, and conference services. HMDS works closely with Campus Facilities to maintain the College residences.

## **BOOKSTORE**

Rothwell Center

x2156

The Bookstore carries many of the necessities of college life including textbooks, school supplies, gifts, cards, toiletries, clothing, and snacks. The Bookstore accepts personal checks for the amount of purchase. MasterCard, Visa, Discover, and American Express cards are also accepted. When books are purchased for a class that a student decides not to take, they can be returned for a full refund within the first two weeks of each semester. Students must present a receipt in order to obtain a refund.

The Bookstore also buys used books every day. If the books are going to be used the next semester, students can receive up to 50% of the original price. The 50% back value is only available during the buyback period at the end of each semester. If not, a pre-set price will be paid. Hours: Mon/Wed/Thurs: 8:30AM-5:00PM, Tues: 8:30AM-7:00PM, Fri: 8:30AM-4:00PM.

## **CAMPUS DINING**

Founders Commons

x2127

## **MEAL PLAN SPECIFICS**

Meal ID cards are issued to each residence hall student and are validated at the beginning of each semester. A meal card may be used only by the student to whom it is issued and must be presented at each meal. The fee for a lost or misused meal card is \$20.00. Meal cards are valid in all residence hall dining rooms. Guest meal tickets are available for purchase in the HMDS office or in

any residence hall dining room for the following prices: Breakfast - \$5.25, Lunch/Brunch - \$7.25, Dinner - \$8.75.

Mills requires that all residence hall students participate in a meal plan. Students may choose between 19, 15, or 12 meal plans. The 19 and 15 meal plans include one daily meal card swipe (debit) in the Tea Shop or Suzie's.

Students may revise their choice of meal plan during check-in for both fall and spring semesters. Once the check-in period is completed, you may buy "up" to any plan, but not down from any plan.

A food plan week runs Wednesday through Tuesday. For example, if one chooses a 19 meal plan, there are 19 meals available between Wednesday morning and the following Tuesday night. Meals not eaten do not carry over from week to week, but students may use their meal card/ID for as many meals in the dining rooms in one day as they like.

After 12, 15 or 19 meals have been used for the week, all additional meals can be purchased in cash (no checks) at the guest meal rate. The card reader will read "*over limit*" when all meals have been used. Mills College students may use a meal voucher (available at the checkers desk) to pay for their meal. Their student account will be charged for the full price of the meal.

### **Traditional Hall Dining Rooms**

Olney and Orchard-Meadow Dining Rooms are available to Mills students for continental breakfast Monday through Friday. Check the Residence Hall Dining Schedule for exact meal times. Olney and Orchard-Meadow are open for dinner, Monday - Thursday, from 5:00 - 6:30 while classes are in session.

### **Founders Commons**

Founders Commons is open every day, serving 19 meals a week. These meals include three meals each weekday and brunch and dinner on weekend days and holidays. Check the Residence Hall Dining Schedule for exact meal times.

### **Private Dining Rooms**

Some dining rooms have small private rooms adjacent to the main dining area. These rooms are available by reservation for hall events and meetings during meal hours. Luncheon meetings are scheduled in the Founders Commons private dining rooms and dinner events may be scheduled in the Orchard-Meadow private dining room. For questions or reservations, call Cheryl Stewart at x3339.

### **Commuting Students**

Commuting and campus apartment students with proper ID may purchase meal tickets from HMDS office at \$1.00 off the regular price.

### **Sack Meals**

Sack meals are available for students who are unable to eat in the dining halls during regularly scheduled meals. On Saturday and Sunday (except for holiday weekends), the sack meal line is open from 11:30 a.m. to 12:45 p.m. at Founders Commons. Monday through Friday, sack meal order forms are available at the checker's desk. Only one sack meal can be ordered per day. Students' meal cards will be debited for all sack meals.

### **Sick Meal**

Sick meals are available for residence hall students who are too ill to eat in the residence hall dining rooms. Students must make arrangements in advance for a sick meal through one of the Resident Assistants or the Resident Director or by calling the Residential Life Office (x2130). Meal ID card number and Resident Assistant authorization are required. The dining hall must be called in advance and the sick student's meal card must be presented upon pickup.

### **Work Meal**

Work meals are available for students working on campus during the meal hours. To have a work meal prepared, the meal card holder must call the dining hall at least one hour before the scheduled meal hour and speak with the dining supervisor. There is a \$1.00 packing and container charge for each meal prepared. If at all possible, students are encouraged to schedule their working hours so they will be able to eat their meals in the dining room. The student's meal card is required for each meal and deliveries are not available.

### **CAMPUS FACILITIES**

*Paul Richards*

Associate Director of Facilities

Corporation Yard

x2146

The Campus Facilities Department is responsible for the physical maintenance of the College buildings and grounds. All requests for set-ups for events, janitorial services, or repair requests must be arranged through Housing Management and Dining Services (HMDS) at x2127.

### **CASHIER'S OFFICE**

*Claudia Abadia*

Cashier

Sage Hall

x3205

The Cashier's window is open Monday-Friday 10:30 a.m. - 12:30 p.m. and 2:00 p.m. - 4:00 p.m. during the school year, except on paydays when the window opens at 10:00 a.m. Hours during the summer and winter breaks are 10:00 a.m. - 12:00 p.m. The cashier sells Mills van tickets and takes Mills College student account payments, fines and telephone payments.

Personal checks are cashed for Mills College students, staff and faculty only. The maximum check amount that may be cashed is \$50.00. Only first party checks are allowed. A \$25.00 fee will be assessed for all returned checks. The College reserves the right to revoke check-cashing privileges. The maximum petty cash reimbursement allowed is \$50.00.

A Night Deposit Safe is located outside Sage Hall where students may leave payments when the Cashier's Window is not open.

### **THE CHILDREN'S SCHOOL**

*Suzanne Di Lillo*

Administrative Director

Children's School

x2118

The Children's School, a laboratory school for child study and teacher preparation, provides high quality education for children from 3 months through

5<sup>th</sup> grade. For effective child study, classroom enrollments must provide an opportunity to study both girls and boys, to observe and work with children of diverse backgrounds, and to focus on the developmental characteristics of children within the age range of each classroom. Children of students, staff and faculty are given priority when meeting the criteria for balance and diversity in the classrooms.

The Children's School is under the direction of the Division of Education and is staffed with master teachers and graduate and undergraduate student teachers. The infant toddler and preschool hours are begin at 8:30 a.m. and extend to 11:30 a.m., 3:30 or 5:15 p.m. every weekday, during the fall and spring semesters. The kindergarten and first grade attend 8:30 a.m.-2:00 p.m., and second through fifth grade from 8:30 a.m.-3:00 p.m., with School Age Care available until 5:15 p.m.. Geranium Preschool accommodates children from 2 1/2 years through 5 years of age from 8:30 a.m.-3:30 p.m., Monday –Friday and offers a discount to children of full time Mills students. The classes are small and many more applications are received than can be accommodated. Applications for enrollment are submitted in January and February for the following school year.

## **CONFERENCE CENTER**

*Tommiette Rey*  
Director

Alderwood Hall  
x2145

Mills Conference Center has a year round, full service conference program for events involving 10 - 500 participants and offers limited year round employment to Mills students. The Conference Center also manages residence hall guestrooms, Reinhardt graduate residence, Alderwood and Reinhardt conference facilities and Mills Hall guestrooms, and Mills Chapel reservations. The Conference Office also schedules all commencement reception spaces.

### **Guest Room Guidelines:**

- Guest Rooms are designed to be used by guests of the College and personal guests of resident students.
- Guests must obey all hall policies (including escort policies, quiet hours, and alcohol policies). Hosts are responsible for informing their guests of all hall policies and are also responsible for insuring that their guests follow these policies.
- Maximum length of stay is one (1) week.
- All guest rooms must be reserved at least one week in advance of the guest's arrival.
- Reservations must be made directly with the Conference Office located in Alderwood Hall, between 9:00 a.m. and 5:00 p.m., Monday through Friday. All reservations are based on seasonal availability.
- Payment for all guest rooms must be made in full at the time the guest room is reserved. All checks must be made payable to Mills College and presented to the Conference Office.
- Guests may check in at the Conference Office between 1p.m. and 5p.m.

- Other guest accommodations in the Conference Center located in Reinhardt and Alderwood Halls are also available through the Conference Office.

## **EMPLOYMENT (STUDENT)**

The M Center

Carnegie Building  
x2000

Because the number of jobs on campus is limited, it is the policy of the College to give preferential hiring for student employee positions to undergraduates awarded work study as part of their financial aid award (see page 102 for forms required to apply for financial aid). Job eligibility for other students is available after October 1st and is limited to a \$500.00 maximum each academic year.

Students authorized to work part-time on campus may find jobs such as clerical assistants, instructional assistants, or lifeguards. Students may also find work in the Library, the Children's School, and in many other facilities and departments. On-campus wages start above the minimum wage (ranging from \$7.00 - \$8.50 an hour). Students must contact the M Center, ext. 2000, in order to be approved for on campus employment.

## **FACULTY LOUNGE AND DINING ROOM**

The Faculty Lounge and Dining Room, located in the Rothwell Center, provide an on-campus eating facility for faculty and staff. The Faculty Lounge is also used for meetings, lectures, and receptions sponsored by the College. For more information, call x3262.

## **HOUSEKEEPING SERVICES**

*Connie Valentine*

Executive Housekeeper

X2010

Each residence hall has one housekeeper who cleans common areas everyday and takes care of minor repairs including lightbulb replacements. Please assist her by taking your trash to the designated trash room, using another bathroom while she is cleaning, keeping the hallways clear, and letting her know when something in a common area needs repair. Common areas in Prospect Hill and Ross House are cleaned by the housekeeping staff every other week. Underwood Apartments have a resident manager for light maintenance, and Larsen House residents manage their own cleaning.

## **HOUSING MANAGEMENT REPAIRS**

Repairs for the residence halls, apartments, and the co-op may be requested by filling out a work order form at the HMDS office in Sage Hall, Room 128. Students making repair requests should provide complete and specific information describing the repair needed. A maintenance technician working only in campus residences responds to repair requests daily and the HMDS office staff follows up to see that the repair has been completed in a satisfactory manner. For emergencies between 5:00 p.m. and 8:30 A.M. and weekends, call Public Safety at x2124. The Public Safety Officer on duty will call the appropriate person to take action.

## THE M CENTER

Carnegie Building  
x2000

Monday - Friday  
9 am - 4 pm

(Tuesdays till 6 pm during school year)

The M Center provides one-stop services for students in the areas of academic records, financial aid and student billing/accounts. You may call or visit the M Center with questions or concerns regarding any of these areas. No appointment is necessary.

### ACADEMIC RECORDS

The M Center is responsible for publication of class schedules, registration, assignment of advisors, evaluation of transferred credit, declaration of majors and minors, junior evaluations, posting of grades, issuance of official transcripts, verification of attendance, certification for graduation and maintenance of the student database, including names, addresses, phone numbers and email addresses. The Center processes applications for cross-registration, domestic exchange and study abroad. In addition, the Center processes student petitions to the Academic Standing Committee.

### FINANCIAL AID

Information concerning all types of financial aid, including work study eligibility, can be obtained at the M Center. The staff can respond to questions regarding the application process, financial aid eligibility, student and parent loans, debt counseling and outside scholarships. New financial aid application documents must be filed each year. Students are advised that financial aid deadlines are not negotiable. If a student needs financial aid, it is important for her to file the forms listed below by their respective deadlines each year. Financial Aid application packets for continuing students (which contain forms and instructions) are available at the M Center each year by early January for aid consideration for the following academic year. During 2002-03 the following forms are required:

- Free Application for Federal Student Aid (FAFSA)
- Mills Financial Aid Form (entering students only)
- The Cal Grant "GPA Verification Form" (CA residents who do not currently have a Cal Grant)
- A signed copy of parents' U.S. tax return for dependent students (continuing students)

OR

- A signed copy of students' U.S. tax return for independent students (continuing students)

### STUDENT BILLING/ACCOUNTS

The M Center prepares student bills and monitors payments for tuition and other charges. Payments on student accounts may be made in one of five ways:

- 1) mailed to the Cashier in Sage Hall;
- 2) sent to the M Center - Student Billing;
- 3) placed in the "night deposit" outside Sage Hall;

- 4) paid in person at the cashier's window or the M Center;
- 5) sent to Tuition Management Systems (TMS) if the student enrolls in the Monthly Payment Option (MPO).

Note: a student's Mills I.D. number should be noted on all checks.

### **GERANIUM COTTAGE**

x3396

This high quality preschool program, administered by the Department of Education, began in 1996 to meet the childcare needs of Mills students, staff, and faculty. This program is licensed for 15 preschool children ages 2-5 years and is located in the Education complex. Geranium Cottage offers flexible scheduling and affordable fees with special rates for Mills students. Blocks of time are available from 8:15-12:30 and 12:30-3:30 or 5:45 - two, three, or five days a week. Children must be enrolled for a minimum of two half days a week. For applications and further information, call 430-3396.

### **MAIL AND COPY CENTER**

Sage Hall

*Vern McKenzie*  
Office Manager

x2149

The Mail and Copy Center is located in Sage Hall, Room 118; hours are 9:00 a.m.-Noon and 1:00 p.m. – 4:30 p.m., Monday through Friday. The main college switchboard is located here and calls are routed to the appropriate offices. The Copy Center provides duplication services for student organizations and College offices, as well as faxing services. The mail center receives and distributes packages for campus residents, staff/faculty offices and college departments and U.S. Mail addressed to college departments. All students must have a U.S. Post Office box to receive personal mail. Campus residents are notified by phone when large packages or overnight express mail arrives.

New students may ship boxes to Mills in care of the Mail and Copy Center at the beginning of the semester. The boxes should weigh no more than 30 pounds and be shipped no sooner than one week prior to the student's arrival on campus. Storage space in the Center is very limited. Boxes for new students will be delivered to their residence hall on the first day of Orientation.

### **MILLS CARES CENTER**

*Leslie Townsend*  
Director

Mills Hall 216  
x3154

Mills CARES (Community Action, Reciprocal Education Service) Center serves as the hub of community service and service learning for the College. CARES serves three functions: linking students, faculty, and staff to community service opportunities; supporting faculty engaged in service learning; and operating as a clearinghouse for agencies seeking volunteers. Volunteering through Mills CARES provides opportunities for learning about: the community; possible careers; social action and justice; connections from the classroom to the real world; and your own and others' values, beliefs and cultures. In the past, CARES has offered one-day and on-going service opportunities, an alternative spring break program and placements for tutors/mentors at our partner, Burbank Elementary School.

## POST OFFICE

Rothwell Center  
x2133

The Post Office is a regular branch of the U.S. Postal Service and is located near the Tea Shop. Operating hours are Monday through Friday 9:00 a.m. - 3:00 p.m. Post Office boxes may be rented for a nominal fee. Discount rates apply to students living on campus only.

## PUBLIC SAFETY

*Steven King*  
Director

Carnegie Hall  
x3103

Mills College Department of Public Safety provides 24-hour, 7-day a week crime prevention and safety services to the campus community. Public Safety Officers are responsible for monitoring incoming and outgoing campus traffic, patrolling the campus grounds, responding to emergencies, and securing campus buildings. Officers patrol the campus grounds in marked vehicles and are available to assist students, faculty, staff, and College visitors.

## ROTHWELL CENTER

The Rothwell Center is the hub of daily life at Mills. This group of buildings houses the Prieto Multimedia Center, Tea Shop, Staff/Faculty Lounge and Dining Room, Suzie's Café, the U.S. Post Office, the Bookstore, the Student Union, and Adams Plaza.

## STUDENT UNION

Rothwell Center

The Student Union houses Suzie's Café, the *Mills Weekly* office, the *Crest* Yearbook Office, student government and organization offices, and the Mary Atkins and Persis Coleman lounges. In the main section of the building there is a large lounge with a fireplace at each end.

## SUZIE'S CAFÉ

Suzie's Café located on Adams Plaza across from the Tea Shop is the evening and late night spot on campus for snacks and socializing. Stop by and enjoy an espresso drink, evening entertainment, fine cuisine, or a game of pool.

## THE TEA SHOP

*Cheryl Stewart*  
Manager

x3262

Centrally located in the Rothwell Center, the Tea Shop is a popular meeting place for students. It serves breakfast, lunch, dinner and snacks during the week. It provides both grill and soda fountain items, plus sandwiches, salads, and desserts on a cash-carry basis. Resident students with 15 or 19 meal plans may have their meal card swiped (debited) one time each day in the Tea Shop for a predetermined dollar amount Monday through Friday. Meal cards will not be accepted Noon-1:00 p.m., Monday through Friday. Check for posted hours.



## **UPWARD BOUND**

*Romeo Garcia*

Director

Carnegie Hall

x2177

Upward Bound is a year-round pre-college program funded by the U.S. Department of Education. The program is designed to support and enhance the academic skills of 9th-12th grade students from low-income families who are potential first-generation college students. The program provides academic instruction, tutorial and counseling services, and field trips. Upward Bound classes are held on campus on Saturdays from October to May. Tutorial services are available Tuesday, Wednesday, Thursday and Saturday afternoons. During the summer, Upward Bound provides a six-week residential/academic program with cultural and academic enrichment activities. Mills College students are employed as tutors and teaching assistants.

## **VAN SERVICE**

x2124

The Mills-Berkeley Van runs seven days a week during the academic year, stopping at the Rockridge BART station, Sproul Plaza, and the UC Berkeley Tang Health Service. Van tickets are available from the Office of Student Life, the Cashier's window, the Tea Shop and Suzie's(after 5:00 p.m.). Ten ride passes are available for sale at the Office of Student Life only. Tickets are required to ride the van. The driver will not take cash. Time schedules and other information about the Berkeley Van are posted in the residence halls, lounges, and on the Public Safety web page.



# *Student Services and Facilities*

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## **OFFICE OF STUDENT LIFE**

*Muriel Whitcomb*  
Dean of Students

Cowell Building  
x2130

The Dean of Students is responsible for overseeing the quality of student life at the College and for coordinating co-curricular programs and services.

## **ATHLETICS, PHYSICAL EDUCATION AND RECREATION (APER)**

*Themy-Jo Adachi*  
Director

Haas Pavilion  
x2172

The APER department offers intercollegiate athletic competition, physical education and recreation activities. APER classes for credit are described in the Mills College catalog.

### **Intercollegiate Sports**

Competition is offered in six intercollegiate sports:

#### **Fall Sports**

Cross Country  
Volleyball, Soccer

#### **Winter Sports**

Swimming

#### **Spring Sports**

Tennis  
Crew

New students are encouraged to try out for these teams. Orientation meetings are held prior to the start of all intercollegiate sport seasons. For more information, call Athletics, Physical Education and Recreation.

### **Haas Pavilion**

Haas Pavilion houses the Dance Department and the Department of Athletics, Physical Education and Recreation. The sauna, fitness center, dance studios, activities room, gymnasium and classrooms are utilized for recreational and academic pursuits.

### **Fitness Center**

Free weight equipment, a 12 station Universal Gym, two sets of Olympic power lifting equipment, rowing and bicycle ergometers, Bodymaster, Cybex, Treadmill, Versaclimber, Gravitron, and Elliptical and Stairmaster machines are available to students in the Haas Pavilion Fitness Center. Physical Education classes, intercollegiate athletics, and recreational sports events have priority use. A current schedule is posted on the Fitness Center door.

### **Sauna**

The Finnish sauna is located on the ground floor of Haas Pavilion. Hours are posted on the sauna door.

### **Tennis Courts**

The six tennis courts are open to Mills students, faculty, staff, and alumnae. Students can purchase a tennis court key for \$5.00 from 103 Haas Pavilion or the Trefethen Aquatic center. Faculty and staff can purchase keys for \$20.00 per year. Alumnae can purchase key privileges for \$50.00. Members of the

Oakland community can purchase key privileges for \$150.00 per year. The courts are located behind Haas Pavilion. The six courts are open all daylight hours and three courts are lit until 10.00 p.m., seven days a week, except when classes, team practices and tournaments are in session. Refer to the bulletin boards in Haas Pavilion and on the tennis courts for the current schedule.

### **Aquatic Center**

The 25 yard by 25 meter pool has 10 lap lanes, complete with a deep water area suitable for waterpolo, competitive swimming and diving. The attached 40' x 60' shallow area provides spacious teaching and recreational usage, and is exceptional for lessons, water exercise classes, and children. Also included are a fabulous therapy spa, locker rooms, and multi-purpose room.

### **Recreation**

Everyone is encouraged to become involved in the wide variety of activities in the Recreation program. All ability levels are welcome. The program provides outdoor adventures, special events, fitness programs, recreational classes, open recreation, and the faculty-staff fitness club.

### **Outdoor Adventures**

Outdoor Adventures provides participants with all of the essentials needed to fully enjoy the natural wonders of California. Activities may include kayaking, backpacking, hiking, camping, and rafting. Contact Sharon Chiong at x3282 for current information.

### **Open Recreation**

The gymnasium, fitness center, tennis courts, running trail, Aquatic Center, and grass fields may be used on a drop-in basis by members of the Mills community. Open recreational hours are posted in Haas Pavilion each semester. A variety of sports equipment is also available.

### **Special Events**

Clinics, excursions, evenings of entertainment, sports challenges, and other activities are part of the Special Events Agenda. A few of the popular special events include Casino Night, Faculty/Staff vs. Student Soccer, and the Lip Sync Contest.

### **CAREER CENTER**

*Shirley Weishaar*  
Assistant Dean and Director

Cowell Building  
x2069

The Career Center offers career counseling and a wide variety of programs and workshops that assist students and alumnae in making informed, effective career decisions. Students are encouraged to think about their educational and career goals as a developmental process. Thinking about careers in this way provides the opportunity to leverage the resources at Mills and to choose courses that will help assemble a good mix of expertise and transferable skills. Using assessment and individual consultation, linking classroom experience to career interests through internships, researching graduate or professional school, connecting with alumnae through an established network, learning to create effective job search tools and design strategies for achieving goals are among the many resources available through the Career Center.

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

*Dorian Newton*  
Director

Cowell Building  
x2119

Counseling and Psychological Services offers short-term individual counseling for Mills students who wish to discuss personal matters with professionally trained counselors in a confidential and non-judgmental setting. Educational workshops are held periodically and referrals for off-campus mental health services are available through the Counseling Center as well. Students are seen at Counseling and Psychological Services free of charge.

## **DISABLED STUDENTS' SERVICES**

*Ruth Masayko*  
Director and Learning Specialist

Cowell Building  
x2264

Disabled Students' Services provides services and accommodations to students with various disabilities. Students with documentation or concern regarding disability are encouraged to contact DSS early in the semester to ensure that their needs are accommodated in housing, class scheduling, course modification, etc.

The College is in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and will make modifications necessary to ensure that course requirements do not discriminate on the basis of disability.

In addition to providing disability-related accommodations, DSS serves as a resource for the campus community as a whole assisting students, staff, and faculty with questions regarding disability awareness / issues.

## **HEALTH PROGRAM**

*Cynthia Turner*

x2119

Mills provides a health program that encourages students to maintain optimal health. Emphasis is on prevention of illness and disease, and a healthy campus environment. Mills meets the needs of students by offering a wide range of health care services in affiliation with the University of California at Berkeley Health Service.

On the Mills campus, the focus of health services is health promotion and public health planning. The program includes campus-wide health education on various topics, such as stress management, nutrition, safer sex, alcohol and drug use, sexually transmitted diseases and AIDS, rape prevention relationships and sexuality. The Health Program Director also offers individual and confidential health counseling appointments to assist students in their decision-making about personal health concerns. Insurance questions may also be discussed.

On the Berkeley campus, the focus of service is clinical care and the management of illness or injury so that the disruption, and specialty medical services. Other services include laboratory, radiology, pharmacy, and physical therapy. Health Promotion and self-care resource health library are available.

A basic health fee providing for “campus care” is required of all students (“Network” students are exempt.) The health fee covers program services on the Mills campus and there are most clinical services provided at the UC Berkeley University Health Service. The Mills Van regularly transports all students to and from the UC Berkeley campus.

## **INTERNATIONAL STUDENT ADVISING**

While all students experience new challenges during college, international students often have special needs and face additional adjustments. International students at Mills receive support, cross-cultural advising, and assistance in maintaining their visa status from the International Student Advisor.

## **RESIDENTIAL AND COMMUTING LIFE**

Moiré Bruin  
Assistant Dean and Director

Cowell Building  
x2130

Community living provides many opportunities to meet and live with people who represent various cultures, lifestyles, interests and experiences. Residential life is intended to complement and enrich the academic experience at Mills by providing a diverse and comfortable living and learning environment. Students who live in the residence halls, the Larsen co-op, the Ross house, or the campus apartments have the opportunity to participate in the many programs offered by other residents and the residential life staff and to experience leadership and decision-making opportunities by becoming members of the Residence Community Organization (RCO).

Mills offers a variety of living experiences for its students. Ethel Moore, Orchard-Meadow and Warren Olney are traditionally styled residence halls with single, double and porch rooms. Mary Morse and Aurelia Reinhardt halls provide an opportunity for undergraduates to live with graduate students in a co-educational living environment. Additionally, Aurelia Reinhardt hall provides suite style rooms. Students who live in all of these residences eat in the dining halls on campus.

The Larsen House Co-op houses six upper-class and resumer undergraduate students who live in a cooperative setting. The Ross House provides year-round housing for nine resuming women. Prospect Hill Apartments house 32 upper-class and resumer undergraduates in eight four-bedroom apartments. Students living in Prospect Hill have the option of signing either an academic year lease or a 12-month lease. Underwood Apartments are available to students with families. Other housing options are the French Language House, the 24 hour Quiet Section, the 12 hour Quiet Section and the Resumer Wing, all located in the residence halls. Graduate students seeking housing should contact the Mills College Conference Center at 430-2145.

## **RESIDENTIAL LIFE STAFF**

The Office of Residential Life consists of professional and student staff including the Director of Residential and Commuting Life, the Assistant Director of Residential Life, an Area Coordinator, Resident Assistants, Educational Programmers and House Managers.

The professional staff live on-campus and oversee the general operation of the residences. They train and supervise all student staff, respond to emergencies, advise hall government, assist in program planning, enforce College policies and help students work through problems and concerns.

Resident Assistants (RAs) are students who carry full academic schedules. RAs are selected by the Office of Residential Life. A cumulative grade point average of 2.5 is required of students applying for these positions. An RA's general job description involves working closely with students to make the halls comfortable and enjoyable for the residents. This includes planning activities, providing educational programs, participating in hall government and orientation activities, peer counseling, communicating students' concerns to administrators, working with faculty, reporting policy violations, assisting with resident problems and mediating conflicts. There is an RA on duty at all times for assisting with emergencies. The Duty Pager number is posted by RAs' doors and in visible locations throughout the hall.

House managers are student staff members in apartment and co-op housing. Their responsibilities are primarily administrative, attending to such duties as checking residents in and out, facilitating maintenance and repair, and holding house meetings.

### **COMMUTING AND RESUMING LIFE**

The Mills student body is a richly diverse population including resuming and commuting students. Two organizations within the Associated Students of Mills College strive to meet the needs of these students. Mary Atkins is the organization for commuting and residential resuming (over age 23) students and Persis Coleman is the organization for commuting traditional-aged (18-23) students.

Commuting and resuming students are very involved in campus activities and have a voice through participation on ASMC government boards and committees, as well as through social events and educational programs. The Director of Residential and Commuting Life serves as the advisor for all commuting and resuming students.

#### **Mary Atkins Lounge**

Undergraduate students who are over 23 years old are considered "resumers" and are members of the Mary Atkins Association. These are often women who are returning to college after a break in their formal education.

The Mary Atkins Lounge, located in the Student Union, serves many of the functions of a residence hall for non-resident students and provides a center for resuming resident students who wish to interact with other resumers. The Lounge provides a place to study quietly and another space for social activities. Mary Atkins women have a bulletin board with information about campus events, individual mailboxes for on-campus mail, a telephone, computers, lockers, showers, and a kitchen. Lounge events and general meetings are usually scheduled from noon to 1:00 p.m., which is often the best time to drop by and become acquainted with other

resumers. The Resuming Student Assistant and the lounge government hold an orientation meeting at the beginning of each semester. Resuming students may obtain a key to the lounge from the Public Safety Office. Proof of current registration is required.

### **Persis Coleman Lounge**

Undergraduate commuting students of traditional college age (18-22 years) are members of the Persis Coleman Association.

The Persis Coleman Lounge, located in the Student Union, provides amenities similar to those in a residence hall. The lounge has areas for rest, study, meeting friends, or holding meetings. It also has a bulletin board with information about campus events, personal mailboxes for receipt of on campus mail, a telephone, and a computer room.

The Commuting Student Assistant and the lounge government hold an orientation meeting at the beginning of each semester. Commuting students may obtain a key to the lounge from the Public Safety Office. Proof of current registration is required.

## **COMMUTING AND RESUMING LIFE STAFF**

Each lounge has a Student Assistant who works to support the needs of the lounge. The Commuting Student Assistant (CSA) for Persis Coleman and the Resuming Student Assistant (RSA) for Mary Atkins are selected by the Office of Residential and Commuting Life to assist the lounge officers in planning programs and to serve as liaisons with campus administrators. The CSA and RSA are selected from the commuting and resuming student population and have a demonstrated commitment to these groups. A cumulative grade point average of 2.5 is required of students applying for the CSA or RSA positions.

## **RESIDENCE COMMUNITY ORGANIZATION (RCO)**

By participating in RCO, students can be directly involved in the decision making process for their residence hall. Students can find many ways to contribute time and ideas simply by supporting hall activities and programs. Students should contact an RA or an RCO member for more information.

## **2002-03 Residential and Commuting Life Staff**

Director of Residential & Commuting Life	Moiré Bruin	x2130
Assistant Director of Residential Life	Lael Sigal	x2130
Area Coordinator	Bitta Farahmand	x2130

## **STUDENT ACTIVITIES OFFICE**

*Liza Kuney*, Assistant Dean/First Year Dean

Cowell Building  
x2130

The Student Activities Office assists students with planning campus programs and events. The Office advises student government, student organizations, and assists students in taking full advantage of the co-curricular opportunities offered at Mills. The Office is also responsible for coordinating entering student Orientation, the Awards Convocation, College Colloquia, AWARE, the Emerging Leaders Program, and other activities.

## **STUDENT DIVERSITY PROGRAMS**

TBA

Assistant Dean and Director

Cowell Building

x2130

The Director of Student Diversity Programs develops programs and initiatives which enhance awareness and appreciation of cultural and racial diversity and promotes a campus climate that engages multiculturalism, working collaboratively with the campus community, supporting students of color and their student organizations, and co-directing the Summer Academic Workshop.



# *The Mills College Honor Code*

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## **I. Overview and Purpose**

Mills College is a community in which individual integrity is valued. Mills encourages each student to be a responsible, active citizen who shares in the daily commitment of making Mills College the best possible learning environment. The honor and welfare of the Mills community are shaped by the actions of each individual.

Mills College and the Associated Students (ASMC) expect every Mills student to behave with maturity and integrity at all times, to comply with the laws of the State of California and the United States of America, to adhere to Mills College policies as published in the College Catalog, this Student Handbook, and other College documents, and to respect the rights and property of others.

This section provides information related to the Mills Honor Code and the ASMC Judicial Board, and serves as a ready reference to the Judicial Board complaint process.

It is the responsibility of every Mills student to have knowledge of, and abide by, the standards set forth in the Mills Honor Code. It is the obligation of each student to report any violation of the ASMC Honor Code (academic, social, or ethical) which she has committed or witnessed. Any such report should be made to a Judicial Board Representative or the ASMC Judicial Board Chair.

## **II. Honor Code Standards**

### **A. Academic Standards**

1. Faculty members establish the requirements and the nature of academic exercises and examinations.
2. Each student shall honestly prepare her assignments and take her examinations. The faculty member's permission is needed to take an examination outside of the classroom. Each examination shall be turned in at the time scheduled for its completion. It is expected that all examinations and assignments represent the student's individual work, unless otherwise specified by the assigning faculty member, i.e. group projects.
3. In an institution of higher learning, plagiarism is a serious breach of academic trust. For purposes of the Mills Honor Code, plagiarism is defined as intentionally or knowingly using someone else's ideas, words, and/or thoughts without giving proper credit to the source. All work for which another source is not cited is assumed to be that of the writer. Material taken from another source must be cited by footnotes or by other means, as determined by the assigning faculty member.
4. The following pledge shall be written and signed by each student upon completion of every assignment and examination : "I have neither given nor received aid on this assignment and I have completed it as specified."

## B. Social Standards

A Mills student shall not engage in any of the following activities:

1. Physical abuse or any conduct which threatens the health and/or safety of any person, on and off-campus.
2. Theft, unauthorized possession, damage, and/or misuse of any property, including Mills College property or the property of any person while she is on the Mills College campus.
3. Unauthorized entry and/or use of Mills College facilities.
4. Forgery, alteration, and/or misuse of Mills College documents, records, or identification.
5. Unauthorized use, possession, and/or storage of any firearm, explosive device, knife or other weapon on the Mills College premises or at any Mills College-sponsored activities without the express written permission of the President of the College. The term "weapon" refers to any instrument or device that has the potential for harm and/or is presented in a threatening manner.
6. Perjury, defined as willfully attesting, before the ASMC Judicial Board, to the truth of a material matter known to be false.
7. Any violation of published regulations of Mills College, including residence hall policies. It is the responsibility of each Mills student to be aware of the regulations which apply to her, including any rules related to the campus resources used by her. Such Mills College policies can be found in the College Catalog, the Student Handbook, and memoranda of College policies which are distributed periodically by administrative offices, all of which are available upon request.

## C. Ethical Standards

All members of the Mills community and their guests are expected to behave courteously and respectfully to all persons regardless of their race, color, ethnicity, sex, sexual orientation, age, marital status, physical ability, religion, or political affiliation.

## III. The Judicial Board

The Judicial Board is composed of five students: the appointed Chair, three elected representatives, and one appointed sexual harassment liaison. The Judicial Board hears cases arising from alleged violations of the Mills Honor Code. These violations can be academic, social, or ethical. The standards of the College are stated in the Mills Honor Code. The ASMC Judicial Board will be composed of the following members:

### A. The Judicial Board Chair

The Judicial Board Chair serves as a member of the ASMC Executive Board and presides over the ASMC Judicial Board. The Judicial Board Chair is appointed by the incoming ASMC Executive Board following ASMC elections held each Spring. If for any reason during her tenure, the Judicial Board Chair becomes unwilling or unable to maintain her position, the ASMC Vice-President shall serve as interim Judicial Board Chair until a new Judicial Board Chair is appointed by the ASMC

Executive Board. The Judicial Board Chair conducts investigations in response to complaints, adjudicates cases as possible, and calls for a Judicial Board hearing in the event of an appeal or when she is unable to reach resolution. She will present to the Judicial Board for hearing any case that she is unable to successfully adjudicate. The Judicial Board Chair also acts as a liaison between students and the Office of Student Life with regard to Mills Honor Code violations. See the ASMC Constitution for a complete listing of duties.

**B. Judicial Board Representatives**

The Judicial Board shall consist of three student Judicial Board Representatives who are elected during general ASMC elections held each Spring. Judicial Board Representatives are responsible for educating the Mills community as to the Honor Code, hearing unresolved cases as presented by the Judicial Board Chair, and for hearing any appeal of a decision made by the Judicial Board Chair. If any of the three Representative positions becomes vacant, the Judicial Board Chair will appoint students to those positions. See the ASMC Constitution for a complete listing of duties.

**C. Sexual Harassment Liaison**

The Sexual Harassment Liaison is appointed by the ASMC Executive Board and acts as an advisor to members of the ASMC Judicial Board in situations involving sexual harassment and/or sexual discrimination. The Sexual Harassment Liaison serves on the Judicial Board as a voting member. See the ASMC Constitution for a complete listing of duties.

**D. Advisors**

A representative of the Office of Student Life acts as advisor to the Judicial Board and is present, in an advisory capacity, at all Judicial Board hearings. The Judicial Board Chair will, in consultation with the Office of Student Life, appoint faculty members to act as advisors in cases involving academic violations.

## **IV. The Complaint Process**

If a violation of the Mills Honor Code is alleged to have taken place, it is strongly recommended that the party who has witnessed the alleged violation speak to the alleged violator before reporting the case. Alleged violations of the Mills Honor Code should be reported directly to the Judicial Board Chair. Such a report can be made by any Mills student, faculty member, staff member, or member of the Mills administration.

**A. Academic violations**

Any faculty member who suspects a violation of the Mills Honor Code may choose to investigate the situation independent of the Judicial Board process. However, at the request of either the faculty member or the student(s) involved, the Judicial Board Chair can be present at any related conference. Any academic violation can be presented directly to the Judicial Board Chair for resolution.

If there is an alleged violation of the Honor Code, it can be handed either formally or informally. In academic cases, a decision can be reached informally among the Chair, the faculty member, the complainant, and the alleged violator. In cases where a decision is reached solely between the faculty member and the alleged violator, the faculty member submits a written record of the decision to the Judicial Board Chair and a copy to the Dean of Students. If a student disputes the charges or the resolution, it is the responsibility of the Judicial Board Chair to call a hearing before the Judicial Board.

## B. Ethical and Social Violations

### 1. General Violations

A written complaint is necessary for the Judicial Board Chair to take action on an alleged Mills Honor Code violation. All complaints are confidential. The Judicial Board Chair conducts an independent investigation into the allegations and makes recommendations for resolution based upon her findings. The Office of Student Life advises the Judicial Board Chair as appropriate.

### 2. Hall and Lounge Violations

Alleged violations in the residence halls and lounges will be adjudicated by the Residential and Commuting Life Staff (RCL), or may be, when appropriate, referred to the Judicial Board Chair. Alleged violations should first be reported to an RCL student-staff member. The information will then be reported to a Residence Director or the Director of RCL who will investigate and attempt to adjudicate the situation. The Dean of Students will hear appeals to cases heard by the RCL staff.

## V. Board Hearing Procedure

A hearing is called in situations where the Judicial Board Chair is unable to successfully adjudicate a case or in situations where there is an appeal of a decision made by the Judicial Board Chair. When a hearing is appropriate, the Judicial Board Chair makes a written presentation of the case to the Judicial Board members 5 days prior to the actual hearing. It is the practice of the Judicial Board Chair to request written statements from all parties involved in order to familiarize the Judicial Board with the situation.

### A. Procedure for the Complainant

The Judicial Board Chair requests a written statement from the complainant about the alleged violation. The complainant will be notified five (5) days in advance of the hearing date, time, and location. The complainant also has the right to call and question all witnesses, and to present information that supports her case. The Judicial Board Chair must be notified three (3) days in advance of the hearing if the complainant intends to call witnesses during the hearing. If the complainant does not attend the hearing, the charges will be dismissed.

### B. Procedure for the Alleged Violator

The Judicial Board Chair will request a written statement from the alleged violator about the violation. Once requested, the statement

of the alleged violator must be submitted to the Judicial Board Chair within 48 hours. A statement of the charges will be given to the alleged violator and she will be notified five (5) days in advance of the hearing date, time, and location. The alleged violator has the right to be accompanied by a member of the Mills community who will not participate in the hearing but is present to provide moral support. The alleged violator has the right to call and question all witnesses, including the complainant, and to present information that supports her case. The Judicial Board Chair should be notified three (3) days in advance of the hearing if the alleged violator intends to call witnesses or have a member of the Mills community present during the hearing.

#### C. Recommendations of the Judicial Board

Once the case has been heard, the Judicial Board, by majority vote, decides whether or not the evidence presented at the hearing supports a finding of a violation. If the Judicial Board decides that a violation has occurred, it can make several recommendations in light of the severity of the violation. In social cases, the recommendations range from censure (written reprimand) to a recommendation to the President of the College for suspension or expulsion. In academic cases, the Judicial Board may recommend to the faculty member that a lower grade on a piece of work or in the course (including a grade of failure) is awarded or that extra work is submitted. In extreme cases, where the Judicial Board recommends suspension or expulsion, the President of the College makes the final decision. The Judicial Board also has the freedom to make other recommendations that it deems appropriate. The Dean of Students must be notified of all recommendations.

#### D. Judicial Board Records

All records are kept in confidential files in the Office of Student Life, under the supervision of the Judicial Board Chair. A copy of the Judicial Board decision is sent to the violator and the Dean of Students, as well as to relevant faculty members and deans. The Judicial Board Chair and the Judicial Board can not release the outcome of any case without the written consent of the violator.

Records are retained for use in future cases involving the same student, but solely to determine a penalty recommendation. After a student graduates or withdraws from the College, the identities of the individuals involved are deleted, but the records are kept for the historical purposes.

In all matters regarding student misconduct, the College reserves the right to take action independent of Judicial Board procedures and policies. Decisions to pursue administrative investigations, impose additional punitive measures and note misconduct on a student's permanent record are within the discretion of the Dean of Students, except that decisions to suspend or expel are governed by the requirements described below.

## **VI. Basis for Disqualification**

The College may suspend or expel any student for the following:

- A. Lack of cooperation in maintaining the ideals and standards of the College or failure to profit by its purposes and policies;
- B. Conduct contrary to standards, rules, regulations applicable to students which are established from time to time by the College, student government, and faculty;
- C. Conduct of any nature that endangers the health and safety of the student or other person.

Cases involving misconduct are customarily heard by the Judicial Board established by the Associated Students of Mills College (ASMC) Constitution. Such cases are subject to the specific procedures established from time to time by the ASMC Constitution, unless the College exercises its right to decide the case as described below.

The College reserves the right at all times to suspend or expel a student, whether or not the Judicial Board has acted in the matter, provided that the student is given:

- A. Written notices explaining the nature of the charge;
- B. An opportunity to respond in person to the official or committee making the recommendation to suspend or expel, and
- C. A written decision explaining the reasons for any action taken.

In addition, the College may suspend any student on an interim basis of no more than ten class days without notice of any other procedure in the event of conduct involving an imminent threat to the health or safety of the student or any other person.

The President of the College may delegate the investigation or hearing of any disciplinary case to provide the procedural rights noted above.

The College is not obligated to afford any procedural rights or remedies to students in cases involving misconduct that results in a decision to suspend or expel, except the procedures outlined above.

# *Academic Policies and Procedures*

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The College Catalog is the document of record for academic policies, procedures, and practices. Consult the College Catalog for information on such topics as advising, auditing, cross registration, declaration of a major or minor, degree requirements, examinations and assignments, exchange programs, independent studies, internships, junior/senior evaluation, registration and course changes, and transfer credits. For additional information, contact the Provost's Office or the M Center.

## **COMPUTING SERVICES (ACS)**

*Jean Weishan*

*Director of Computing Services*

Computing equipment is available for student use in Stern 14, CPM 207, the F. W. Olin Library, residence halls and student lounges. The Parson's Computer Classroom (Stern 35) is available for student use as long as a pre-scheduled class is not in session. Additionally, many academic departments have computing systems available for students majoring in those disciplines. During the academic year, Stern 14 and CPM 207 are available 24 hours per day / 7 days per week for student use.

## **BRINGING YOUR OWN COMPUTER**

Personal computers brought to campus should be covered by students' private homeowners insurance and are not covered by Mills. If you are considering bringing your own computer to campus, you should be aware that all campus computers available to students use the Microsoft Office suite of applications: Word, Excel and PowerPoint. To ensure document-compatibility with fellow students and faculty we strongly suggest students have these programs on their personal computers.

## **CONNECTING PERSONAL COMPUTING SYSTEMS TO THE CAMPUS NETWORK AND THE INTERNET**

All residence halls, houses and apartments have access to the internet and the Mills College network via wireless access points. Warren Olney Hall, the Prospect Hill Apartments, Ross House and Larsen House also have direct ethernet access to the campus network and the internet. Alternately, any student may elect to use dial-in access via modem, for internet connectivity. Please be aware that the speed of a dial-in connection is a great deal slower than either a wireless or direct ethernet connection. Students may also choose to continue to use their private Internet Service Provider (ISP) such as AOL, CompuServe, or Earthlink, if they prefer.

## **WHO CAN USE THE MILLS COMPUTING FACILITIES**

Use of Mills computing facilities and equipment is restricted to currently registered, officially on leave, exchange, study abroad, or in absentia Mills students and Mills employees. Alumnae, spouses, significant others, children, ECIW students, EF students, Upward Bound students, conference attendees, and other visitors are not allowed to use Mills computing facilities and are asked to find other computing facilities for their needs.

## **WHEN MILLS ACS COMPUTING FACILITIES ARE AVAILABLE**

Computing facilities in CPM 207 and Stern 14, the residence halls, the Prospect and AHR Apartments, and the commuting student lounges are generally accessible 24 hours a day while classes are in session. These facilities are closed over the Winter Break and Summer Breaks. The Olin Library computers are normally available whenever the Library is open to the Mills community.

For security purposes, CPM 207 and Stern 14 are locked each weekday at dusk and opened between 7-8 am. On weekends, holidays, and breaks they are locked 24 hours a day. Except during breaks and holidays, students wishing to use the facilities may call Public Safety at x2124 and request that an officer meet them at the desired center to let them in. Since the first duty of the Public Safety Officers is to keep the campus safe and respond to emergencies, students may have to wait up to 20 minutes before an officer is able to meet them. A campus phone is located next to the Stern and CPM centers. After dark, it is strongly recommended that students keep the door locked in both centers at all times.

## **GETTING STARTED WITH COMPUTING**

Stern 14 is the place for students to start for information about Mills computing. User Assistants — students with computer experience who teach others to use the Mills computers and help find answers to computing questions — hold workshops in Stern 14 during Orientation and throughout the year. Faculty and staff can receive assistance in the Sage Hall Faculty/Staff Training Center in Room 138. Help with problems throughout the academic year is also available by calling the Mills Computer Helpdesk at x2005.

The first thing each person needs to get started with computing at Mills is a unique Mills Registered Login name. This login name stays with each person for his or her entire time at Mills. It identifies you to computer users both at Mills and on the Internet. Once a login name is in hand, the second step to becoming a Mills computer user is getting Computer Approved.

## **COMPUTING APPROVAL:**

Every student is encouraged to get Computer Approved ASAP! The Computing Approval workshop will teach students how to login and set a private password, as well as read, send, and delete email messages. Students will then learn how to connect to “Ella” to access their private folder on the network. These private folders are for students’ use to store and retrieve personal documents when using a computer connected to the campus network.

At the conclusion of this process, the user Assistant will place a Computing Approval sticker on your Mills ID card. Students must carry the card whenever using college computing facilities and must show it when so requested by a User Assistant, Help Assistant, Computing Services staff, or Public Safety officer. It must also be shown to Public Safety in order to obtain a key to the residence hall, apartment, or student lounge computer labs.

Each Mills user is required to abide by the terms specified in the Mills College Computing Agreement. The agreement outlines the conditions under which the user is being provided access to computing resources and acknowledgment that violation of the agreement will normally result in loss of computing privileges.



## THE LOCATIONS OF THE RESIDENCE HALL AND STUDENT LOUNGE COMPUTER ROOMS ARE:

### **IMPORTANT: No food or beverages are allowed in any of the campus computing labs!**

Ethel Moore	Room 102	x7207
Mary Morse	Room 141	x7587
Orchard-Meadow	Room M150	
Warren Olney	Room 202	x7605
Prospect Hill Apts.	Room 104	x7746
AHR Graduate Apts.	Room 222	x7263
Mary Atkins Lounge	Rothwell 152	x2150
Persis Coleman Lounge	Rothwell	x2181
Graduate Lounge	Stern 13	

Students who have keys to these rooms are asked to make sure that the Computer room door is locked when they leave and that they not give access to guests or students who are not Computing Approved or do not have their own key. All students using the room are responsible for keeping it clean and neat for other users.

## MILLS COLLEGE COMPUTING AGREEMENT

### **COMPUTER ETHICS, COPYRIGHTS, AND INTELLECTUAL PROPERTY**

The College respects the right of computer software authors to be paid for the products that they produce. Accordingly, students, faculty, and staff are prohibited from making copies of copyrighted programs stored on any college-owned desktop and central systems. All members of the Mills computing community also agree that they will not use copyrighted text, images, sounds, video and other web objects in electronic form on web pages, CD-ROMS, and other electronic publications without appropriate credit to and permission from the owner for the use of such materials. Every member of the Mills community who receives accounts to work on College computing systems agrees to protect their own work and respect the work and privacy of other members of the community by restricting the use of their accounts to themselves and not allowing other individuals to use their accounts or to know passwords for their accounts. Violation of these rules is treated as an Honor Code violation within the Mills community and usually results in revocation of privileges to use college computing facilities.

### **COMPUTING RIGHTS AND RESPONSIBILITIES**

Computers and networks can provide access to resources on and off campus and the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Each individual is responsible for the information they present on Personal Web Pages, and for providing proper credit to and obtaining permission from the owner of all copyrighted text, images, sound, video, and other web objects used. Personal page information is neither monitored by, nor necessarily representative of, College viewpoints or policies.

Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

## **LEGAL ISSUES**

The laws (federal and state) and College regulations and policies that apply to use of College computing facilities include laws specific to computers and networks, as well as laws and regulations governing personal conduct. Misuse of computing, networking, or electronic information resources usually results in the loss of computing privileges.

Additionally, misuse may be subject to prosecution under state or federal law. Users may be held accountable for their conduct under any applicable College or campus policies, procedures, or contractual agreements. Complaints alleging misuse of computing and networking resources will be directed to those responsible for taking appropriate disciplinary action. Illegal reproduction of software protected by U.S. Copyright Law is subject to civil damages and criminal penalties, including fines and imprisonment.

## **EXAMPLES OF MISUSE OF COMPUTING AND NETWORK RESOURCES**

Examples of misuse include, but are not limited to, the activities in the following list, except when authorized by appropriate College officials for security or performance testing:

- Giving anyone your password(s) or access to any of your Mills computing accounts.
- Using a computer account or obtaining a password for a computer account that you are not authorized to use.
- Using Mills computing resources for or in commercial activities in violation of the College's non-profit status.
- Using copyrighted text, images, sounds, and video in electronic form without proper credit to and permission from the owner
- Using electronic mail to harass others and/or to pass chain letters to others.
- Sending unsolicited electronic mail to large groups of users, either on or off campus.
- Deliberately wasting computing resources and/or supplies.
- Attempting to monitor or tamper with another user's electronic communications.
- Reading, copying, changing, or deleting another user's files or software without the owner's explicit agreement.
- Posting materials on electronic bulletin boards that violate existing laws or the College's codes of conduct.
- Masking the identity of an account, machine or electronic communication such as an e-mail address or web pages.
- Using any Mills computing system or the campus network to gain unauthorized access to any computer systems.
- Revealing confidential information obtained from administrative data systems to unauthorized people or groups.
- Attempting to circumvent data protection schemes or uncover security loopholes.

- Violating terms of applicable software licensing agreements or copyright laws.
- Knowingly performing any act, including theft, that interferes or prohibits the normal operation of computers, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.

## **ADVISORS**

The faculty advisor is the student's primary link to the academic programs of the College and serves as the person who advises students on academic matters. The basic responsibilities of the advisor are: (1) to offer appropriate suggestions for a sound and balanced academic program and (2) to assist the student in her understanding of academic requirements and regulations. In addition, the advisor should assist the student in defining her educational goals; provide direction and support as needed in helping her achieve those goals; and help the student to see the relationship between those goals and her long-range personal and career goals.

Upon entrance to Mills, students are assigned to a faculty advisor, generally according to their declared area of academic interest. If for any reason a student would prefer to change her advisor, she may obtain the necessary form from the M Center and secure the signatures of the present and the future advisor.

## **COMMENCEMENT POLICY**

Students are required to complete all course requirements and at least 34 credits in order to receive their Bachelor of Arts degree. However, students who have completed at least 32 credits toward their Bachelor of Arts degree with no more than 2 credits remaining outside the major to fulfill all requirements are eligible to participate in the Commencement Ceremony. The Commencement Ceremony includes formal conferral of the degree, signified by the awarding of the Bachelor of Arts hood, and presentation of the diploma. (Students who have not completed all course requirements and the 34 credits required for the Bachelor of Arts degree will not receive their diploma at graduation.) Seniors who are not eligible to participate in the Commencement Ceremony are encouraged to join in the other activities planned during Commencement Weekend.

## **CREDIT FOR WORK COMPLETED ELSEWHERE**

Students are provided with a Transfer Credit Report when they matriculate. If a student has questions about this report, or if a student wants to be sure that course work which she intends to complete at another institution (while on study abroad or domestic exchange) is transferable, she should make an appointment to meet with the Transcript Evaluator by contacting the M Center.

Students who plan to complete course work during the summer at other institutions are strongly advised to obtain a verification of transfer credit from the M Center in advance of their enrollment. To obtain this verification, students should complete a Preliminary Transfer Credit Evaluation form and submit it prior to the end of the spring semester. The verification includes whether or not the course(s) will transfer and the equivalent amount of transfer credit which will be applied to their Mills record. Students must provide Official transcripts showing successful completion of the course(s) before transfer credit will be applied.

## **CROSS REGISTRATION**

Students may enroll in specialized courses offered by other Bay Area colleges and universities, including the University of California at Berkeley, the California College of Arts and Crafts, California State University at Hayward or Sonoma, the Graduate Theological Union, Saint Mary's College, Holy Names College, College of Alameda, Contra Costa College, Chabot College, Laney College, Merritt College, and Vista College. Cross enrollment is limited to one course per semester, and the course must not be offered at Mills. This option is open to sophomores, juniors and first-semester seniors. A limit of 4 semester cross registration course credits may be applied toward the Mills degree. Cross registration is only available to full time students during the fall or spring terms.

## **DECLARATION OF MAJORS AND MINORS**

Students must declare their major by filing a formal Declaration of Major at the M Center by the end of their sophomore year. Students transferring to Mills as juniors must declare their major prior to the end of their first semester at Mills. Filing a formal Declaration of Major at the M Center is the only means by which students will be considered to have declared.

If a student wishes to declare a minor field of study, she must file a formal declaration by the "Add course" deadline (ninth day of instruction) no later than the second semester of her senior year. Students who have declared a minor and no longer wish to complete the requirements of the minor must request that the minor be removed from their record also no later than the end of the add course deadline the second semester of their senior year.

## **EXAMINATIONS AND ASSIGNMENTS**

Examinations and quizzes are taken with the understanding that the Honor Code is in effect. Each student is on her honor neither to give nor to receive unauthorized aid. Faculty members establish the requirements and the nature of academic exercises and examinations. Examinations must be turned in at the scheduled completion time, and it is expected that all examinations and manuscripts represent the student's individual work. An examination period occurs at the end of each semester. Final examinations may be either take-home or scheduled. Take-home examinations have time and other regulations determined by the faculty member. For scheduled examinations, the class meeting time determines the time at which the examination is held. Final examinations must be completed during the days designated as the final examination period in the College calendar. No undergraduate student may be excused from regular examinations. Graduate students registered in undergraduate courses have the same examinations as undergraduates. All assignments, projects, term papers and course assignments are due no later than 5:00 p.m. on the last day of instruction. No examination may be given by instructors in any class during the last five teaching days of each semester.

## **EXCHANGE PROGRAMS ( DOMESTIC AND ABROAD)**

Students who have a grade point average of at least 3.0, who have attended Mills for at least one semester, and who plan to return to Mills, may arrange to spend all or part of their junior year on an approved Domestic Exchange or Study Abroad Program. With special permission from the Committee on Academic Standing, a student may participate in one of these programs during the first semester of the senior year. Students participating in the Study Abroad Program need not be language majors.

Exchange and Study Abroad Programs make available to the student academic opportunities beyond the scope of the Mills curriculum, enabling her to experience a different environment while remaining a Mills student. Students participating in domestic exchange pay tuition, room and board, and incidental fees to Mills College. Agnes Scott College, Howard University, Manhattanville College, Mount Holyoke College, Simmons College, Spelman College, Swarthmore College and Wheaton College are colleges and universities to which Mills students may apply for domestic exchange. Special arrangements for exchange may also be made with American University, Barnard College, and Wellesley College. For more information regarding domestic exchange, call the M Center.

Study abroad programs reflect varied academic and cultural experiences. Programs are available worldwide. Students are encouraged to apply at least one full semester prior to the desired term of participation. For further information contact the M Center in the Carnegie Building, x2000.

### **“INCOMPLETE” GRADES**

When, for an extraordinary reason beyond her control, a student is unable to complete a portion of her course work for the semester, she may receive the temporary notation of “Incomplete” on her record. Faculty members may not assign an “Incomplete” at will, nor may students simply elect to take an “Incomplete” without sufficient cause. In order for a student to receive an “Incomplete,” the student must complete a Report on Incomplete Grade Form (signed by the instructor) from the M Center that is due in that office no later than the last day of instruction. Without this form filed in the M Center, the instructor is required to assign a letter grade, rather than an “Incomplete.”

The Report on Incomplete Grade Form documents the amount of work completed, remaining work to be completed, percentage of grade, and the date by which the remaining work is due. The student must complete the remaining work no later than the end of instruction the following semester, whether or not she is enrolled at Mills at that time. If the remaining coursework is not completed, the “Incomplete” will become an “F.”

### **INDEPENDENT STUDY**

Independent study allows a student of proven ability and sufficient background to explore a field or method of study on her own time, outside of the classroom. In order to participate in an independent study, the student must outline the course, find a faculty advisor, secure the required signatures, and turn in the petition at registration.

### **INTERNSHIPS**

Academic credit for internships in business, industry, or the community is granted when the work is approved by the Academic Standing Committee. This is a form of independent study and is conducted under the supervision of a faculty member. Assistance in choosing and obtaining an internship is provided by the Career Center, and all projects are subject, in advance, to faculty and Academic Standing Committee approval. Students must be juniors or seniors, in good academic standing, in order to be considered for an internship. Each student may receive credit for two internships. The student is responsible for securing the required signatures and turning in the petition by the specified deadline. Internships are graded pass/no pass only. Students may also be

assisted in obtaining non-credit internships. Students must make arrangements one semester prior to the proposed internship. For further information, call the Career Center at x2069.

### **JUNIOR EVALUATION**

Students may make an appointment during the junior year for an evaluation that is prepared by a representative from the M Center. The purpose of the junior evaluation is to discuss with the student the general distribution and degree requirements and the requirements yet to be fulfilled in the major sequence and to confirm the students' date of graduation. Students must have declared their major prior to the evaluation.

### **LEAVE OF ABSENCE/ WITHDRAWAL**

Students in good standing may take a Leave of Absence from the College for a period not exceeding two consecutive semesters. A student wishing to take a Leave of Absence should contact the Office of Student Life to discuss eligibility and complete the required paperwork. Students should contact the M Center Financial Aid Office to explore financial aid ramifications of a Leave of Absence.

A student wishing to terminate her enrollment in the College should contact the Office of Student Life to complete the required paperwork. A student who withdraws and wishes to be considered for readmission must apply to the M Center Academic Records Office.

### **PETITIONING**

Students who wish to request an exception to academic policy or procedure must petition the Academic Standing Committee. Petition forms are available in the M Center. The Academic Standing Committee meets weekly during the academic term. All communication, completed petition, medical documentation, etc., must be delivered to the M Center by 1:00 p.m. the day before the meeting in order to be placed on the upcoming agenda. Students should not petition a member of the Academic Standing Committee directly. Students should not assume that the exception will be approved and are advised to continue with their present program until it is. For more information, including the most current ASC schedule for a particular term, contact the M Center.

### **PLAGIARISM**

Plagiarism is a serious breach of academic trust. Plagiarism is intentionally or knowingly using someone else's ideas, words, or thoughts without giving proper credit to the source. All work for which another source is not cited is assumed to be that of the writer. Material taken from another source must be cited by footnotes or by other means.

### **REGISTRATION AND COURSE CHANGES**

For continuing students, registration for the fall term takes place in mid-April. For the spring term, registration is held in mid-November. Students must meet with their faculty advisors in order to discuss academic plans and obtain their advisor's signature indicating approval before filing their registration cards at the M Center. Continuing students must register during the dates scheduled for registration. Students who register after the scheduled registration period will be charged a \$75 late registration fee. Continuing students receive a printed confirmation of their schedule of classes prior to the beginning of instruction, but are still able to add courses or to increase the amount of credit for a course up to the tenth day of instruction. In order to add a course the student must

present an Add form which has been signed by her advisor and the instructors of the classes concerned to the M Center by the deadline. A student may drop a course, change the grade option of a course from graded to pass/no pass or from pass/no pass to graded, or decrease the amount of credit for a course through the eighth week of classes by submitting a Drop form to the M Center. After the eighth week of the term through the tenth week of term, students may withdraw from a course by submitting a Course Withdrawal Form to the M Center. Courses from which a student has withdrawn will show on the student's transcript with a "W" grade which is not calculated in the student's GPA. Students who wish to add or drop or withdraw from courses after the established deadlines must petition the Academic Standing Committee. A \$75 late add fee will be assessed students for whom a late add is approved.

### **TEACHING ASSISTANTS**

Students with the appropriate academic background and proven ability may be eligible for Teaching Assistant (TA) positions. Teaching Assistants aid in classroom teaching under the direction and supervision of the instructor. TAs are selected by the faculty supervisor and are approved by the head of the department. A student who is a Teaching Assistant may be paid a wage or receive academic credit. The credit must be graded pass/no pass only, and the student is not permitted to enroll in a course overload.

### **TUTORING**

The low faculty-student ratio in most classes at Mills is designed to provide students with personalized attention. Students experiencing difficulty in a course should consult with their instructor. If the student and instructor believe additional assistance would be helpful, the instructor may recommend a tutor.



# *General College Policies and Procedures*

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## **ADMITTANCE POLICY FOR STUDENT-SPONSORED EVENTS**

For college events where alcohol is being served, guests must be 18 years of age and older, and must have valid ID to show proof of age. Valid ID includes one of the following: a photo driver's license, a State issued ID, a passport, or a photo high school ID. For events where alcohol is not being served, guests must be 16 years of age and older, and must have a valid ID (listed above). Guests who are 16 or 17 years of age must be personally invited, and members of the host organization must sponsor them throughout the event. ID cards will be checked at all events by the host organization or public safety.

## **ANIMAL POLICY**

No animals are allowed in academic, administrative and residential buildings with the exception of guide/companion dogs and fish in an aquarium or fish bowl. Underwood Apartment residents may have house cats. (See the RCL contract for specifics).

## **AUTOMOTIVE VEHICLES AND PARKING POLICY**

All students are permitted to have automotive vehicles on campus. On-campus parking is adequate, but the College cannot accommodate vehicle storage. All vehicles parked on campus must be operational and display valid state license tags. Vehicles with expired state tags will be towed from campus at the owner's expense.

The College requires that students, faculty and staff who wish to park on campus register their vehicles each semester with the Department of Public Safety. Mills College vehicle registration stickers may be obtained for a nominal fee. A Mills College parking sticker authorizes parking in designated areas.

Vehicles may be left on campus during Winter break only in designated areas with the permission of the Department of Public Safety. If an emergency arises (street repair, tree removal, etc.) and a vehicle has to be moved, it will be done at the owner's expense. To avoid the need for towing, keys may be left in a sealed envelope at the front gate.

## **DISSENT AND DISRUPTION POLICY**

As an academic community, Mills College is committed to the open exchange of ideas where all views, popular and unpopular, can be freely advocated. The College, however, requires that the behavior of individuals and groups not infringe on the rights of others or interfere with the normal functioning of the College. Behavior which does infringe on the rights of others or interferes with the normal functioning of the College will result in disciplinary action through established procedures of the College and, where necessary, action by local and state law enforcement authorities.

## **ESCORT SERVICE**

As part of the campus crime prevention program, Mills Department of Public Safety provides an escort service. After dark, students may call Public Safety at x2124 to request an escort. A public safety officer will be dispatched as soon as possible and will accompany the student to her destination. Other priorities might delay their arrival. Alternatives include walking in pairs or small groups.



## **FIREARMS / WEAPONS POLICY**

No person, unless excepted as described below, shall carry any rifle, gun, knife, weapon or ammunition of any kind on Mills College property. Exceptions shall apply to law enforcement personnel who are duly authorized to wear, carry or transport a handgun when they are on active assignment engaged in law enforcement.

## **GRIEVANCE POLICY AND PROCEDURES**

A grievance is a complaint of a non-academic nature brought by a student against another student, faculty member, or an employee of the College. It concerns misconduct or a condition the student believes to be unfair, inequitable, discriminatory, or a hindrance to her educational pursuits. Complaints alleging discrimination in violation of federal, state or local laws should be brought under the Campus Policy and Procedure on Discrimination (available in the Office of Student Life). For information regarding academic matters, consult the *College Catalog* concerning the procedure for appealing grades and procedures for academic probation and disqualification.

## **HEALTH INSURANCE**

All undergraduate students ("Network" students are exempted) are required to participate in the College's medical insurance plan. Eligible students may waive the College's major medical insurance if they maintain comparable coverage through their employer or through an individual policy. A waiver application is included in the bill statement and must be returned by the stated deadline. A waiver application may also be obtained from the M Center Student Accounts Office. Students who waive the College's major medical plan are entitled to "campus care" services covered by the mandatory basic health fee and provided at UCB Health Service (Tang Center). Refer to Student Services section of this handbook for further information regarding the Mills Health Program.

## **IDENTIFICATION CARDS**

Picture I.D. cards are provided by the College through Housing Management and Dining Services during students' first semester and can be used as long as they are enrolled at Mills. The cards are validated each semester after students are cleared to check-in. Students must show their ID cards to use the library, for dining on campus or for cashing checks at the Cashier's Office. Replacement cards cost \$20.00.

## **LOANS**

Short-term "emergency" loans designed to assist students through unexpected financial difficulties are made through the Office of Student Life based on availability of funds and specific circumstances. These loans are given for a maximum of 60 days and \$200. Loans cannot be given to pay Mills College debts. Loans become part of the student's financial account, and if not repaid by the agreed upon deadline, will incur a \$15 late fee.

## **MASTER CALENDAR**

The Master Calendar is used to maintain information on all campus activities and to reserve space for those activities. In order to accommodate the many events that take place on campus and to avoid scheduling conflicts, advance planning, preferably a semester in advance for major events, is advised. In planning any type of campus activity, students must schedule their event on the Master Calendar to insure the availability of the desired date, time and

facility. The Director of Student Activities is responsible for scheduling student events on the Master Calendar.

## **PUBLICITY AND POSTING POLICY**

The guidelines listed below have been established for the purpose of assisting members of the Mills community in publicizing their events effectively, while maintaining an attractive environment. College policy requires that temporary flyers, banners, notices, and similar materials be posted only in designated areas of the campus and that events be sponsored by an official College agency, academic department, office, group, or recognized student organization. Publicity off-campus is prohibited without prior consent from the Office of Student Life. All questions regarding publicity/ posting should be directed to the Director of Student Activities at x2130.

### **DESIGNATED AND NON-DESIGNATED AREAS FOR POSTING**

#### ***Tea Shop***

- Banners are only permitted on the right front side of the Tea Shop windows facing Toyon Meadow.
- Organizations are limited to one banner per event.
- Flyers are not permitted on the Tea Shop windows or the front and side pillars.
- Approval must be granted by the Manager for posting inside the Tea Shop.

#### ***Founders Commons and Suzie's Cafe***

- Approval must be granted by the Manager.
- Flyers may be posted on the bulletin board inside the entrance doorway.
- Flyers are not permitted on the front pillars, doors or walls.

#### ***Bridges***

- No flyers are to be posted anywhere on the Lucie Stern Bridge or Lisser Hall Bridge

#### ***Lucie Stern***

- Flyers may be posted on the doors of Stern 100, and on the door and inside the bathroom.
- Flyers are not permitted on the windows or any other classroom doors.

### **GENERAL POSTING GUIDELINES**

- Publicity must be limited to 50 flyers and one banner per event on campus.
- Posting is not allowed on trees, plants, buildings, or artwork.
- All posted items must carry the name of the sponsor or sponsoring group and may be posted no more than two weeks before the event. Publicity may not be posted over existing flyers.
- Sponsoring individuals or groups must remove all publicity materials within three days after the event. Failure to do so may result in fines.
- All items posted inside academic buildings must be posted on bulletin boards. Items posted on departmental bulletin boards must have approval from the department.
- Publicity materials advertising off-campus events by any group or agency must be approved in advance by the Director of Student Activities.

- Advertising alcoholic beverages is prohibited for any event. The Director of Student Activities must approve publicity for events at which alcoholic beverages will be served.
- Off-campus promotion is prohibited in most instances and must be approved by the Director of Student Activities.
- Chalk is not permitted on the ground, walkways, buildings, etc.
- Mailbox stuffing is permitted in residence halls and lounges for Mills events only. Permission of the hall/ lounge president **and** the Residence Director must be obtained before mailboxes can be stuffed with publicity for off-campus events and on items advertised for sale.
- Faculty and staff boxes in Sage Hall may only be stuffed with academic notices or advertisements for Mills College events. There is a charge for this service from the Mail and Copy Center.
- All posted flyers and banners must be removed during Commencement week. All publicity left up at this time will be removed by Campus Facilities.

### **QUIET HOURS POLICY**

Out of respect to the residential Mills community and the surrounding community, all campus events must end by 1:00 a.m.

### **RACIAL HARASSMENT POLICY**

Racial harassment of any student, faculty or staff member, is not acceptable at Mills. The College has adopted the following definition of racial harassment: Conduct directed against any person or group of persons because of their race, color, national origin, or ethnic origin will be considered racial harassment when:

1. **the conduct** denies opportunities or benefits on the basis of race, color, national origin or ethnic origin; or
2. **the conduct** is part of a pattern that creates an intimidating, hostile or offensive employment or educational environment.

Whenever a student feels that racial harassment has occurred, she should report it to the Dean of Students. In general, it is the aim of the College to use informal methods to resolve complaints of racial harassment and to terminate any offensive conduct. When informal methods fail, a student has the option of pursuing a formal complaint under the Campus Policy and Procedure on Discrimination (available from the Office of Student Life). Complaints may be brought against faculty, staff or other students. Any person found to have engaged in racial harassment may be subject to disciplinary measures.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment of any sort, of any student, faculty, or staff member, is not acceptable at Mills. The College has adopted the following definition of sexual harassment: Sexual advances, requests for sexual favors, or other forms of communication or physical contact of a sexual nature will be considered harassment when:

1. **submission** to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
2. **such conduct** has the effect of creating an intimidating, hostile, or offensive employment or educational environment.

Whenever a student feels that sexual harassment has occurred, she should report it to the Dean of Students. In general, it is the aim of the College to use informal methods to resolve complaints of sexual harassment and to terminate any offensive conduct. When informal methods fail, a student has the option of pursuing a formal complaint under the Campus Policy and Procedure on Discrimination (available from the Office of Student Life). Complaints may be brought against faculty, staff, or other students. Any person found to have engaged in sexual harassment may be subject to disciplinary measures.

### **SMOKING POLICY**

As of November 19, 1992, the Oakland City Council has prohibited smoking inside all Oakland workplaces. Smoking outside the worksite is permitted at a distance from which smoke does not re-enter through doors or windows. Based on the terms of the ordinance, Mills College has instituted the following provisions:

- Smoking shall be prohibited in enclosed public places including classrooms, auditoriums, theaters (except when a production is being presented that includes smoking), lecture halls, conference and meeting rooms, gymnasiums, museums or galleries, libraries, the Bookstore, hallways of buildings, public rest rooms, reception areas, elevators, and any room that functions as a place of meeting or public assembly.

### **SOLICITATION POLICY**

Solicitation at Mills College includes, but is not limited to, sales, charitable fundraising activities, and advertising for goods, services or charitable fund raising activities. Students, alumnae, and other members of the Mills community must make arrangements with the Director of Student Activities to provide goods and services useful to the Mills community (e.g. vending) and to conduct charitable fund raising activities. In addition, all sales or charitable fund raising activities by non-campus individuals and groups must be registered and approved by the Director of Student Activities.

### **STUDENT RECORDS POLICY**

The Family Educational Rights and Privacy Act of 1974 protects students' rights to privacy by limiting transfer of educational records without their consent, except in specific circumstances. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W. Washington, D.C. 20202-4605. Copies of this legislation are available from the Office of Student Life.

### **STUDENT RIGHT-TO-KNOW STATISTICS**

Under the federal Student Right-to-Know and Campus Security Act, the College is obligated to supply all students with statistical information on its persistence and/or graduation rates. Persistence rate refers to the percentage of full-time first year students in a given year that returned to Mills the following year. Graduation rate means the percentage of students who completed four-year degree programs within six years of entering the College as full-time first year students. In compliance with federal law, Mills reports a 61 percent graduation rate for students who began as freshmen in fall 1995 and earned four-year degrees by spring 2001. The return (persistence) rate for Mills freshmen who began their studies in fall 2000 and returned in fall 2001 is 80 percent.

## **TAXI VOUCHERS**

The purpose of the taxi voucher system is to temporarily assist students who do not have the means, financial or otherwise, to provide their own transportation. Public Safety will issue taxi vouchers for use with the "Friendly" Cab Company (536-3000) at a student's request. Students will be billed by the College for the cost of the taxi fare except when they are unable to take the last evening van returning from Berkeley because it is filled to capacity. In all other circumstances, including day shift cancellation and student medical problems, students are required to reimburse the College for the cost of the taxi fare. Only Friendly Cab vouchers can be charged to students' accounts. All other taxi fares must be paid by the riders at the time of use.

## **USE OF CAMPUS GROUNDS**

The campus grounds are reserved for students, faculty, staff, and guests of the College for formal and informal events. Non-College groups may use campus grounds only by arrangement with the Conference Office. The following rules apply:

- Trees may not be nailed, stapled or wired. There may be no permanent damage to turf, ground cover beds, or trees. No holes may be dug nor plants cut. No paths, roads or parking areas may be painted or damaged.
- Permitted vehicle use will be limited to designated asphalt walks and drives only. Brick or stone paving may not be used for loading or unloading.
- Stakes and posts may not be driven into the ground without approval from Campus Facilities.
- Temporary structures, including tents, will be allowed under special circumstances and for prescribed periods of time. Temporary structures require written approval by the Vice President and Treasurer and the Director of Student Activities.
- Any charges for clean-up and repairs resulting from an event are the responsibility of the sponsoring organization or department.



# *Campus Safety & Security*

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Mills College views campus safety and security as an important responsibility shared by the College and every member of the student body, faculty and staff. The College and members of the Mills campus community are partners in creating an environment that is safe and conducive to learning. While no campus is isolated from crime, the likelihood of campus crime can be reduced by working together.

The College commits a range of resources designed to promote campus safety and security, including an around-the-clock Department of Public Safety, safety and crime awareness programs, and security-related services and maintenance programs. These services and programs help to maintain an environment that enhances the campus learning experience. Listed below are personal safety precautions, as well as emergency response procedures, for a variety of potential emergencies.

## **PERSONAL SAFETY PRECAUTIONS AND PROCEDURES**

### **EARTHQUAKES**

The key to living in a region prone to earthquakes is to first accept that they can and do occur. To realistically prepare for an earthquake it is important to adhere to the procedures listed below.

Study and living environments should be organized in a quake-safe manner. Most injuries during earthquakes are caused by falling objects, not by collapsing buildings. For personal protection, heavy objects should be removed from shelves above beds or desks and placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to walls. If these items cannot be secured, they should be placed where they are not likely to fall, block exits, and cause injury.

Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, students should sit and sleep with their heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break window-panes.

Students should learn and practice quake-safe action for protection. At first indication of an earthquake, it is important to move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner), away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. If inside, students should not rush outside, as there may be hazard from falling debris.

If outdoors, students should stay there. If possible, students should move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. It is important to stay low to the ground and look for hazards that may require moving to a safer area.

If in a car, it is important to pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Students should stay inside the car. If live wires should fall across the car, students should remain in the

car until help arrives. Cars are usually well insulated and will usually provide protection against electrical shock.

## **FIRE SAFETY**

At any indication of smoke, flames, or suspicion of fire, students should take the following actions immediately:

1. Pull the nearest fire alarm
2. Yell "FIRE"
3. Close all doors.
4. Quickly evacuate the building in a calm and orderly manner

If possible, grab a towel to cover your face while exiting. However, do not waste time collecting personal belongings. Assist mobility impaired persons in exiting the building. When exiting, touch all doors at the top to feel if they are hot before opening. If a door is hot to the touch, find an alternative exit route.

Once outside the building, locate a phone and call the Oakland Fire Department at 911 and the Department of Public Safety at x2124. It is very important to call these numbers, as a fire is not necessarily automatically reported with the building's fire alarm. If the fire is in the campus residence halls or apartments, attempt to contact a Residential Life Staff member.

## **HARASSING PHONE CALLS**

Harassing or obscene phone calls should be disconnected immediately. Report harassing or obscene calls to Public Safety x2124 and Residential Life x2130 so Mills may trace calls or change telephone numbers.

## **LOCKING UP**

Students are advised to close and lock all windows and doors when leaving residence hall rooms or apartments. To prevent theft through open windows and unlocked doors, propping open building access windows and doors is prohibited. Students should close any propped doors or unattended open windows and report the incident to the Residential Life Staff. Damaged doors or windows should be reported immediately to Housing Management and Dining Services x2127 during the day and to Public Safety x2124 at night.

## **MEDICAL EMERGENCIES**

Quick and appropriate response in a medical emergency is very important in ensuring that the injured person receives prompt medical assistance.

In any medical emergency immediately call the Paramedics/ Ambulance service at 911. Callers should give the emergency dispatcher their name, describe the type of medical emergency and the victim's condition as best as possible, and give the *exact campus location* of the injured party. Callers should answer any questions the emergency dispatcher asks, and not hang up until requested to do so.

Next, the Department of Public Safety should be contacted at x2124 so that they can assist and direct emergency personnel when they arrive on campus. Again callers should give their name, briefly describe the type of medical emergency and the victim's condition, and provide the exact campus location of the injured party. If possible, the caller should designate someone to meet

the Public Safety Officers and to direct them to the location of the victim. One or more Public Safety Officers will respond immediately to the injured party's location and direct emergency personnel and services to the location . If the injured person is a resident student, or if the emergency occurs in a residence hall, a Resident Assistant (or the Office of Student Life during the day) should be contacted by the caller or a designated person. Until emergency medical help arrives, the injured party should be kept still and comfortable. An injured person should not be moved or treated by untrained persons unless her or his life is in immediate danger. Under most circumstances, emergency medical help will arrive in a matter of minutes. When help arrives, involved persons should be ready to provide any relevant information about the condition of the injured person.

In conditions requiring major surgery, anesthesia, or other exceptional medical circumstances, a reasonable attempt will be made to reach parents or another person designated for notification in case of emergency. However, under California law, students 18 years of age or older will have treatment undertaken accordingly. In the event a student under 18 requires emergency treatment, a reasonable attempt will be made to reach parents or another person designated for notification in case of an emergency for consent. If this person is unavailable, treatment will be undertaken at the discretion of the attending physician.

### **REPORTING CRIMINAL INCIDENTS**

Community members are urged to report all criminal incidents, no matter how small or petty the crime may seem. It is very important to report all incidents so that further preventative measures can be taken and the College has accurate data on the number and type of incidents occurring on campus. Summary statistics for campus criminal incidents are available from Public Safety.

### **SUSPICIOUS PERSONS**

Community members should report any suspicious persons or activities immediately to the Department of Public Safety x2124. The person reporting should give her name, the nature of the incident, a description of the person(s) and property involved, and the suspect's location. The reporting person should stay on the telephone until requested to hang up.



# *Alcohol and Drug Policies*

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## **DRUG FREE CAMPUS POLICY**

Each student at Mills is considered an adult who assumes personal responsibility for her own conduct. As adults, Mills students are expected to comply with all laws and College policies regarding alcoholic beverages and other drugs.

## **STATE & LOCAL LAWS PERTAINING TO ALCOHOL & DRUG USE**

### **ALCOHOL**

California law makes it a misdemeanor for any person to sell, furnish, or give any alcoholic beverage to a person under 21 years of age, or to an obviously intoxicated person of any age. Additionally, it is a misdemeanor for minors to purchase or possess alcoholic beverages of any kind. Furthermore, any student responsible for organizing or sponsoring an event where alcohol is served to minors may be subject to legal prosecution. California courts have required individuals to pay civil damage awards for injuries caused by violations of these laws.

### **LIMITATIONS ON ALCOHOL USE**

California law prohibits any person under the age of 21 from buying, possessing, consuming or distributing alcoholic beverages. There is no exemption from this law; the Mills campus is subject to this prohibition even though it is private property patrolled by its own security force. College policy requires students 21 and over to refrain from abusive practices in their consumption of alcoholic beverages. As an educational institution, Mills cannot tolerate inappropriate or excessive consumption that disrupts the educational process or abuses the rights of others. Mills has adopted regulations designed to harmonize consumption of alcohol on campus with College educational goals and purposes.

California law makes it a misdemeanor for any person under 21 years of age to obtain or try to obtain alcoholic beverages by presenting or offering a false identification — any “written, printed or Photostat evidence of age or identity which is false, fraudulent, or not actually her own.” It is also a misdemeanor for minors to be found in possession of false identifications intended for use in obtaining or trying to obtain alcoholic beverages. Persons found guilty of these misdemeanors are subject to fines and other penalties.

In addition to complying with state and local law, individuals and groups serving alcoholic beverages on the campus must comply with restrictions on the use of alcohol regulations established by the College. Failure to comply with these regulations — generally known as the Alcohol Policy — is a violation of the Mills College Honor Code, and may lead to immediate disciplinary action, including suspension or expulsion.

### **DRUGS**

Mills College upholds the federal and state laws prohibiting the possession, use, or distribution of illegal drugs or narcotics, including marijuana. Government enforcement officers with proper legal documents may search any and all buildings on campus. The College reserves the right to authorize College officials to enter and search student rooms whenever there is reason to believe

that the terms and conditions of the housing contract are being violated, including reasonable suspicion of use, possession or distribution of illegal drugs.

### **BAN ON DRUG USE**

In accordance with California and federal law, Mills strictly prohibits the unlawful possession, use or distribution of illicit drugs by students. A commitment to vigorous enforcement against drug use means that the College will not tolerate even recreational use of illicit drugs, including marijuana, or the gratuitous distribution of drugs on campus. Enforcement steps may include unannounced room or apartment searches, private investigations and coordination with law enforcement officials. The College will deal compassionately with students who have drug problems but it reserves the right to take disciplinary action, including suspension or expulsion, for drug violations that threaten the health and safety of members of the College community.

### **ENFORCEMENT AGAINST DRUG USE**

Federal law requires colleges to take affirmative steps in enforcing laws that ban the use of illicit drugs. Under the Federal Drug Free Schools and Communities Act Amendments of 1989, colleges and universities are required to establish their eligibility for federal aid funds by certifying their adoption and implementation of programs “to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.” Mills implements its alcohol program through a detailed set of regulations. It implements its drug prevention program through an integrated approach that combines education, counseling and disciplinary measures.

### **COLLEGE ALCOHOL POLICY**

The College enforces all state laws regarding the possession, use, distribution and sale of alcoholic beverages, including those prohibiting drinking by minors. College policy further specifies where and how alcohol may be served.

### **AGE**

Persons must be 21 years of age or older to purchase, transport, serve or consume alcoholic beverages. Persons may not purchase or procure alcoholic beverages for minors. Misrepresentation of identification or age for the purpose of obtaining alcoholic beverages is prohibited. The following forms of ID may be used as proof of eligible age:

- A valid photo driver's license from any state
- A State Issued ID
- A Passport

### **REGULATIONS FOR CAMPUS EVENTS INVOLVING ALCOHOL**

- Alcoholic beverages -wine or beer only- may be served by trained students at events where attendance is limited to the Mills community and their guests.
- The advertising of alcoholic beverages in connection with an event is prohibited. All event publicity must be approved by the Director of Student Activities prior to distribution and posting.
- Beer or wine furnished at an event shall be consumed only in an approved area. Open containers or glasses of beer or wine may not be carried into or taken from the approved area.

- The amount of beer and wine available should be appropriate for the number of guests attending. Mills College reserves the right to limit the quantity of beer or wine served at any event.
- Non-alcoholic beverages, equally appealing (i.e., soda, mineral water, juice) and in amounts equal to beer and wine, must be provided.
- Food, including non-salty types, must be available in adequate amounts.
- Public Safety is required at all organization and hall events where alcohol is served. Public Safety costs are the responsibility of the host organization or hall. At all events, safeguards must be taken to ensure order and civility to protect the rights of other members of the community against undue interference, noise, or other disturbances.
- Off-campus promotion of an event is prohibited. Invitations may be sent to specific groups off-campus after consultation with the Director of Student Activities.

### **GROUP SPONSORED PARTIES IN NON-RESIDENTIAL AREAS**

- The Director of Student Activities must be notified of the event and the intent to serve beer or wine at least one month prior to the event.
- The event must be registered on the Master Calendar and forms submitted to the Director of Student Activities at least one month prior to the event.
- A meeting must be arranged with the Director of Student Activities to review the guidelines for serving beer or wine at least three weeks prior to the event.
- A list of all volunteers, a blueprint of the party site, and the names of the trained servers must be provided at least one week prior to the event.
- At least two Public Safety Officers must be secured for the event/party at least two weeks in advance. Security costs are the responsibility of the host organization.
- All College policies, state and federal laws regarding serving alcoholic beverages must be followed.

The Director of Student Activities reserves the right to impose additional conditions deemed necessary to monitor the serving of beer or wine at student sponsored events. Any violation of the College Alcohol Policy may result in disciplinary action.

### **PROCEDURES FOR PARTIES IN COMMON AREAS OF HALLS**

When an event/party is sponsored by RCO, students must meet with the RCL Professional Staff one month in advance. When the event/party is sponsored by a student organization, students must meet with RCL Professional Staff for that Hall and the Director of Student Activities one month in advance. The students signing the request forms must attend the meeting to ensure a full and complete understanding of their responsibilities for the event. The purpose of the meeting is to discuss and reach agreement on the following points:

1. Room set-up through a detailed diagram showing monitored entrances and exits, location of payment and ID check station, food, beer or wine, and non-alcoholic beverages.
2. Room capacity or the number invited and expected attendance.
3. Method of IDing those over 21.
4. Shift schedule for door monitors and additional hall escorts.
5. List of trained servers who will work the event, and other volunteers.

6. Amounts and types of food and non-alcoholic beverages.
7. Amounts and types of beer or wine.
8. Public Safety plans.
9. Posting of proper signage.
10. Clean-up plans including removing decorations and garbage, cleaning food and drink stains, and returning furniture to original configuration.

A post-party evaluation meeting must be scheduled with RCL Professional Staff the week immediately following the event. The sponsoring hall or organization will be billed for any cleaning costs or other damages resulting from the event.

### **PROCEDURES FOR STUDENTS HOSTING PRIVATE PARTIES**

The College allows students to host private parties under these conditions:

1. The host must be 21 if beer or wine is to be served.
2. The party is confined to one student room.
3. The number of guests must be limited to reasonable room capacity.
4. Guests must be personally invited by the host; no advertising is permitted.

The following points must be discussed with RCL Professional Staff and agreed upon:

- The maximum number of guests is based on room size.
- Parties cannot be held in wing living rooms, libraries, hallways or other unauthorized common spaces.
- Host is responsible for serving beer or wine to 21-and-over guests only and must stop serving any guest who has had too much to drink.
- Host is responsible for guests' behavior and any damage or disturbance.
- Host should prevent intoxicated guests from driving.
- Host must be able to think clearly and act responsibly throughout the duration of the party.
- Host should know who and how to call for any assistance she may need with unexpected situations.
- Host must outline her escort plan for the coming and going of guests.
- As a courtesy to others, the host should inform her hall neighbors of the date and time of the party.
- Party times must adhere to campus and/or hall quiet hours.
- Host is expected to be familiar with and adhere to the Honor Code, College Alcohol Policy, and California laws.
- Kegs of any type are not permitted at private parties or in student rooms.
- Students wishing to host a party in their residence must get approval from RCL Professional Staff at least 5 days in advance.

## **PROCEDURES FOR COMMENCEMENT PARTIES**

Students who intend to serve beer or wine at a private party during Commencement weekend will be asked at the time they reserve for the party to assume responsibility in writing for compliance with all applicable laws and College regulations for serving alcoholic beverages.

### **ALCOHOL AND DRUG TASK FORCE**

Mills established an Alcohol and Drug Task Force in 1991 to provide leadership for the College community on ways to combat student drug and alcohol abuse. The work of the Task Force has concentrated on presenting educational programs, conducting research and reviewing College policies.



# *Mills College Residential Policies*

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## **1. ALCOHOL AND OTHER DRUGS**

### **1.1 Alcohol**

Alcohol consumption is allowed in the privacy of individual student rooms by residents who are over 21 years old. A resident who is at least 21 years of age and elects to consume alcohol in her room must do so without anyone under 21 years of age in the room, including her roommate.

Drinking is not allowed in common/public areas (i.e. hallways, living rooms, recreation rooms, etc.) Common/public areas are defined as all facility areas that are not part of the private confines of the room assignment. If a door to a student room is open, the room is considered to be a common area.

Any resident drinking alcohol is expected to drink responsibly and will be held accountable for her actions. Any resident exhibiting problems with alcohol consumption will be referred for counseling and/or judicial action. Kegs or other “common source” containers such as party balls or beverage coolers used as mixing units are not permitted at private parties or in student rooms.

### **1.2 Drugs**

Any use, possession or distribution of illicit drugs is a violation of the housing contract. The College reserves the right to enter and search a resident's room, apartment, house, or co-op without notice on reasonable suspicion of a student's involvement in unlawful activities.

### **1.3 Smoking**

Smoking is not permitted in any location (student room or common area) in any on-campus residence hall or apartment. Furthermore, smoking is prohibited in outdoor areas within 30 feet of entrances, windows or exits.

## **2. NOISE/QUIET HOURS**

### **2.1 Noise**

Every student is entitled to reasonable study and considerate rest conditions in the residence halls, apartments, the Ross House, and the Larsen House Co-op. Any resident may request that any other resident or group of residents cease any activity which is interfering with his/her ability to study, rest or quietly enjoy the community. When a reasonable request is made in one of these situations, a resident must comply or face possible judicial action.

### **2.2 Quiet Hours**

Quiet hours are 11pm-8am Sunday through Thursday, and 1am Friday and Saturday nights - 9am Saturday and Sunday mornings, respectively. Due to the presence of small children, Underwood

Apartment Quiet Hours are 9pm-9am Sunday– Thursday and 10pm-9am Friday-Saturday.

During these hours residents are expected to refrain from excessive noise and other disruptive activities. Hall or apartment governments may set quiet hours that are more restrictive than the campus-wide quiet hours. Non-designated quiet times are to be considered “courtesy hours”, during which residents and guests must be respectful of a request for more quiet. During finals week, quiet hours may be extended. Students needing more quiet time may apply for the 24 hour or 12 hour Quiet Wing.

### **2.3 Musical Instruments**

The use of musical instruments in the residence community is a privilege. Musical instruments are to be played in consideration of other residents’ right to sleep and to study in their rooms. Residents must exercise this privilege within the guidelines of the noise policy; a student’s inability to play within guidelines may result in the loss of playing privileges. Amplified sound is not allowed in any of the residential areas without permission from the Director of Residential and Commuting Life.

## **3. HARASSMENT**

### **3.1 Physical, verbal and sexual harassment**

Any intentional activity directed at an individual or group of individuals in the residence community that causes personal harm to the individual or groups is a violation of the Mills College Honor Code and is strictly prohibited. Conduct that amounts to harassment based on race, religion, national origin, disability, sexual orientation, or age also is a violation of the Campus Policy and Procedure on Discrimination and/or other protections against impermissible discrimination. Misconduct in violation of the Honor Code and/or discrimination policies and laws is the basis for disciplinary measures, including termination of the Residence Agreement.

## **4. COMMUNITY SAFETY AND SECURITY**

### **4.1 Appliances**

To promote safety and prevent the overloading of electrical circuits, all residents must limit electrical equipment in rooms to study lamps, clocks, small refrigerators, stereos, coffee makers, and other small appliances. Microwaves, hot plates, coils, and air conditioners are prohibited in residence halls. The use of surge protectors is recommended with computers, stereos and other approved electrical equipment. Halogen lamps are permitted provided they are equipped with safety coverings. Cooking appliances in all residences must be used in kitchens, not in bedrooms or common area spaces.

### **4.2 Combustible material storage**

The storage of combustible materials (gasoline, paint thinner, etc.) within the residential facility, including resident rooms, is not permitted.

#### **4.3 Dangerous Items**

Fireworks, firearms, live ammunition, explosives, toxic substances, highly flammable substances, any knife having a blade longer than 2 1/2 inches and other weapons are prohibited from use or storage in the residence halls. Possession of illegal items may result in termination of contract.

#### **4.4 Door Propping**

Willfully propping any door that has been designated as a fire door or a security door is prohibited. Residents who prop open these doors are jeopardizing the safety and security of all residents.

#### **4.5 Emergency Preparedness**

Residents are responsible for familiarizing themselves with the location of fire alarms, fire fighting equipment and emergency procedures for their residence. Earthquake emergency procedures are detailed in the front section of the yellow pages of the telephone directory and in the Mills College Emergency Preparedness Handbook. Each resident is responsible for maintaining her own personal safety supplies, such as water, flashlight, and batteries. The emergency phone number for summoning fire, police and ambulance services from an on-campus phone is 911. The emergency number for the Department of Public Safety is 430-2124.

#### **4.6 Escort Policy**

Only residents of a College residence may enter their building and move about unescorted. All guests are required to be escorted by a resident at all times. The policy may vary slightly as determined by residents and approved by the Residential and Commuting Life Staff.

#### **4.7 Fire Alarm/Drill**

All residents and guests must evacuate a residential facility immediately when the fire alarm sounds or when instructed to evacuate by Residential Life/College staff. Those who do not evacuate are in violation of College policy and state fire code.

#### **4.8 Fire Safety Equipment**

It is a criminal offense to tamper with fire alarms and safety equipment.

#### **4.9 Keys**

Keys to a College residence are issued *only* to the assigned resident(s).

Keys issued to a resident are her responsibility and must not be loaned or copied. Losing, loaning, or copying keys jeopardizes the security of the resident's room and others in the hall, house, or apartment. Duplicating or loaning keys will result in a lock change at the resident's expense. All lost or stolen keys must be reported immediately to the Residential Life Staff and the Department of Public Safety for appropriate security action. Students who lose or fail to return their keys during the checkout process will be charged the cost to replace them or change the lock.



#### **4.10 Laundry**

Coin operated laundry facilities are located in each residence building. Intentional damage to any laundry machine is grounds for termination of contract.

#### **4.11 Open Flame**

Open flames are not permitted in the residence halls, apartments, the Ross House, and the Larsen House Co-op. This includes, but is not limited to, candles, incense, smoking, and the burning of any materials or other flame-emitting articles.

#### **4.12 Privacy, Right of Entry and Search**

The College respects the privacy of all residents, but also reserves the right to enter and take possession of rooms, apartments, co-op or house space upon breach of this residence agreement. Authorized College personnel may enter a resident's room, apartment, co-op or house with notice during reasonable hours when necessary to provide service, repairs, improvements or maintenance. Authorized College personnel may enter without notice when deemed necessary to protect the safety of the resident or other occupants, to provide emergency service or conduct safety inspections, or whenever there is reason to believe that the terms and conditions of this agreement are being violated or laws are being broken.

Any use, possession or distribution of illicit drugs is a violation of this agreement. The College reserves the right to enter and search a resident's room, apartment, co-op or house space without notice on reasonable suspicion of a resident's involvement in unlawful activities.

Any search without notice of a resident's room, apartment, co-op, or house (as distinguished from an emergency service or safety inspection) will be carried out only with adequate cause, and with the explicit authorization of the Dean of Students or other College officer. For such a search, every effort will be made to have the resident present at the time of the search. If this is not possible, the resident will be notified as soon as possible after the search.

#### **4.13 Solicitation**

Commercial solicitation, door-to-door selling, or the running of any business enterprise is not permitted in any College residence.

#### **4.14 Sports in the hallway**

Sports are not permitted within the residence halls. For everyone's safety, skate equipment may not be used in hallways, walkways, stairwells, or other public spaces.

## **5. PERSONAL/COMMUNITY RESPONSIBILITY**

### **5.1 Concealment of violations**

Residents have a responsibility to take appropriate action (including but not limited to, informing a Residential Life staff member) if they become aware of any policy violation.

## 5.2 **Disorderly Conduct**

Any conduct which disrupts the normal order of the community is considered disorderly and is prohibited and could result in the termination of the housing contract. Refer to the Mills College Honor Code.

## 5.3 **Family Member Occupants (Underwood Only)**

Underwood Apartment residents may share their apartment space with family member occupants (their spouse/partner and/or their dependent children). Underwood residents are responsible for the behavior of family members on campus and compliance with all laws and College policies, rules and regulations.

## 5.4 **Guests**

Guests from other halls, apartments, and off-campus are welcome to visit; however, they must be escorted by a resident at all times. Unescorted guests are not permitted. Residents are responsible for their guests and for compliance with this guest policy. The College reserves the right to deny guest privileges to any resident who abuses this policy. Overnight guests are permitted to stay in a student room, apartment, or the Larsen House Co-op only with the permission of all occupants. Each guest must limit his/her stay in a resident's room, apartment, house, or Larsen House Co-op to no more than four consecutive days and in no case may a guest stay longer than a total of ten days each month. Exceptions to these limits require the prior permission of a RCL Professional Staff member. Guests are prohibited from using any College residence as a primary residence.

Guests are the responsibility of their hosts and must abide by all rules and regulations of the College.

## 5.5 **Health and Safety**

Behavior that endangers the health and/or safety of residents or others may result in judicial action, including but not limited to a behavior contract, referrals to appropriate resources, reassignment, and/or termination of housing contract.

## 5.6 **Liability for Loss**

The College assumes no responsibility and does not provide insurance or any other financial protection for residents, family member occupants, their guests, or their respective property. Residents are advised to obtain their own insurance protection against loss, theft or damage of personal property.

## 5.7 **Lock Outs**

Students may have Public Safety provide assistance for a lock out. The first three lock outs are a courtesy for residents. The fourth and subsequent lock outs will each carry a \$5.00 service fee. The funds collected will be used for educational safety materials and improvements to the lock/key system.

## 5.8 **Posting/Offensive Materials**

Any materials posted in common/public areas, including the outside of room/apartment doors and windows are subject to approval by

Residential Life staff. The outside of resident doors is considered common/public space. Residents who are offended by materials posted in common areas are to consult with a Residential Life staff member immediately. Residential Life staff will remove any posted material that creates a hostile environment.

### **5.9 Identification**

Residents and guests must carry identification at all times while in the residence halls. Upon request by a College staff member, residents/guests must produce an ID.

### **5.10 Relations**

Any resident who demonstrates an inability to live in a group setting will be asked to commit to a behavior contract prescribed by Residential Life professional staff or will have her contract terminated. When a conflict arises between roommates, residents may be required to attend a mediation session facilitated by a staff member. Mills College reserves the right to remove from housing any individual exhibiting behavior deemed by the College staff a threat to herself or to the community.

### **5.11 Trash**

Residents and their guests must use the proper facilities for trash and/or recycling. If residents fail to remove items outside their residence they will be considered trash and will be removed by Housing Management Staff. Residents of that space will be charge a removal fee for these items. Residents may not place their own trash or recycling containers in public space. Items placed in indoor recycling containers must be properly washed and separated.

## **6. COLLEGE/PERSONAL PROPERTY**

### **6.1 Common Areas**

Hallways, passageways and stairs must be kept clear of personal property and debris at all times. Please note the cost of removal fees listed in the Housing Management and Dining Services 2002-2003 brochure. The outside of residents' doors and bulletin boards are considered public space. The College reserves the right to keep this area clear. Furniture, boxes and other possessions are not allowed in hallways or staircases for any reason. Furniture in common areas may not be removed to other locations. Apartment, co-op and house residents must complete inventory reports for common areas.

Damage to common areas of a campus residence, including damage or removal of College furniture, may be considered the joint responsibility of all the occupants.

### **6.2 Vandalism and Decoration**

Residents may decorate their rooms with the following conditions:

- No wall-hangings or fabric are permitted over plugs, lights or doorways.
- Electrical sockets may not be overloaded.

- Products that leave adhesive damage or stains to paint, ceilings, walls, floors, doors, windows, or College furniture may not be used.
- Only drafters tape or small picture hangers may be used to hang pictures, posters or other items. Residents will be charged for excessive damage done to walls, floors, doors, windows, or College furniture.
- Painting of residence space is not permitted.

Decorations deemed by the College to be unsafe or damaging to College property will not be permitted. Excessive paper and/or combustible decorations are not allowed in common area spaces.

Vandalism of any kind to residents' rooms or common areas is not permitted at any time. Vandalism includes but is not limited to the following: any damage to community property, demarcation or defacing of any College property, or defacing the property of any student or guest of the residential community. Violations of this policy are taken seriously, and perpetrators will be held financially responsible for any damage and are subject to judicial action.

### **6.3 Motor Vehicles**

Motor vehicles must be operated and parked on the Mills College campus in accordance with the rules and regulations of the College. All motor vehicles must be registered with the Department of Public Safety.

Motorcycles and other gasoline-powered vehicles may not be parked or stored inside of or within 100 feet of any College residence unless authorized by a sign or other College marking. Such vehicles found in unauthorized areas will be removed and stored for a fee.

### **6.4 Parking**

A parking sticker is required to park on campus. Resident students should park in spaces for residents only. Students may park their vehicles on campus during winter break. Keys for vehicles left on campus over winter break must be left with Public Safety. An academic-year resident may not park/store vehicles on campus during the summer if not living on campus during the summer.

### **6.5 Repairs, Maintenance and Alterations**

All maintenance and repair must be performed under the direction of the College, through the Housing Management and Dining Services Office (HMDS). Repair Request Forms are available at the HMDS office in Sage Hall. Residents should return the form directly to HMDS. Residents are responsible for giving written permission for College access whenever they submit repair requests. The College reserves the right to enter a room for emergency service and safety inspections. If repairs or maintenance are needed due to negligence or improper use by the resident, or her/his guests, the resident will be charged for any costs.

Residents (and family member occupants in the case of Underwood Apartments) may make no alterations or undertake any redecorating of their residence without the prior written consent of the College.

Residents and family member occupants may not remove any Mills College property from their residences, College grounds or buildings. In the event that a major repair is necessary to a room or apartment, the College reserves the right to relocate the resident(s) to an alternate space.

## **6.6 Pets and other animals**

Pets or other animals are not permitted in or about the residence halls, Prospect Hill Apartments, Larsen House Co-op, or the Ross House, with the exception of fish in a ten gallon or smaller aquarium or fish bowl. Sanctions for violating this rule range from daily fines to losing residency privileges.

Residents in Underwood Apartments may keep cats and pets in cages under certain conditions, after receiving prior approval from the RCL Office and filing an increased security/reservation deposit of \$100. Dogs are never allowed. Pets kept by Underwood residents must be indoor-only animals. Underwood pet owners must show proof of inoculation and spaying or neutering. Underwood pet owners will have their apartments automatically exterminated, at the pet owner's expense, upon termination of occupancy.

Residents who have their Residence Agreement terminated for breach of these pet rules are not excused from their obligation to pay rent for the full period of their contracts.

Animals, required as aides for students with physical disabilities, must be registered with the Disabled Students' Services.

## **6.7 Residence Condition and Furniture**

Upon moving into a room or apartment, residents are issued an inventory form. They should complete this form in detail and return it to a Residential Life Staff member the day they move in. Accurate and complete information on this form will prevent residents from being charged for damage or loss of items that occurred prior to their occupancy.

The cost of any damaged or missing furniture that is not indicated on the inventory form will be assessed to the resident.

Residents are responsible for any damage that occurs in their room or apartment. College furniture (including bed frames and beds) may not be removed from its assigned room. Exceptions may be made in cases of medical need. A letter from a doctor must be provided and a fee may be assessed.

Residents are expected to give reasonable care to their room and its furnishings, maintaining sanitary conditions acceptable to the College. It is the resident's responsibility to keep his/her living space free from food/debris, which could attract rodents and other pests.

Underwood residents may place a modest amount of furniture intended for outdoor use outside of their residences, at their own risk.

- 6.8 Roofs**  
Residents are not permitted on the roofs of any residential facility.
- 6.9 Screens**  
Residents who remove and/or tamper with room or common area screens are in violation of policy and are responsible for damage/replacement charges.
- 6.10 Storage**  
Storage is limited to the closets located in resident rooms/apartments. The storage of any materials (boxes, furniture, etc.) in common areas of the residential facilities is not permitted.
- 6.11 Windows/building ledges/porches**  
Residents are not allowed to sit on window, building, or porch ledges. Storage of any materials on window ledges/porches is not permitted. Residents, who permit any item to fall, drop or be thrown from any residence window or porch will be in violation of policy. Residents are not allowed to exit or enter a room via a window or porch except in the event of a life safety emergency.

## **7. POLICIES AND LAWS**

- 7.1 Laws**  
Residents are required to abide by all Federal, State, County and local laws and ordinances.
- 7.2 College Honor Code/Policies**  
It is the responsibility of every Mills student to have knowledge of and abide by the standards set forth in the Mills Honor Code. It is the obligation of each student to report any violation of the ASMC Honor Code (academic, social, or ethical) which she has committed or witnessed. Any such report should be made to a Judicial Board Representative or the ASMC Judicial Board Chair.
- 7.3 Residential Life Administrative Processes & Policies**
- a. Administrative Necessity**  
The College's obligation to provide room and board under this agreement shall be suspended upon a reasonable determination of impossibility based on administrative necessity, provided, however, that the student resident shall be entitled to any applicable refunds.
- Administrative necessity refers to conditions including, but not limited to, damage caused by floods, slides, fires, earthquakes or other natural disasters, vandalism, civil disorder, compliance with state or federal law, or interruption of basic services due to labor strike.
- b. Assignments**  
Residence assignments are made for the academic year or year round. Students returning to the residence halls in the fall select their rooms at Room Draw the previous spring. Assignments are

made for entering students during the summer. Resuming students wishing to live in the Ross House choose rooms at Room Draw. Students wishing to live in Prospect Hill Apartments, Underwood Apartments, or Larsen House Co-op must complete additional applications available at the Office of Student Life.

Changes in residence assignments require the permission of the Residential and Commuting Life Office. No changes in residence will occur before the third week of classes in any semester. Requests for room changes will only be granted during the fourth and fifth weeks of classes in any semester. After this two-week block of time, requests for room changes will **ONLY** be granted in the event of an emergency.

The College reserves the right to assign roommates to rooms or apartments. In some cases, residence hall students living in double rooms without a roommate may have the opportunity to temporarily convert their room to a single room for an additional fee. The College will notify students when this option is available.

Under certain circumstances, residents may be assigned to a residence for a temporary period of time, to be determined by the College. In such cases, residents must move to a permanent (annual) assignment at the request of the College. Billing will reflect both temporary and permanent assignments.

**c. Catalog, Guides and Handbooks**

Residents should become familiar with Mills' current Student Handbook, HMDS Handbook, and Undergraduate Catalog. By entering into a residence agreement, residents agree to abide by the rules and regulations set forth in College publications. In the event of a conflict between the provisions of this agreement and those contained in the Handbooks and Catalog that cover housing, this agreement shall control. The resident further agrees to abide by the rules and regulations that may be established from time to time for the residence halls.

**d. Check-In and Check-Out**

Residents must check-in to their campus residence during designated check-in dates and times only and must remove their possessions and check-out by the date and time assigned to them by the College. Before checking out of their campus residence, residents must make an appointment with a Residential Life staff member to review the condition of their space. Residents are considered to be checked out only after they have vacated their residence, returned all residence keys to their original place of issue, and held a check-out inspection appointment with the appropriate Residential Life Staff member. Fines of up to \$500.00 per day may be imposed for failure to complete these processes.

**e. Disclosure of Housing Information**

The College considers residence assignments and room/apartment numbers to be College-level directory information, which means that the College is free to disclose them to any

College-affiliated person upon specific request. Residents who do not want this information disclosed must notify the Office of Student Life and Residential and Commuting Life in writing.

**f. Emergency Contact Information**

Emergency information is required to be on file with Residential and Commuting Life by the end of the first week of occupancy. Failure to comply may result in fines and judicial action.

**g. Mail**

Each Mills resident student receives a post office box for the duration of her/his residence agreement. To register for a post office box, students must present their Mills ID with post office validation, in person, at the Campus Post Office. At the end of the residence hall agreement period, mailboxes will be closed and reassigned. Students are responsible for filing a forwarding address with the Campus Post Office. Mail will be forwarded for one year. Unclaimed mail will be returned to sender.

**h. Meal Plans**

Meal plans of 19, 15 or 12 meals per week are required for residents of Mary Morse, Ethel Moore, Orchard-Meadow, Aurelia Reinhart and Warren Olney Halls. All other residents may purchase meal plans if they choose.

A resident required to have a meal plan is charged for the plan on a semester basis and will be charged for 19 meals per week unless she indicates another plan on her Residence Application form. Residents may decrease the number of meals on their plan during Check-In for each semester, or increase the number at anytime at HMDS.

Meal tickets are issued by Housing Management and Dining Services (HMDS) and are required for each meal. Meal tickets are not transferable and are only valid when classes are in session. Lending meal tickets, using another student's meal ticket, or other forms of misuse will result in a charge for that meal, plus possible judicial action and/or suspension of residency privileges without refund. Lost or stolen meal tickets (Mills ID card) should be reported within 72 hours. Refunds will not be made for meals missed or consumed by another person using a lost meal ticket if the meal ticket is not reported lost or stolen promptly.

HMDS may consolidate meal service and reduce serving counter hours during low student participation periods.

Board is required of residents of Larsen House Co-op and is administered by house residents, who purchase and prepare food.

**i. Subletting**

Residents may not sublet or sublease their residence, with the exception of Underwood Apartments. The College allows only summer sublets in Underwood Apartments to Mills students who are registered for the following Fall semester. An Underwood



sublease agreement must be signed by both the tenant and the sub-lessee prior to occupancy by the sub-lessee. In the sublease, the tenant must acknowledge that the contract is between the tenant and the sub-lessee and that the tenant will be held responsible for any damages incurred by the sub-lessee. A copy of the agreement must be on file with the Office of Residential and Commuting Life. The College does not require a security/reservation deposit of sub-lessee.

The tenant's security/reservation deposit is held against damages. Tenants may not enter into a sublease agreement without the prior written consent of the Director of Residential and Commuting Life.

**j. Telephones and Other Utilities**

With the exception of the Underwood Apartments, residential telephone services are provided by Mills College. The College provides campus, local telephone, discount long distance and voicemail services. Every residential student has a voicemail box, which is an official form of college communication for no additional charge. Therefore, all residential students are required to utilize this service and activate their voicemail accounts. Residents sharing telephones (double rooms and some porches) must fill out individual application forms so that each has a Personal Identification Number for placing direct dial long distance calls and an individual voice mail box. Residents must provide their own telephones. Cordless phones are not compatible with the telephone and voicemail systems. The on-campus representative can be reached at 510-430-4494.

Each residence hall has a telephone available for campus calls and pay phone for off-campus and long distance calls.

With the exception of Underwood Apartments, all utilities are included in rent charges. Underwood Apartment residents are responsible for all gas, electric, and telephone services used on the premises. Underwood residents must contact Pacific Gas and Electric and Pacific Bell for service. Water, sewage, and garbage services are paid by the College. If repairs are needed, the College must be contacted and given the opportunity to make the needed repair.

The College is not liable for the failure of other parties to provide the above services when such failure is due to circumstances beyond the College's control. The College also is not liable for any resident's failure to pay any portion of her/his utilities contracts with outside utilities providers.

# *Student Government*

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The Associated Students of Mills College (ASMC) is composed entirely of undergraduates. Through active participation in ASMC government, students join in the governance of the College by serving on a number of committees with the faculty and administration.

The ASMC structure is a participatory democracy with executive, legislative, and judicial branches. There are seven standing committees: Judicial Board, Academic Board, Program Board, Elections and Interviewing Committee, Finance Committee, Publicity Committee, and Alumnae-Student Relations Committee. Hall and lounge representatives are elected to ASMC from the four residence halls, Mary Atkins, and Persis Coleman. Residents in Larsen House, Prospect Hil, Ross Housel and Underwood may also send representatives.

## **THE ASMC CONSTITUTION**

The ASMC Constitution outlines the student government system of Mills College and designates the responsibilities of the various offices and committees. Copies of the Constitution are available in the reserved book area of the Mills Library, from the Office of Student Life, and from the ASMC President and Vice President.

## **ACADEMIC BOARD**

The Academic Board attends to academic interests, policies, and activities of the ASMC. It communicates information and policies from faculty and administration to the student body, relates student concerns back to faculty and administration, and acts as a mediator when academic conflicts occur. These responsibilities are divided among the chairperson, a board consisting of an elected member from each of the four residence halls, Mary Atkins and Persis Coleman, and another board consisting of up to three representatives from each of four academic divisions, and two representatives-at-large for students with undeclared majors. The Academic Board represents student interests at the Board of Trustees Educational Policy Committee.

## **BOARD OF PRESIDENTS**

This Board provides a forum for the exchange of ideas and an opportunity for collaboration among the leaders of student organizations. This Board is led by the ASMC Organizational Coordinator. Members include the presidents, chairs and coordinators of student organizations, halls, lounges, and classes.

## **EXECUTIVE BOARD**

The Executive Board is composed of the ASMC President, Vice-President, Organization Coordinator, Treasurer, Academic Board Chair, Program Board Chair, Publicity Chair, Judicial Board Chair, Finance Committee Chair and the Alumnae-Student Relations Chair. The Board coordinates all student-initiated activities, and reviews the work of student government.

## **2002-2003 ASMC Executive Board**

<b>President:</b>	Michelle Roberts
<b>Vice-President:</b>	Jill Habig
<b>Treasurer:</b>	Naomi de Tablan
<b>Organizational Coordinator:</b>	
<b>Academic Board Chair:</b>	Erika Rickard
<b>Program Chair:</b>	
<b>Judicial Chair:</b>	Rachel Kau-Taylor
<b>Alumnae Representative:</b>	Erin Mandesen
<b>Historian:</b>	Michelle Balovich and Christie Fulcher
<b>E&amp;I:</b>	
<b>Advisor:</b>	Liza Kunej

A cumulative grade point average of 2.5 is required for students applying for election or appointment to ASMC leadership positions. If her cumulative grade point average falls below a 2.5, or if she is placed on academic probation, a student may not continue serving in her position.

### **JUDICIAL BOARD**

The judicial branch of student government is the ASMC Judicial Board. It is composed of the Judicial Board Chair and three members elected at large, one or two non-voting administrative advisers, and faculty members as necessary. The function of the Judicial Board is to act as a student court when a reported violation occurs (academic or non-academic). The Board also familiarizes the Mills community with the concepts and practices of the Honor Code as they relate to the standards of the College. It deals with all cases referred by a student, faculty, or administrative member.

### **LEGISLATIVE CONGRESS**

The Legislative Congress is the body which sets policy, revises the ASMC Constitution and by-laws, and sets standards and regulations for the ASMC. It is also responsible for the allocation of student fees to the various ASMC organizations.

The Voting members are the President, Vice President (only in case of a tie), Committee Chairs, and the representatives from each hall and lounge, who are the Vice Presidents. The Larsen House, Prospect Hill, Ross House, and undergraduates in Underwood have the option of sending representatives. Non-voting members include the ASMC Organizational Coordinator, Treasurer, Judicial Board Chair, Academic Board Chair, Alumnae-Student Relations Chair and the Program Board Chair.

### **PROGRAM BOARD**

The Program Board acts as the ASMC's programming body. It is responsible for coordinating many of the social events on campus: Explosion, the Black and White Ball, the Boat Dance, and a variety of other activities. The Board consists of the chairs of the following committees: Publicity, Social, and Special Events.

### **ASMC STANDING COMMITTEES**

ASMC standing committees are overseen by the ASMC President and are responsible to the Legislative Congress. Chairs are appointed positions. Vital

to student life, these committees are behind the scenes setting the stage for campus activities.

**Elections and Interviewing Committee** conducts all ASMC elections and interviews candidates for appointed positions. This committee consists of the ASMC President, and the ASMC Vice President, the E and I Chair, and the outgoing student in the position.

**Finance Committee** supervises the financial affairs of the ASMC and all chartered organizations. It reviews budgets of all ASMC organizations and makes recommendations to the Legislative Congress concerning allocations. In addition, it establishes criteria for the allocation of ASMC funds. The Finance Committee consists of the ASMC Treasurer and six appointed members: two seniors, two juniors and two sophomores. The Chair must be a junior or a senior appointed by the Elections and Interviewing Committee. The ASMC Treasurer cannot be the Chair.

## *Student, Faculty, Staff, and Alumnae Committees*

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### **ALUMNAE-STUDENT RELATIONS COMMITTEE**

The Alumnae-Student Relations Committee is responsible for the promotion and planning of alumnae-student sponsored social and career related events. The events include entering student receptions, Career Chats, and the Alumnae-Senior Dinner. The committee also serves as the campus liaison between alumnae and students. The student chair communicates student opinion to the Alumnae Association by serving as a voting member on the Alumnae Board of Governors. The ASR committee consists of a student chair, an alumna chair, and elected hall and lounge representatives.

### **COMMITTEE ON ADMISSION AND FINANCIAL AID**

The Committee on Admission and Financial Aid reviews and approves admission requirements for acceptance to the College. It also evaluates merit scholarship award winners and advises the Dean of Admission and the Director of Financial Aid on relevant policies and issues. One senior student selected by the ASMC sits on the Committee as a voting member on matters of policy. The Dean of Admission, the Director of Financial Aid, and the Dean of Students serve as consultants.

### **STUDENT LIFE COMMITTEE**

The Student Life Committee of the Board of Trustees oversees all matters affecting student life including policies related to admissions, financial aid, student government, residential living, and student social life. The ASMC President and Vice President are members of the committee.

## *Student Organizations*

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The direction and success of student organizations at Mills depends on the commitment of the students involved. Each of the following organizations has evolved out of student interest and each welcomes active participation by new members of the Mills community. To start a club or organization, or for information about officers or advisors of student organizations, contact the Student Activities Office in Cowell, or call x2130.

While involvement in a campus organization requires the commitment of one's time and energy, most students find that the personal growth experienced through contact with others who share the same interests is well worth the effort. Students can learn more about extracurricular life at Mills by attending the annual ASMC Explosion in the fall.

### **AMNESTY INTERNATIONAL**

Members work to free political prisoners through letter writing campaigns.

### **ART CLUB**

The Art Club serves as a forum and resource for students who are majoring or minoring in the visual arts.

### **ASIAN SISTERHOOD ALLIANCE (ASA)**

The Asian Sisterhood Alliance lends support to Asian students on the Mills campus. ASA organizes group and community projects, an annual international dinner and various social events.

### **BLACK WOMEN'S COLLECTIVE (BWC)**

The aim of the Black Women's Collective is to share the culture of people of African descent with all constituencies of the College. The BWC schedules various cultural, educational, and social events for its members as well as for the entire Mills community. It also sponsors community outreach and service projects.

### **INTERNATIONAL RELATIONS CLUB (IR)**

The International Relations Club provides a forum for discussing global political and economic developments, as well as for the exploration of career options for International Relations majors. It also sponsors weekly Round Table discussion groups and a series of speakers.

### **MUJERES UNIDAS**

The purpose of Mujeres Unidas is to help acquaint Chicanas and students of Latin descent with the educational and social opportunities available to Mills students. It promotes the positive aspects of cultural pluralism through its social, cultural, and political events.

### **MILLS DISABILITIES ALLIANCE (MDA)**

The MDA promotes understanding of and appreciation for disability-related issues on the Mills campus, serves as a support group for differently-abled people, and works to implement policies and programs that respect the integrity and rights of people with disabilities.

### **MILLS ENVIRONMENTAL ORGANIZATION (MEO)**

The MEO is dedicated to increasing the environmental awareness of the Mills community through environmental education and “eco-activism.” MEO projects and activities range from the campus-wide recycling program to Coast Clean Up and Earth Week.

### **FEMINIST MAJORITY LEADERSHIP ALLIANCE (FMLA)**

The FMLA brings women together for mutual support. The aim is to define what it means to be a woman and a feminist through educational, political, and social activities.

### **MILLS QUEER ALLIANCE (MQA)**

The purpose of the MQA is to create a sense of unity among the lesbian, bisexual, and transgendered members of the Mills community. It also acts as a support network for women with questions about their sexuality. This group meets the needs of its members through social, academic, and political activities.



## **RELIGIOUS AND SPIRITUAL GROUPS**

### **Catholic Women's Organization**

The purpose of the CWO is to create a sense of unity among members of the Catholic community at Mills. Programs, retreats, and community activities are planned. The CWO welcomes all people who would like to learn about the Catholic faith.

### **Evangelical Christians**

Evangelical Christians gather for Bible study, prayer and fellowship.

### **Feminist Spirituality/WICCA**

Women exploring new forms of spirituality.

### **Future Ministers, Rabbis, and Professors of Religion**

A support and mentoring group for those considering graduate study in religion upon completion of studies at Mills. Students gather to discuss academic preparation for graduate religious studies, application to graduate schools, letters of recommendation, etc.

### **Interfaith Council**

The Interfaith Council is an organization of representatives from recognized religious groups on campus. The primary purpose of the Council is to coordinate the many activities of these organizations and to plan interfaith or common non- sectarian programs that explore religions of the world and issues of spirituality in general. Membership in all campus religious organizations is open to individuals of any religious, or non-religious persuasion.

### **Intervarsity Christian Fellowship**

Members meet regularly for Bible study and sharing.

### **Jewish Students Association**

This group of Jewish students from a variety of backgrounds, religious and non-religious, meets regularly to plan special religious observances and to organize events with students from other campuses.

### **Muslim Women at Mills**

Muslim women gather for prayer and discussion of Muslim faith and culture.

### **Mills Community Outreach**

Students interested in volunteering in the Oakland community.

## **WOMEN IN COMMUNICATION, INC. (WICI)**

The Mills chapter of Women in Communication, Inc. belongs to a national organization that promotes the advancement of women in all fields of communication. WICI works for First Amendment rights and responsibilities of communicators and recognizes distinguished professional achievement. WICI also promotes high professional standards throughout the communications industry. Job referrals, special programs and other career aids are offered to WICI members.

## **WOMEN IN SCIENCE AND HEALTH**

The purpose of the Association of Pre-Health Science Students is to support members through the sponsorship of health related activities and programs.



## *Student Publications*

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### **CREST**

The *Crest* is the Mills yearbook. Students are welcome to join the staff in the following areas: photography, writing, layout and advertising. Time spent working on the *Crest*, as well as on other student publications, is excellent background for students majoring in communication.

### **THE WEEKLY**

The *Weekly* is the campus newspaper. It publishes news and information, providing an important channel of communication within the Mills community. Although funded by the ASMC, the *Weekly* is editorially independent from both the ASMC and the College. All students are encouraged to contribute and/or join the staff. Previous experience, while desirable, is not required.

### **WALRUS**

The *Walrus* is an annual literary publication featuring the short stories, poetry, and art work of Mills students. The *Walrus* also publishes the *Mills College Review*, a literary newspaper that appears in the *Weekly* and sponsors open readings of fiction and poetry by students. Students with interests in writing, editing, publishing, graphic design and periodicals are encouraged to get involved.

# Telephone Numbers

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## EMERGENCY TELEPHONE NUMBERS

Emergency	911
Mills Public Safety	x2124
Ambulance	911
Fire Department (Oakland)	444-1616
Hospital (Tang Center, U.C. Berkeley)	642-3188
Police Department (Oakland)	238-3211

## OFFICE AND DEPARTMENT TELEPHONE EXTENSIONS

*NOTE: When calling from off-campus, use prefix 430-.*

Academic Deans .....	2044
Academic Computing	
Computer Help Desk .....	2005
Stern 14 Lab .....	3109
CPM 200 Lab .....	2163
Olin SMW Lab .....	2048
Scholars Multimedia Room .....	2048
Computer Learning Studio .....	2018
VAX Status Line .....	2006
Academic Records (M Center) .....	2000
Admissions .....	2135
Alderwood Hall .....	2145
Alumnae Association (AAMC) .....	2110
Art Department .....	2117
Slide Library .....	3291
Art Museum .....	2164
Associated Students of	
Mills College (ASMC) .....	2108
Athletics, Physical Education, and Recreation .....	2172
Audio - Visual and Technical Services .....	2211
Biology Department .....	3274
Book Arts .....	2001
Eucalyptus Press .....	2238
Book Store .....	2156
Botanical Gardens .....	2158
Campus Facilities .....	2146
Career Center .....	2069
Center for Contemporary Music (CCM) .....	2191
Chaplain .....	3123
Chemistry Department .....	2226

Children's School .....	2118
College Relations .....	2100
Communication Dept. ....	2169
Conference Office .....	2145
Controller's Office:	
Assistant Controller .....	2223
Bookkeeper .....	3204
Cashier .....	3205
Student Payroll .....	2206
Counseling and Psychological Services .....	2119
Dance Department .....	2175
Disabled Students' Services .....	2264
Dramatic Arts Department .....	2169
Box Office .....	3308
Costume Annex/Shop .....	2104
Director of Theater .....	2169
Education Department .....	3190
EF- International Language	
School .....	3209
English Center for International	
Women (ECIW) .....	2234
English Department .....	2217
Mills Writing Center .....	3147
Place 4 Writers .....	2236
Ethnic Studies Department .....	2080
Financial Aid (M Center) .....	2000
Founders Common .....	2061
Geranium Cottage Pre-school .....	3396
Graduate Studies Office .....	3309
Haas Pavilion .....	2172
Health Program .....	2119
Housing Management &	
Dining Services .....	2127
Human Resources .....	2282
Institutional Advancement .....	2097
Institutional Planning .....	2007
Language Lab .....	2283
Library	
Information & Reference .....	2051
Circulation .....	2196
Heller Rare Book Room .....	2047
Library Director .....	2040
Lisser Hall .....	2169
Lost & Found .....	2124
M Center .....	2000
Mail and Copy Center .....	2149
FAX Number .....	3314

Mary Atkins Lounge .....	2150
Mathematics & Computer Science Department .....	2226
Modern Languages and Literature Department .....	2217
Music Department .....	2171
Office of Student Life .....	2130
Persis Coleman Lounge .....	2181
Physical Science Department .....	2226
Post Office (US) .....	2133
President's Office .....	2094
Provost/Dean of Faculty .....	2096
Registrar, (M Center) .....	2000
Social Sciences Department .....	2113
Student Accounts (M Center) .....	2000
Student Perkins Loans (M Center) .....	2000
Suzie's Cafe .....	3200
Swimming Pool .....	2170
Switchboard .....	2255
Tea Shop .....	3262
Upward Bound .....	2177
Vice President and Treasurer's Office .....	2125
Weekly (P.O. Box 9974) .....	2246
Women's Studies Department .....	2233
Work Study (Financial Aid-M Center) .....	2000
<b>For numbers not listed .....</b>	<b>2255</b>

# Index

AAMC .....	97	Board Hearing Procedure .....	116
Academic Advisors .....	123	Board of Presidents .....	154
Academic Assignments .....	124	Book Arts Program .....	91
Academic Awards .....	87	Bookstore .....	97
Academic Board .....	154	Campus Computing Services .....	119
Academic Computing Services .....	119	Campus Dining .....	97
Academic Departments and Programs .....	91	Campus Facilities .....	99
Academic Facilities and Offices .....	93	Campus Grounds .....	133
Academic Records, See M Center .....	102	Candle Passing .....	88
Academic Policies and Procedures .....	119	Career Center .....	107
Internships .....	125	Independent Study .....	125
Internships .....	125	Internships .....	125
ADA. (See Americans with Disabilities Act of 1990) .....	108	Cashiers' Office .....	99
Administrative Necessity .....	150	Catalogs, Guides, Handbooks .....	151
Administrative Officers .....	90	Center for Contemporary Music .....	93
Administrative Departments and Services .....	97	Ceramics Studio .....	93
Admission Office Dean .....	90	Chapel .....	94
Policies .....	2	Check-in .....	4
Prospective Student Programs .....	89	Check-in and Check-out, Residential .....	151
Advisors .....	123	Chemistry and Physics Department .....	91
Alcohol and Drug Policies .....	137	Children's School .....	99
Alcohol and Drug Task Force .....	141	Class Colors .....	88
Alderwood Hall .....	86	College Hymn .....	5
Alumnae Association .....	97	Commencement (Degree Day) ....	88,123,141
Alumnae Senior Dinner .....	87	Committees, Faculty, Staff & Alumnae .....	157
Americans with Disabilities Act of 1990 .....	108	Common Areas .....	147
Animal Policy .....	128	Commuting and Resuming Life .....	110
Appliances .....	143	Commuting and Resuming Life Staff .....	111
Aquatic Center .....	107	Commuting Student Assistant .....	111
Art Department .....	91	Complaint Process .....	115
Art Facilities .....	93	Computing .....	119
Art Office .....	93	Conference Center .....	100
Art Museum .....	93	Constitution (ASMC) .....	154
Assignments, Residential .....	150	Convocation .....	88
Associated Students of Mills College (ASMC) .....	154	Counseling and Psychological Services .....	108
Athletic Awards Banquet .....	88	Course Changes .....	126
Athletics, Physical Education, and Recreation (APER) .....	106	Credit for Work Completed Elsewhere .....	123
Aurelia Henry Reinhardt Facility Purse .....	87	Cross Registration .....	124
Automotive Vehicles .....	128,148	Dance Department .....	91
Auxiliary Services .....	97	Dangerous Items .....	144
Awards Convocation .....	87	Dean of Faculty (see Provost) .....	90
Baccalaureate .....	88	Declaration of Majors and Minors .....	124
Biochemistry Department .....	92	Degree Day .....	88
Biology Department .....	91	Dining Services .....	98

Faculty Lounge and Dining Room .....	101	Furniture and Room Condition, Residential .....	149
Sack Meals .....	99		
Sick Trays .....	99		
Tea Shop .....	104	General College Policies and Procedures .....	128
Work Trays .....	99	Geranium Cottage .....	103
Disabled Students' Services .....	108	Government Department .....	92
Disclosure, Residential .....	151	Grievance Policy and Procedures .....	129
Disorderly Conduct .....	146	Guests and Guest Rooms .....	100,146
Dissent and Disruption .....	128		
Division of Fine Arts .....	91	Haas Pavilion .....	106
Division of Letters .....	91	Harassing Phone Calls .....	135
Division of Natural Sciences and Education .....	91	Harassment (Racial, Sexual) .....	131,143
Division of Social Sciences .....	92	Health and Safety .....	146
Domestic Exchange .....	124	Health Insurance .....	129
Door Propping .....	144	Health Program .....	108
Dramatic Arts and Media Studies Department .....	91	Historical Places .....	86
Drug Policy, Residential .....	142	History Department .....	92
Drugs, see Alcohol and Drug Policies .....	137	Honor Code .....	113
		Housekeeping Services .....	101
		Housing Management and Dining Services .....	97,98,99
Earthquakes .....	134		
Economics Department .....	92	Identification Cards .....	129
Education Department .....	92	"Incomplete" Grades .....	125
El Campanil .....	86	Independent Study .....	125
Elizabeth Mudd Senior Prize .....	87	Intercollegiate Sports .....	106
Emergency Contact Information .....	152	Interdisciplinary Computer Science Program .....	92
Emergency Preparedness .....	144	International Student Advising .....	109
Employment (Student) .....	101	Internships .....	125
English Department .....	91		
Environmental Science Department .....	92	Judicial Board .....	114,155
Environmental Studies Department .....	92	Junior/Senior Celebration .....	89
Escort Policy, Residential .....	144	Junior Evaluation .....	126
Escort Service .....	128		
Ethnic Studies Department .....	91	Kapiolani Cottage .....	86
Examinations .....	124	Keys, Residential .....	144
Exchange Programs .....	124	Kimball House .....	86
Executive Board .....	154		
		Language Lab .....	96
Faculty Lounge and Dining Room .....	101	Laundry Residential .....	145
Fall Explosion .....	88	Leave of Absence .....	126
Family Educational Rights and Privacy Act of 1974 .....	2	Legislative Congress .....	155
Family Member Occupants (Underwood Only) .....	146	Library .....	94
Financial Aid Office, See M Center .....	102	Lisser Hall .....	95
Fire Alarm/Drill, Residential .....	144	Loans ("Emergency") .....	129
Fire Safety .....	135	Locking Up .....	135
Fire Safety Equipment .....	144	Lock Outs, Residential .....	146
Firearms / Weapons Policy .....	129	Loss, Residential .....	146
Fires of Wisdom (College Hymn) .....	5		
Fitness Center .....	106	M Center .....	102
		Mail .....	152

Mail and Copy Center .....	103	Privacy, Right of Entry, and Search .....	145
Major/Minor Declaration .....	124	Program Board .....	155
Mary Atkins Lounge .....	110	Prospective Student Programs .....	89
Mary Wetmore Senior Prize .....	87	Provost and Dean of Faculty .....	90
Master Calendar .....	129	Psychology Department .....	92
Math and Computer Science Department ...	92	Public Policy Department .....	92
Meal Plans, Residential .....	97,152	Public Safety .....	104
Medical Emergencies .....	135	Publicity and Posting .....	130,146
Mid-Semester Holiday .....	4	Quiet Hours Policy .....	131,142
Mills Hall .....	86	Racial Harassment Policy .....	131
Mills-Berkeley Van .....	105	Rare Book Room .....	95
Mills CARES .....	103	Reading Days .....	4
Minor, Declaration of .....	124	Recreation .....	107
Modern Languages and Literature Department .....	91	Registrar, M Center .....	102
Motor Vehicles .....	148	Registration and Course Changes .....	126
Music Building / Concert Hall .....	96	Registration Dates .....	4
Music Department .....	91	Rehabilitation Act of 1973 .....	2,108
Musical Instruments .....	143	Reinhardt Alumnae House (see Alumnae Association)	
Non-discrimination statement .....	2	Religious and Spiritual Groups .....	160
Noise .....	142	Repairs, Residential .....	101,148
Office of Student Life .....	106	Reporting Criminal Incidents .....	136
Olin Library .....	94	Residence Community Organization (RCO) .....	111
Open Flame, Residential .....	145	Residential and Commuting Life .....	109
Open Recreation .....	107	Residential Life Staff .....	109
Orientation .....	89	Residential Policies and Procedures .....	142,150
Outdoor Adventures .....	107	Retention Rate (Student Right-to-Know Statistics) .....	132
Outstanding Senior Award .....	87	Roofs .....	150
Painting and Drawing Studio .....	93	Room Condition and Furniture .....	149
Palladium .....	88	Rothwell Center .....	104
Parking .....	128,148	Safety & Security .....	134
Pearl M .....	89	Sauna .....	106
Persis Coleman Lounge .....	111	Screens, Residential .....	150
Persistence Rate (Student Right to Know Statistics) .....	132	Sculpture Studio .....	93
Personal Safety Precautions and Procedures .....	134	Senior Celebration .....	89
Petitioning, Academic .....	126	Senior Gift .....	89
Pets .....	128,149	Senior Paint Night .....	89
Phi Beta Kappa .....	88	Senior Pin Dinner .....	89
Philosophy Department .....	92	Senior Prize .....	87
Photography Studio .....	93	Sexual Harassment Policy .....	131
Pinetop .....	86	Slide Library .....	93
Plagiarism .....	126	Smoking Policy .....	132,142
Policies and Laws .....	150	Sociology and Anthropology Department .....	92
Post Office .....	104	Solicitation Policy .....	132,145
Posting. (See Publicity and Posting)		Sophomore Prize .....	87
President of the College .....	90	Special Events .....	107
President's House .....	86		

Sports, Residential .....	145	Technical Services .....	96
Spring Recess .....	4	Telephone Numbers .....	162-164
Standing Committees, ASMC .....	155	Telephones .....	153
Storage, Residential .....	150	Tennis Courts .....	106
Student Billing/Accounts, See M Center .....	102	Thanksgiving Recess .....	4
Student Activities Office .....	111	Traditions .....	87
Student Diversity Programs .....	112	Transfer Credit .....	123
Student Government .....	154	Trash, Residential .....	147
Student Organizations .....	158	Tutoring .....	127
Student Publications .....	161		
Student Records Policy .....	132	Underwood Apartments .....	146
Student Right to Know .....	132	Upward Bound .....	105
Student Services and Facilities .....	106	Use of Campus Grounds .....	133
Student Union .....	104		
Subletting, Residential .....	152	Van Service (Mills-Berkeley) .....	105
Sunnyside Cemetary .....	86	Vandalism & Decoration .....	147
Suspicious Persons .....	136		
Suzie's Cafe .....	104	Wetmore Lodge .....	86
		Windows, Residential .....	150
Taxi Vouchers .....	133	Winter Break .....	4
Tea Shop .....	104	Withdrawal from College .....	126
Teaching Assistants .....	127	Women's Studies Program .....	91

