

ADVISING

Academic Advising

At Mills College, academic advising is a team effort. Faculty advisors work together with Academic Navigators to help students select, plan, and complete academic programs and explore academic, personal, and career goals. Academic advising is housed in the Office for Advising, Career and Global Learning (ACGL). Your advising team is here to provide you with the information and advice you need to develop your individualized educational goals, and to make effective decisions regarding courses and programs that will enable you to realize your goals.

Mills College recognizes academic advising to be a central element of the educational experience of its undergraduate students. Students will meet with their faculty advisors at least one time every semester, and often more frequently, to build a professional relationship and to create an academic plan for the coming semesters. Incoming first year students have been assigned faculty advisors in programs that are closest to their stated interests. Transfer students are assigned faculty advisors according to their designated major prior to their initial semester at Mills College. Students have the option to request a change of faculty advisor at any time by completing a Change of Advisor form (https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/change_of_advisor_form.pdf). You can visit Advising, Career, and Global Learning (ACGL) in Carnegie Hall with any questions. If you declare or change a major, an advisor change will occur simultaneously based on your new academic program.

Before a student reaches junior standing, they are required to declare a major. Students then choose a faculty advisor in the major field and commence planning the remaining two years of college to meet their major, minor (if applicable) requirements, remaining core curriculum courses, and degree requirements. These courses will be chosen to integrate with their specialized interests.

Academic Navigators are a key part of your academic success team and are available to help you navigate the institution. If you have a question about a transcript, transfer credit, or the core curriculum, your Academic Navigator can help you. Your Academic Navigator will also monitor your academic progress and offer academic support options whenever you might need them. From peer tutoring to academic coaching, your Academic Navigator can connect you to the right resources. You can make an appointment with an Academic Navigator on Handshake (<https://mills.joinhandshake.com/>) in the Career Services drop down menu at the top right of the window.

Student Records on the Web

The Mills Resource Portal (<https://portal.mills.edu/>) provides a link to myMILLS where students can register, and access their general student information, schedule of classes, academic transcript, transfer credit report, grades, student account, financial aid information, and graduation status. Students can also update their mailing and email addresses and other personal information through myMILLS. Mills advisors and students use DegreeWorks to monitor student progress toward the degree. DegreeWorks allows students to see which requirements are remaining and how that might change if they change their major or add a minor. DegreeWorks is one of several tools that students, faculty advisors, and academic navigators can use to optimize the academic advising experience.