Contents

Mission Statements ............................................... 3
Middlebury College Mission Statement, Language Schools Mission Statement

Summer 2015 Calendar ........................................ 4

The Language Pledge ............................................. 5

Travel ................................................................. 7
Before Leaving for Middlebury at Mills, International Students, Transportation to Middlebury at Mills

Arrival On Campus .............................................. 10
Hotels/Motels in Oakland, Recommended Hotels in the Area, Arrival Dates, Arrival Procedures, Early Morning or Late Evening Arrivals, Lost Luggage, Keys and ID Cards with Electronic Access, Parking and Vehicle Registration

Financial Information .......................................... 13
Extra Course Fees, Special Fees, Payment of Fees, Late Acceptances, Financial Aid, Employment, Funds from Other Sources, Veteran’s Benefits, Fulbright Scholarships, Withdrawals and Refunds, Withdrawal Deadlines, Reapplication after Withdrawal, Tax Information, Foreign Nationals

Residence Life and Personal Safety ...................... 17

Keeping in Touch ................................................ 22
Campus Telephone Services, Fax Services, Mailing Services and Check Cashing, Banking in Oakland, Automated Teller Machine

Dining ................................................................. 24
First Meals, Final Meals, Guest Meals, Breakfast and Weekend Brunch Schedule (June 12–August 8), Lunch and Dinner, Other Dining Options

Academic Matters .............................................. 25
Attendance, Placement Tests, Registration, Add/Drop Deadlines and Procedures, Transferring from One School to Another, Curriculum, Curricular Changes, Master of Arts Degree Candidacy, Vermont Campus, Credits and Course Load, Independent Study Courses, Transfer Credits, Auditing, Grades, For Middlebury College Undergraduates, Incompletes, Grade Reports, Student Records, Transcripts, Graduation, Evaluation, Survey Policy

College Services and Facilities ............................ 32

Middlebury at Mills Packing Checklist .............40

Administrative Information ..........................41
Mission Statement

Middlebury College Mission Statement

At Middlebury College we challenge students to participate fully in a vibrant and diverse academic community. The College’s Vermont location offers an inspirational setting for learning and reflection, reinforcing our commitment to integrating environmental stewardship into both our curriculum and our practices on campus. Yet the College also reaches far beyond the Green Mountains, offering a rich array of undergraduate and graduate programs that connect our community to other places, countries, and cultures. We strive to engage students’ capacity for rigorous analysis and independent thought within a wide range of disciplines and endeavors, and to cultivate the intellectual, creative, physical, ethical, and social qualities essential for leadership in a rapidly changing global community. Through the pursuit of knowledge unconstrained by national or disciplinary boundaries, students who come to Middlebury learn to engage the world.

Language Schools Mission Statement

In a global society, the summer residential programs provided by the Middlebury Language Schools are an important part of the nation’s strategic language reserve. We educate undergraduate and graduate students from many disciplines and institutions all over the United States (and the world) who seek to improve their world languages and intercultural skills. We provide these students with consistent and dependable access to languages in an interactive, intensive-immersion environment. We also serve government employees and individuals from professional backgrounds. The Language Schools integrate excellent and innovative instruction in language with a curriculum that incorporates linguistics, literature, culture, and area studies, offering students opportunities to use the target language with native and near-native language professionals and with each other. The curriculum is supported by an extensive co-curricular program designed to reinforce classroom learning through a task-based approach. We are dedicated to the premise that without real competency in language there can be no true cultural understanding, and, that, to be truly effective, language speaking must provide meaningful access to other cultures.

Students, faculty, and staff are responsible for knowing and observing all regulations that may affect their status at the Middlebury Language Schools. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual school bulletins, and all official school memos and notices. The main means of communication between the students and the school faculty and administration will be the Middlebury Language School official e-mail network.

Because this handbook covers a range of topics and because it may occasionally be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature. This handbook is a summary of Middlebury College policies relevant to the Language Schools and to the Mills College Campus. For other Middlebury College policies, please refer to the academic year handbook on the College Web site: www.middlebury.edu/about/handbook/ For Mills College residential, safety and other policies please refer to www.mills.edu/handbook.pdf. The Middlebury at Mills Language Schools will follow Mills campus policies and California laws.
## 2015 Calendar

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Wednesday</td>
<td>8-week faculty arrive</td>
</tr>
<tr>
<td>12</td>
<td>Friday</td>
<td>8-week students arrive</td>
</tr>
<tr>
<td>13</td>
<td>Saturday</td>
<td>8-week placement tests</td>
</tr>
<tr>
<td>14</td>
<td>Sunday</td>
<td>8-week advising; registration; opening ceremonies</td>
</tr>
<tr>
<td>15</td>
<td>Monday</td>
<td>8-week classes begin</td>
</tr>
<tr>
<td>17</td>
<td>Wednesday</td>
<td>7-week faculty arrive</td>
</tr>
<tr>
<td>19</td>
<td>Friday</td>
<td>7-week students arrive</td>
</tr>
<tr>
<td>20</td>
<td>Saturday</td>
<td>7-week placement tests</td>
</tr>
<tr>
<td>21</td>
<td>Sunday</td>
<td>7-week advising; registration; opening ceremonies</td>
</tr>
<tr>
<td>22</td>
<td>Monday</td>
<td>7-week classes begin</td>
</tr>
<tr>
<td>23</td>
<td>Tuesday</td>
<td>8-week add/drop deadline (noon)</td>
</tr>
<tr>
<td>24</td>
<td>Wednesday</td>
<td>6-week faculty arrive</td>
</tr>
<tr>
<td>26</td>
<td>Friday</td>
<td>6-week students arrive</td>
</tr>
<tr>
<td>29</td>
<td>Monday</td>
<td>6-week classes begin; 7-week add/drop deadline (noon)</td>
</tr>
</tbody>
</table>

### July

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Monday</td>
<td>6-week add/drop deadline</td>
</tr>
<tr>
<td>8</td>
<td>Wednesday</td>
<td>Last day to drop a course without receiving a WD/F</td>
</tr>
</tbody>
</table>

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Friday</td>
<td>6-, 7-, and 8-week classes end; grades due</td>
</tr>
<tr>
<td>8</td>
<td>Saturday</td>
<td>All students check out by 10:00 a.m.</td>
</tr>
<tr>
<td>9</td>
<td>Sunday</td>
<td>All faculty check out by noon</td>
</tr>
</tbody>
</table>

*Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability. Questions relating to compliance during the summer session may be addressed to the Language Schools Operations Manager, Middlebury at Mills, P.O. Box 9972, Oakland, CA 94613.*

*Middlebury College endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools in this publication. However, Middlebury College reserves the right to alter any program, facilities, or fees described in this publication without notice or obligation. The Middlebury Language Schools welcome students, faculty, and staff with many abilities and disabilities. Students with disabilities are supported by the Americans with Disabilities Act (ADA) Office which encourages inquiries from prospective applicants. Faculty and staff may contact the Human Resources Office. The ADA policy is available on the web at [http://www.middlebury.edu/studentlife/doc/ada/policy](http://www.middlebury.edu/studentlife/doc/ada/policy).*
The Language Pledge

The Language Pledge, a formal commitment to speak the language of study as the only means of communication for the entire session, is required of all summer language students. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. Violation of the Language Pledge deprives both you and your fellow students of an important opportunity. The Language Pledge requires that you not speak, read, or hear English or other foreign languages at any time, even off campus. This means that you should have no contact with students or faculty of another School, even if you speak the language of that School. You will be given a verbal warning for the first violation and a written warning for the second violation. Subsequent violations will be considered grounds for expulsion. This Pledge has been a major key to the success of the Middlebury Language Schools for 100 years. We are confident that you understand its importance and will adhere to it.

What is the Language Pledge? All Language School students agree to abide by the Language Pledge, a formal commitment to speak, listen, read, and write the language of study as the only means of communication for the entire summer session. It is the foundation of all of our intensive immersion programs. The Language Pledge originated at the Language Schools and the term is a registered trademark of Middlebury College.

What does the Language Pledge say? The Language Pledge says: “In signing this Language Pledge, I agree to use ___________ as my only language of communication while attending the Middlebury Language Schools. I understand that failure to comply with this Pledge may result in my expulsion from the School without credit or refund.”

Why are students required to take the Pledge? The Pledge helps students focus their energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are “put in motion” right away so they are acquired, used, and not forgotten.

Are beginning students, i.e., students who have never studied the language, required to take the Language Pledge? Students who are beginning their study of a language take a modified and progressively more rigorous Pledge. Each School has built-in structures to enable beginners to succeed during those first several days and a Bilingual Assistant who may speak to beginning students in English during this period. Also, all Language School Directors, the Dean, the Dean’s staff, and most faculty members are available for consultations in English.

When is the Language Pledge waived? Students are not expected to speak in their language of study when they are faced with an emergency, when conversing with a member of the Middlebury College administration, with a School Coordinator, when speaking with a healthcare professional, and on those occasions when it is absolutely necessary to use English or another language. Rules and practices regarding implementation of the Language Pledge vary slightly among the Schools. When in doubt, consult the Director, Coordinator or Bilingual of your School. Most important is adherence to the spirit of the Pledge and each student’s sincere effort to use the target language as exclusively as possible during the session. Speaking English in the presence of other Language Schools students is a direct violation of the Pledge and must be avoided at all times.

May I call my parents, spouse, children, significant other, friends? Also, my parents want to visit me while I am here; may I go to dinner with them and speak English? We know that it is important for students to maintain contact with their families and friends. We can’t say how much is necessary for each person, so we ask that you keep contacts which are not in your School’s language to


the absolute minimum that you feel you need.

**May I attend religious services?** Yes. Information on local area churches may be found on the Chaplain’s Office Web site at: http://www.middlebury.edu/studentlife/services/chaplain

**When does the Pledge begin? Is it different for 6-, 7-, or 8-week students? Is it different for beginners?** The Pledge begins when you sign the Language Pledge. Some Schools will have you do this as you check in, others when you take the placement exam; the important thing is that once you have signed it, the Pledge is in effect. Special rules may apply to beginners. Ask your School Coordinator when you check in what the policy is for your School.

**May I leave campus on weekends, for example, to attend a friend’s/family member’s wedding, commencement, or a conference?** Yes, with the approval of your School’s administration. We know that brief absences from campus are sometimes necessary. However, they should be kept to a minimum, since weekend activities are an important part of the program.

**Has anyone ever been expelled for a violation of the Language Pledge?** Yes.

**I have a friend in another School, and once in a while we have a conversation in the language of their School, which I also speak. Is that a violation of the Pledge? After all, I am not speaking English.** Yes, it is a violation of the Language Pledge. The use of any language other than your target language is a violation of the Pledge.

**May I read the newspaper or weekly magazines in other than the target languages? May I listen to music in other languages?** Any use of a language other than the one being studied is a violation of the Pledge. Use of a language includes listening, reading, writing, as well as speaking. Please remember that the Pledge is NOT simply a rule against using English; it applies to ALL languages other than the one that you came here to study.

**May I watch television?** Most Schools have televisions in common spaces with satellite programming in the respective language of study and you are welcome to watch these programs. Watching TV in any other language during the summer violates the Pledge.

**I am a graduate student on a committee working on a project during the summer and we are linked by e-mail. Am I breaking the Pledge if I write e-mails in English in order to complete this work?** We ask that you keep the spirit of the Pledge in mind. If such work is necessary and will not conflict with your course work and your participation as a member of your School’s community, then it is acceptable to uphold your professional commitments. If the work would take up a significant amount of your discretionary time and attention, it would be better for you to consider attending the Language Schools in a future summer, when you will not be bound by such prior commitments. You should take the Language Pledge only when you are ready and able to make a good-faith effort to abide by it.

**When does the Pledge end?** Usually, the Pledge ends when you leave campus. Ask your School’s Director or Coordinator about the practice in your School.
Travel

Before Leaving for Middlebury at Mills
Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to millsdigitalphotos@middlebury.edu before arrival. Photos will be used to create ID cards for access to dining and residence halls, among other campus privileges. Please send your photos in .jpg format by May 27th for the start of the 8-week program, and June 3rd for 6 and 7-week programs.

Please plan to arrive on the date specified in the section on arrival. Because our dormitories are occupied by others until shortly before the opening of your session, early arrivals cannot be accommodated.

• Arrange for packages to arrive after you do. The College cannot accept them before the sessions begin.
• Student Mailing address:
  Your Name
  [Your Language] School Student
  Middlebury at Mills
  5000 MacArthur Blvd.
  Oakland, CA 94613
• Leave valuable items at home. While theft is not common, it does occur.
• When planning what to bring, please consult the list below:

Items supplied in each room
Twin bed, standard mattress, desk, dresser, closet/wardrobe, overhead light, and wireless internet connection.

We recommend that students supply
Pillow, blanket, sheets, mattress pad, towels, hangers, reading lamp, small desk lamp and light bulbs, safe heavy extension cords with surge protection strips, shower caddy, alarm clock, flashlight, extra blanket or sleeping bag, rain gear, sports attire, warm coat and sweater, one nice outfit, and other equipment, such as computers.

Prohibited in rooms and subject to confiscation
Appliances with exposed heating elements (i.e. portable heaters, toasters, hot plates), candles, incense, halogen lamps, air conditioners, microwaves, firearms, pets.

Smoking is prohibited in all buildings and within 30 feet of doorways, windows or airways. This includes the smoking of electronic cigarettes.

Permitted
Electric blankets, small 24-inch ENERGY STAR refrigerators, irons with automatic shut-off mechanisms.
International Students
http://www.middlebury.edu/international/iss/

International Student & Scholar Services (ISSS) offers visa-related services and provides advising and support to Middlebury College’s international student, faculty and staff population in such programs as the Middlebury Language Schools. Individuals who wish to participate in the Language Schools must be maintaining a status that allows them to enroll in courses full-time. If you are outside of the U.S. and require visa sponsorship, do not enter the U.S. on a tourist visa (B-1 or B-2) or visa waiver. These statuses do not allow enrollment in the Language Schools. Most international students attending the Language Schools do so in F-1 visa status with Form I-20s issued by either Middlebury College or their academic-year home institution in the U.S.

Students studying at the Language Schools on Form I-20s issued by Middlebury College must check in with Middlebury at Mills’ administrative offices within the first week of classes to confirm that they have entered the U.S. in valid F-1 visa status. During this check-in process, visa-related documents will be reviewed, signed and copied as needed (passport, F-1 visa, Form I-20 and I-94 record). ISSS will then be able to register the student in the U.S. Government’s Student and Exchange Visitor Information System (SEVIS).

Students who are currently in F-1 or J-1 status at another U.S. institution and will be returning to continue studies for the fall term should have discussed and confirmed their participation in the Language Schools with their current school prior to arriving at Mills. These students are not required to check in with ISSS but should travel with the appropriate visa-related documents.

For other scenarios, please contact ISSS immediately to ensure that you have an appropriate status to be enrolled as a Language Schools student.

If you need further information, please consult the Frequently Asked Questions (FAQ) section of our website dedicated to Language Schools students. If you have specific questions, please contact ISSS by email at isss@middlebury.edu or by telephone at 802.443.5858.

Transportation to Middlebury at Mills

Air
The closest airports are Oakland International Airport, about 6 miles from Mills, and the San Francisco International Airport, about 26 miles from Mills. Viable ground transportation options to Mills from area airports are by airport shuttle bus, public transit, or taxi. If you need to rent a car in Oakland, the Oakland Airport Car Rental website lists phone numbers for major car rental companies in the area: www.oaklandairport.com/car_rentals.shtml. Also, rental car companies at the San Francisco International airport can be found at: www.flysfo.com/web/page/tofrom/rental-cars/

Automobile
Mills is located immediately off of Highway 580 in Oakland at the junction of 580 (MacArthur Freeway) and Highway 13 (Warren Freeway), approximately seven miles from the Bay Bridge. For detailed driving directions please visit www.mills.edu/directions, or call 510.430.3250 for recorded directions.

Taxi
Taxi service to Mills Campus is available at the Oakland and San Francisco airports. Rates are subject to change, but one can anticipate charges of $60 or more.
From the San Francisco airport, it is also possible to take a direct BART (subway) train to Rockridge station in Oakland, and take a taxi from the taxi stand (~$25).

**Friendly Cab, East Bay**
510.536.3000

**Yellow Cab Express, East Bay**
510.234.5555

**Yellow Cab, San Francisco**
415.333.3333

Lower-cost shuttle bus services are available and can be used for transportation services between airports, hotels, and campus:

**Bayporter Express**
877.467.1800 or 415.467.1800

**Super Shuttle**
(650) 246-8942

For more information about Taxi and Shuttle bus services from Oakland Airport: www.oaklandairport.com/shuttles.shtml

For more information about Taxi and Shuttle bus services from San Francisco Airport: www.flysfo.com/web/page/tofrom/transportation/dtd/

**Public Transportation**
You can take public transportation to a public bus stop (Macarthur and Richards Rd.) just outside Mills College from both the Oakland and San Francisco Airports. Use caution taking public transportation at night, as you would in any unfamiliar metropolitan area.

At the time of publication one way bus fares within Oakland cost $2.10, with transfers an additional $0.25. Transbay buses (buses into San Francisco, such as the NL line that stops just outside of the Mills College gates) cost $4.20 with no additional cost for transfers. Single rides can be purchased in cash from the bus driver.

*Note: Numbered buses serve Oakland; Transbay buses are lettered, such as the NL, offering service from Mills to downtown San Francisco.*

**Clipper:**
Clipper cards can be loaded with value and used on AC Transit buses (local and Transbay) SF Muni and BART systems, CalTrain and Golden Gate Transit (Ferry).

**Where to buy:** Cards can be purchased and value can be added at many locations, including:

- **Walgreens #1536**
  3434 High Street
  Oakland, CA 94619
  510.261.1984

**To Get to Walgreens:**

- **Walking**—Turn right after walking out of the Mills College Front Gates. Walk under the highway overpass and stay on MacArthur Blvd to the left. Turn left at High St. Walk under the highway overpass again. Walgreens will be on the left hand side.

- **By Bus**—Catch the 57 bus right outside the Mills College Front Gates. Ride for one stop and get off at MacArthur & High St. Walk
down High St., under the highway overpass. Walgreen’s will be on the left.

Or

Order Clipper Cards Online (takes 5–10 business days): https://www.clippercard.com/ClipperWeb/getTranslinkOrderCard.do

Find Out More:
Visit the AC Transit website at www.actransit.org.

Visit www.511.org, which offers a trip planning feature. By typing in start and end destinations or landmarks, Transit.511.org shows public transportation routes, fares and schedules.

For Mills College, use 5000 MacArthur Blvd, Oakland, 94613, as a start or end point.

Arrival

Arrival On Campus

Hotels/Motels in Oakland
The Bay Area is a popular vacation destination year-round; we recommend that you make reservations well in advance of your intended arrival dates. You may find the resources listed below helpful as you arrange for local accommodations.

The Oakland Chamber of Commerce:
510.874.4800
www.oaklandchamber.com

Oakland Convention and Visitors Bureau
www.oaklandcvb.com

City of Oakland Official Website:
www.oaklandnet.com

Visit California.com
www.visitcalifornia.com

Recommended Hotels in the Area

Comfort Inn & Suites
8452 Edes Avenue
Oakland, CA 94621
510.568.1500
www.comfortinn.com

Located three miles from the Oakland International Airport, the Comfort Inn & Suites® hotel provides free airport transportation for its guests. Guests of this hotel enjoy features including free breakfast with hot waffles, free wireless high-speed internet access, free weekday newspaper, indoor hot tub and sauna, and an exercise room.

The Executive Inn & Suites
1755 Embarcadero
Oakland, CA 94606
510.536.6633 or 800.346.6331
Located near Jack London Square on the Oakland Estuary, the Inn provides continental breakfast, swimming and spa facilities, free parking, and shuttle service to and from the Oakland International Airport. Restaurants are located close by.

**Courtyard Oakland Downtown**
988 Broadway
Oakland, CA 94607
510.625.8282 or 800.346.6331
www.marriott.com/hotels/travel/oakcd

Located between the Old Oakland Historic District and Chinatown, this hotel offers a residential environment, valet, heated swimming pool, whirlpool, exercise room, and easy access to shops, restaurants, and BART.

**Homewood Suites by Hilton Oakland-Waterfront**
1103 Embarcadero
Oakland, CA 94606
510.663.2700
www.homewoodsuites.com

Located on the Oakland Estuary and Marina off of Interstate 880. Every suite features a full equipped kitchen and complimentary hot breakfast.

**The Washington Inn**
495 Tenth Street
Oakland, CA 94607
510.452.1776
www.thewashingtoninn.com

A luxury boutique hotel located in the heart of Old Oakland across from the Oakland Convention Center near shopping, cinemas, restaurants, night spots, and BART. Continental breakfast is provided. Self parking is $22 per night at the Oakland Convention Center garage.

**The Claremont Resort and Spa**
41 Tunnel Road
Berkeley, CA 94705
510.843.3000 or 800.551.7266
www.claremontresort.com

Historic, luxury hotel accommodations.

**Waterfront Plaza Hotel**
10 Washington Street
Oakland, CA 94607
510.836.3800
www.waterfrontplaza.com
Arrival Dates

The following dates have been designated as arrival days for the various summer sessions.

**Eight-week session**—Arabic, Korean
Friday, June 12

**Seven-week session**—Italian
Friday, June 19

**Six-week session**—Arabic, Italian
Friday, June 26

It is vital that you arrive on time. If you have an unavoidable and significant time conflict, please write to the Coordinator of your School for permission to arrive late. There are charges for late placement tests, late registration, and late course changes (see Special Fees). **If you need to arrive in Oakland early, you must make arrangements to stay off-campus until your session begins.**

Arrival Procedures

The Language Schools will have an Arrival Center to accommodate students who arrive during peak daytime and early evening hours on the designated arrival days. The Arrival Center will be located at your school’s dormitory. Security guards at the front entrance to Mills campus can direct you to the proper location upon your arrival.

The Arrival Center hours and dates are as follows: Friday, June 12 11:00 a.m.–8:00 p.m.; Friday, June 19 11:00 a.m.–8:00 p.m.; and Friday, June 26 11:00 a.m. – 8:00 p.m. Arabic Graduate Students arriving on Friday, June 26th, please check in with the Arabic School Offices in Warren Olney Hall.

Any student arriving after these times will be checked in by the Department of Public Safety. Please see more information below.

The following services are provided at the Arrival Center:
- key distribution
- Middlebury at Mills Card information. Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to millsdigitalphotos@middlebury.edu in .jpg format before arrival.
- vehicle registration (you will need your license plate number and your license and registration)
- distribution of School arrival packets
- computing information
- Counseling Service information
- College Book Store information

**Early Morning or Late Evening Arrivals**

If you arrive after the Arrival Center closes for the day, check in with the Department of Public Safety. The Department of Public Safety has staff on duty 24 hours a day, and will greet you at the kiosk as you enter the campus. The general business phone number for Public Safety is 510.430.5555. If you pick up your keys from Public Safety, you will need to go to the HMDS office and your School office when it next opens in order to complete check-in procedures with your School. If you have not provided a photo for your Middlebury at Mills ID, you will be provided with a generic access card to gain entry to your dormitory. The fine for the loss of one of these cards is $25.

**Lost Luggage**

If your luggage has been lost during your flight, arrange with the airline to have bags delivered to Mills College, 5000 MacArthur Blvd., when they arrive. When the airline informs you that your baggage is on its way, please call Public Safety at 510.430.5555 (ext.
5555 from on-campus phones) to let them know your bags are coming. Be sure to mention which dorm you are in, so that Public Safety can direct the airline shuttle to the proper location on campus. Please make arrangements to meet the airport shuttle at your dorm to retrieve your bags.

**Keys and ID Cards with Electronic Access**
Dormitory room keys and ID cards for electronic access to buildings are issued at the Arrival Center or by Housing Management and Dining Services (HMDS) in Sage Hall, Room 138. Failure to return a key at the end of the session to HMDS incurs a non-refundable charge of $100. ID cards do not need to be returned, but a $20 replacement fee will be charged to re-issue cards during the session due to loss or damage.

**Parking and Vehicle Registration**
Students, faculty, and staff may bring cars to campus, but all cars must be registered with Public Safety, and summer parking regulations issued by Public Safety must be observed. Vehicle registration and driver’s license are required when registering a vehicle. You may pick up your parking pass and vehicle registration from your school’s office, or directly from the Middlebury at Mills administrative offices, located in Reinhardt, B wing.

**Financial Information**
Students assume full responsibility for payment of their bills by the due date. Without payment, you cannot register for courses or receive a Middlebury at Mills ID card.

**Extra Course Fees**
The tuition fees listed entitle you to enroll in three full courses at the graduate level (six-week session), or one level of the intensive language program (seven- or eight-week session). Students may sometimes be permitted to take an extra course by special permission of the Director of the School. If you receive permission to take an extra course for credit, you must pay the extra course fee of $1,850 (Italian) and $2,100 (Arabic) per unit. There is no fee adjustment for a student carrying less than a full load of studies.

**Special Fees**
- Late Payment: $50
- Late Course Change: $10
- Late Placement Test: $25
- Replacement of ID: $20
- Late Registration: $25

**Payment of Fees**
You will be notified by e-mail that a bill is ready to view with a link to view the bill. You have the option to either print the bill and send it via mail or pay online. Online paying methods can be electronic check or by credit card (a 2.75% convenience fee will be applied if paying by MasterCard, American Express or Discover) If a third party is paying your bill, you can designate an authorized payer to be set up to make payments on your behalf.

If you have any questions regarding payment of your bill, please call Student Financial Services at 802.443.5158.

**Late Acceptances**
If you were accepted between May 1 and June 1, payment in full is due by return mail upon receipt of your bill. If you were accepted after June 1, you must pay the full amount due upon arrival on campus. You will be delayed at the Arrival Center if your
account has not been paid in full.

Financial Aid

The Language Schools financial aid budget is limited and does not run out. Funds are offered on a first-come, first-served basis. Your financial aid eligibility may be a combination of grant and loan, to be determined by Student Financial Services. A grant is direct assistance to you that does not have to be repaid. Your grant will be credited directly to your account once you have sent in all requested information and you have signed and returned the second copy of your Financial Aid Notification. For those in a degree granting program, your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2015–16 FAFSA. The loan portion is not mandatory, but if you do not borrow, you will be responsible for that part of your costs. Your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2015–16 FAFSA. All aid is contingent on maintaining satisfactory progress in the course of study you are pursuing according to the regularly prescribed standards and practices of Middlebury College. International students and students in non-degree programs do not qualify for federal funding; however, alternative loans may be available for you. For more information, please visit http://www.middlebury.edu/offices/support/sfs/loans.

International students should be aware that the portion of grant aid you receive that is applicable to room and board costs may be taxable according to IRS tax code. Contact the Tax Manager at 802.443.5742 or taxmanager@middlebury.edu, for more information.

Federal Stafford loans for graduate students in a degree granting program are now only available in the form of an unsubsidized loan. Federal Unsubsidized Stafford loans are not based on need; you may borrow up to the total cost of education minus the total of other aid you receive. Graduate students may borrow up to $20,500. The interest on an unsubsidized loan may be paid while you are enrolled, or you may choose to have it accrue and be capitalized, which means that you end up repaying a larger amount. Repayment of the principal is deferred until after you graduate or cease to be enrolled at least half time.

The exact types and amounts of loans will be determined after you have submitted your 2015–16 FAFSA and have a completed application. The amount that we indicate you can borrow is the maximum allowable, and may include required federal fees. We base your loan eligibility on your total cost of education, including travel and personal expenses. Think carefully about the amount of loan that you want to borrow so that you do not borrow more than you actually need. Loan funds are drawn down electronically and will be credited directly to your account. If you have any questions regarding your Stafford Loan eligibility, please contact Mary Brady, Loan Coordinator at 802.443.5665.

If your loan has not been processed and approved prior to the beginning of your program, you will be required to pay your bill in full. A refund will then be made when the loan funds are received. Additional instructions on settling your bill with loan proceeds will be included with your bill. Please note that a failing grade represents less than satisfactory academic progress, and may jeopardize your eligibility for federal loans, as well as being grounds for dismissal from the program.

Any amount of Middlebury grant, and/or Federal Stafford loan which exceeds your billed fees will be refunded to you after you have arrived on campus in the summer. If you are attending a program abroad, refunds will be sent to you within 14 days of the start of classes. The College is committed to delivering a refund to you on a timely basis; therefore, please remember to contact Alisa Cutter in Student Financial Services at 802.443.5997 or at cutter@middlebury.edu, as to the correct address to send your refund.

If you receive financial aid from an outside source, (e.g. your employer), it will first reduce or eliminate the “gap” between your need (as defined by Student Financial Services) and the percentage of that need that we were able to meet with Middlebury grant aid. Any amount of outside aid which exceeds your gap then reduces Middlebury grant aid dollar for dollar. If the gap has been filled with a loan, we will reduce that portion of the loan that filled the gap before we reduce Middlebury grant aid. For example: Your program costs $6,500; your family contribution is $2,500, so therefore your need is $4,000. Middlebury meets 60% of your need, or $2,400, with grant funds; your “gap” between need and aid is $1,600. You receive $2,000 from an outside source. We first let it fill your $1,600 gap, then reduce your Middlebury grant aid by the remaining $400. If your gap was filled by a loan, we would first reduce the loan by $1,600, then reduce your Middlebury grant aid by $400.

Funds from Other Sources: If you are receiving funds from U.S. government agencies, foundations, or other educational institutions, these funds must be paid before registration, either through you or directly to Middlebury College. Outside support that is contingent upon your academic performance will not be accepted. If the supporting institution has not made payment in advance, you are required to pay your bill in full. A refund will then be made when the outside funds are received. Additional instructions on settling your bill with funds from other sources are included with your bill.
The Office of Student Financial Services is open from 8:15 am to 5:00 pm Monday through Friday. You may call at any time with questions regarding financial aid or to make an appointment. The telephone number is 802.443.5158, and their e-mail address is: studentfinancialservices@middlebury.edu.

Employment
Because of the intensive nature of the summer session, and because of the Language Pledge, Language Schools students may not operate concessions or accept employment.

Veteran’s Benefits
If you plan to apply your VA educational benefits toward tuition costs at the Language Schools on the Middlebury campus, you must send a copy of your certificate of eligibility to the Associate Registrar, Undergrad, Gloria Gottlieb (gottlie@middlebury.edu), before the end of the first week of classes. If you have attended Middlebury College previously, you need only to activate your former certificate of eligibility. Veterans who receive other financial aid must inform the Student Financial Services of Veterans benefits.

Fulbright Scholarships
Lisa Gates (Associate Dean for Fellowships and Research, ext. 3183) and Jeff Cason (Dean of International Programs, ext. 5745) are available to meet with students to discuss general questions associated with the Fulbright Program. The Fulbright Program offers a variety of grants, including study/research, English Teaching Assistant Program, Fulbright-mtvU Awards, Fulbright-Clinton fellowships, Travel Grants, and the Fulbright National Geographic Digital Storytelling Fellowship. Undergraduates enrolled at Middlebury apply through the Middlebury Office of Student Fellowships and Scholarships; students in degree programs elsewhere should contact the Fulbright Program adviser at their home institution. Graduate students normally apply as “at large” candidates, though in some cases, DML students may apply through Middlebury. Full information and applications are available on-line at http://www.iie.org/fulbright. The on-campus deadline for submission of a Fulbright application for enrolled students entering their senior year at Middlebury College is in late September. Only U.S. citizens may apply, and applicants must have earned the BA degree by the beginning of a grant. Applications submitted during the current year are for study and/or research abroad during the subsequent academic year. For example, applications submitted in September 2015 will be for study/research during 2016-17. Fulbright Scholarships are not available for post-graduate study on U.S. sponsored programs and, therefore cannot be applied to an MA degree at a Middlebury School Abroad.

Withdrawals and Refunds
In order to withdraw from the Language Schools, you must complete and sign an official withdrawal form at your School office. Upon arriving at the Middlebury Language Schools, students who complete arrival procedures (i.e., check in with the Language Schools or receive their room key), but who then decide to leave before the end of the seventh day of the program for any reason will forfeit the $250 non-refundable deposit.

There are no refunds if a student withdraws after the end of the seventh day of classes (see chart for deadlines by session). Students who have utilized Federal Student Aid eligibility (loans and/or grants) will be subject to the Return of Title IV regulations set forth by the Dept. of Education.

2015 Withdrawal Deadlines

<table>
<thead>
<tr>
<th>Program</th>
<th>Session</th>
<th>Refund Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian</td>
<td>1wk</td>
<td>no refund</td>
</tr>
<tr>
<td>Arabic</td>
<td>8wk</td>
<td>June 18</td>
</tr>
<tr>
<td>Italian</td>
<td>3wk</td>
<td>June 25</td>
</tr>
<tr>
<td>Italian</td>
<td>7wk</td>
<td>June 25</td>
</tr>
<tr>
<td>Korean</td>
<td>8wk</td>
<td>June 18</td>
</tr>
<tr>
<td>Arabic</td>
<td>6wk</td>
<td>July 2</td>
</tr>
<tr>
<td>Italian</td>
<td>6wk</td>
<td>July 2</td>
</tr>
<tr>
<td>Italian</td>
<td>3wk/Session I</td>
<td>July 2</td>
</tr>
<tr>
<td>Italian</td>
<td>3wk/Session II</td>
<td>July 25</td>
</tr>
</tbody>
</table>

*Refund deadlines expire at 5:00 pm on date noted
REAPPLICATION AFTER WITHDRAWAL: Both graduate and undergraduate students who wish to reapply after having withdrawn or been asked to withdraw for medical or psychological reasons will be required to submit a medical readmission form. The form must be completed and signed by treating physician or psychotherapist indicating that the student is prepared to undertake an intensive program of study, and noting what specific accommodations, if any, are requested.

Tax Information
U.S. Citizens and Green Card Holders
Most funds received from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on IRS Form 1098-T, Tuition Statement. Funds received from outside sources and most funds received from departments within the College but outside the Financial Aid Office for travel, stipends, internships, fellowships, grants or awards are reportable on that form as well. Form 1098-T is available through an on-line service by February 1st of each year for the previous calendar year. The form shows tuition billed (Box 2) and all aid received (Box 5). Financial aid that is greater than tuition or not applied to tuition like monies received for travel is considered taxable income and must be reported as such on your tax return. For more information on which payments are taxable see http://www.middlebury.edu/offices/business/tax/taxability/payment_students. For information on tax credits available for education expenses, see the IRS’s Publication 970 at http://www.irs.gov/pub/irs-pdf/p970.pdf.

Foreign Nationals
All foreign nationals are required to submit their passport and current and past visa history to the Tax Office prior to arrival. You will be delayed at the welcome center if you have not submitted that information. If you have aid or will work during your time at Middlebury, payment will be delayed if certain forms are not completed prior to your arrival. Treaty benefits are not automatic. Based on visa history and passport information provided by foreign nationals prior to arriving to the Language Schools (see pre-arrival information above), the foreign national’s tax status is determined. Resident Aliens are treated for tax purposes like U.S. citizens (see above). For non-resident aliens for tax purposes funds received from the College for financial aid to cover room and board and other non-tuition expenses are reported by Middlebury College on IRS Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding. These funds are taxable at 14% or 30% unless treaty benefits apply apply for federal taxes. State taxes generally apply as well. Taxes are posted to the students account and are due to the College by the program start date. The tax withholding is also reported on Form 1042-S which is available on-line through the FNIS system or mailed the following February. For more information on which countries have tax treaties and similar questions go to http://www.middlebury.edu/offices/business/tax.

Social Security Number/Taxpayer Identification Number
Students are expected to submit their Social Security Number or Taxpayer Identification Number. It is used as a unique identifier on Forms 1098-T and 1042-S to report information to the IRS. The College has strict policies in place to protect student’s data privacy. Foreign nationals who do not have either number are exempt from this requirement. If the numbers are not submitted, Forms 1098-T will not be available.
Residence Life and Personal Safety

As part of the educational experience at the Language Schools, you are required to live on campus in one of the dormitories assigned to your School. Only in very exceptional circumstances, and only with written permission in advance from the Director of the School or the Dean, will a student be allowed to live off campus. Even if you obtain permission to live off campus, you are still required to take meals in the dining hall assigned to your School.

The “Middlebury Method” of 24/7 total immersion is based on residence seven days a week. Classes are held Monday through Friday, but you should come prepared to remain on campus and work several hours each day, including weekends, and to interact with other students outside of class as a vital part of the curriculum. If you absolutely must be away from the campus overnight, you are asked to consult the office of your School and to leave word with them so that you may be contacted in case of an emergency.

The College cannot provide housing for members of your family, nor may guests be housed on campus. Since our carefully planned and integrated co-curricular program is an integral part of our total immersion approach, we encourage students to participate as fully as possible in the cultural activities that are planned by each School, and to make use of the athletic and cultural facilities on campus. Because of the brevity of the summer session and the importance of the Language Pledge, students should not expect to find the range of extracurricular organizations and support groups that might be available during the academic year.

Students attending the Middlebury Language Schools at Mills College are subject to all Mills Policies.

Residence Hall Regulations

- The College does not accept responsibility for loss of money or other personal property or damage thereto which may occur in residence halls and elsewhere on campus.
- The room entry and exit must be clear. Nothing may be hung from a sprinkler apparatus.
- In common spaces and suite lounges, nothing can be hung from the ceiling; furniture and decorations cannot block an exit.
- Nothing can be posted in an exit route (hallways, stairways, etc.).
- Any unauthorized air conditioners or material in violation of fire safety guidelines (candles, halogen lamps, microwave ovens, items blocking the means of egress, etc.) will be confiscated. Confiscated items will not be returned. Occupants must maintain clean and sanitary conditions in dormitory rooms, and must clear common space after personal use. Damages to common areas or hallways may be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified.
- Tampering with fire and life safety equipment is prohibited and subject to fines and additional charges to repair or replace equipment. Fire and life safety equipment includes fire alarms, extinguishers, and hydrants. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. When an individual is identified, a fine is assessed plus the cost to repair or replace equipment, and the individual is subject to disciplinary action.
- Occupants must exit a building when a fire alarm sounds.
- The full text of the Middlebury Residential Policy is available at http://www.middlebury.edu/about/handbook/student_policies/residential.
- Please refrain from putting up posters in your housing accommodations. There is a very limited turnaround period between Middlebury at Mills’ departure and the return of Mills students, and there will be no time to patch or paint damaged walls. Sticky poster gum or adhesive is also problematic as it is oily and discolors the paint.

Smoking Policy

California smoking laws prohibit smoking in public places, except for designated smoking areas. This includes the smoking of e-cigarettes. This policy includes all public areas of the College (classroom and office buildings, dining halls, lounges, lobbies, hallways, and restrooms). Smoking is also prohibited within 30 feet of any doorway, window or air intake of public buildings. Smoking is
prohibited in all residence halls. Failure to observe this policy will be treated as a fire safety violation and subject to the same penalties.

Furnishings
Many Middlebury at Mills dorms are decorated with irreplaceable items of furniture, given as gifts to Mills College, or used in buildings for generations. You should not exchange furniture, remove dorm furnishings from your room, or move lounge or other furniture into your room. If you remove furniture from your room, or move lounge furniture into your room, you will be charged a fee for any missing item. Once a bill has been issued, the charges will not be removed, even if the missing item is subsequently returned to its proper place.

Housekeeping and Maintenance
Cleaning equipment is available in dorms, and students are responsible for keeping their rooms in order. The Housekeeping staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily, Monday through Friday. Items of personal use, such as coffee mugs, plates and utensils should be cleaned by the user and should never be left in common areas.

Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period. Fines will also be assessed for waste that is not properly sorted into garbage/recycling/compost.

Report all problems related to housekeeping and maintenance in your dormitory to your School office, for referral to the appropriate College department.

Bathrooms
Residents should expect to share communal bathrooms in the residence halls.

Bicycles
Bicycles should be kept in the bike locker rooms or racks provided for their storage, not in residence halls or other buildings, or chained to trash barrels or other standing structures. Bikes should not be chained to railings or block walkways. Bicycles removed from unauthorized places will likely incur fines. Any unclaimed bikes left on campus will be donated to Goodwill.

Middlebury at Mills students who wish to rent bicycles for the summer will receive a special discounted rate from Bay Area Bikes, 2424 Webster St, Oakland, CA 94612, 510.763.BIKE (2453), sales@bayareabikes.com.

Pets
Pets are strictly prohibited on campus. Daily fines and loss of residence privileges will result from pets being kept on campus.

Laundry Facilities
There are laundry rooms in each dorm on campus containing both washers and dryers.
If a machine is out of order in your dorm, please have someone in your school contact ASI Campus Laundry, the company that services the machines, directly at 1.888.274.9274 or via their website, www.asicampuslaundry.com. You will need to know the machine ID number (e.g. ABC-123) and the name of the building in which the machine is located.

Security and Access to Student Residences
The majority of Middlebury at Mills residence halls and computing facilities are secured by the card access system. Students, faculty and staff will need to carry their access identification card with them at all times. Residence halls are not open to the public but may be accessed by members of the College community on official College business. Students, faculty and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room. All students are issued an access identification card that allows them to gain access to buildings that have been designated as part of the Language Schools program, including dining areas and laundry facilities. The enhanced access system is monitored 24 hours a day and 7 days a week.
by the Department of Public Safety (DPS). The system will display alarms when a door is propped open, the components are tampered with, forced entry occurs, and if unauthorized person(s) attempt to gain access with an invalid access card. When an alarm is displayed at Public Safety, the telecommunicator will acknowledge the alarm and dispatch an officer to investigate. Public Safety Officers patrol campus regularly. Students, faculty and staff are encouraged to report all unauthorized persons and suspicious activities to the DPS.

College officials are allowed to enter a student’s room under certain circumstances. See Residential Policies “Entry into Residential Rooms” at http://www.middlebury.edu/about/handbook/student_policies/residential.

**Escorts**
Public Safety can provide escort service for personal safety on campus after dark. Call 510.430.5555 (x5555 from campus phones) to request assistance from an officer.

**Personal Property**
Middlebury at Mills does not maintain insurance for the personal property of faculty, staff and students. It is your responsibility to insure valuable property that you bring with you.

**Public Safety**
The Office of Public Safety is located in CPM 113. Their office hours are 9:00 a.m. - 5:00 p.m.
To contact Mills College DPS directly, dial x5555 from any campus phone or 510.430.5555 from an off campus phone.

At Mills College, campus security authorities include: Residential Life Staff, Athletic Coaches, Student Life Administrators and Directors, Faculty Advisors, Vice President for Student Life and Dean of Students, Associate Dean, Assistant Deans, Housing, Dining, Facilities, and Public Safety.

The Department of Public Safety (DPS) provides 24/7 crime prevention and safety services to the campus community. Public Safety Officers monitor incoming and outgoing vehicle and pedestrian traffic, patrol the campus grounds, respond to emergencies, provide disaster preparedness training and secure campus buildings. Officers patrol the campus grounds and buildings on foot, on bicycle and in marked campus security vehicles. They are available to assist students, staff, faculty, and campus visitors.

The Department of Public Safety strives to maintain a close working relationship with the Oakland Police Department (OPD). The Department of Public Safety occasionally works with other law enforcement agencies. The Department of Public Safety communicates periodically through the year with OPD Liaisons about incidents that occur in and around the campus area. There is no written memorandum of understanding between the Department of Public Safety and the Oakland Police Department or any other law enforcement agency. The Oakland Police Department is the primary responding agency for off-campus incidents. DPS has no jurisdiction off Mills campus property.

**Crime Log**
A crime log is available at the Public Safety office in CPM 113 during regular office hours.

**Emergencies**
The Department of Public Safety supervisors and staff have received training in Incident Command System (ICS) and respond to incidents on campus. When an emergency incident occurs that causes a potential threat to campus, the first responders to the location are usually Public Safety staff. If determined necessary Oakland Police, Fire, or Medical will be called to assist.

In situations perceived as serious medical emergencies, call 911 for police and paramedics. To make an emergency call from a cell phone you can also dial 510.777.3211.
Public Safety, at 510.430.5555 (x5555 from campus phones) can also call emergency medical responders to campus. After you have called an emergency number, call Public Safety so that they can direct emergency vehicles to the correct location on campus and provide immediate assistance. You can also go directly to the emergency room. Alameda Hospital is located about 5 miles from campus and Alta Bates Summit Emergency Room is located approximately 6 miles away. Persons with possible neck or spine injuries should never be moved. Always call an ambulance.

Use any campus phone to reach the Public Safety office at x5555. Public Safety will contact the fire department, police, etc., if required.

Be certain to let your School Director or Bilingual Assistant know immediately if you have left campus for emergency care so that they can promptly follow up and assist you.

Public Safety offices are located in the Chemistry, Physics, and Math building (CPM) Room 113. The office is open Monday–Friday from 9:30 a.m.–1:00 p.m., and 2:30 pm–5:00p.m. Public Safety officers patrol the campus and monitor the front gate 24/7.

**Emergency Phones**

Blue emergency call boxes are located in Richard’s Parking Lot (near the front gate), Post Road Parking Lot (below Reinhardt Hall), CPM parking lot (Seminary side), and at the Seminary Avenue Pedestrian gate. Blue emergency call phones connect directly to Public Safety.

Call boxes operate 24 hours a day. Public Safety may also be reached by dialing extension 5555 from any campus phone. Pay phone and cell phone users should call 510.430.5555.

Black phone boxes are located near the entrance of dorms and many classroom buildings, and tan phones are located inside buildings for dialing 911 for police, or x5555 for Public Safety. Black and tan building phones may also be used for non-emergency intra-campus calls by simply dialing the extension.

Mills College Department of Public Safety encourages you to report suspected crimes and emergencies as promptly and as accurately as possible. If you need to report a crime in progress or other emergency you should dial 510.430.5555 (x5555 from campus phones). Please be prepared to provide the dispatcher with your name, a description of the type of emergency and the location of the emergency. Please dial 911 or Oakland Police Department 510.777.3211 only in an emergency, which means you are in need of immediate police, fire, or medical response.

If you mistakenly dial 911, please do not hang up, since all calls are captured by the 911 system. Stay on the line and talk to the 911 dispatcher before you disconnect. In the event of a hang-up, emergency service personnel will attempt to call you back, or if there is no answer, will send someone to the location you called from.

**Local Law Enforcement Agencies**

- **Oakland Police Department**
  510.777.3333 (Non-emergency)

- **California State Police**
  800.TELL.CHP (1.800.835.5247)

Public Safety officers are often the first responder for assistance in reports of fire, medical emergencies and criminal activity. Fire alarm and intrusion alarm signals are received at the telecommunications center through a computerized alarm processing system. Public Safety officers will be in direct contact with Oakland police in the event of any emergency.

**Emergency Planning and Preparedness on Campus**
Earthquake Preparedness
The key to living in a region prone to earthquakes is to first accept that they can and may 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. Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

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. Remember to Duck, Cover, Hold. If inside, students should not rush outside, as there may be hazards from falling debris. If outdoors, students should stay there. If possible, 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, students should pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. A car is usually well insulated and will usually provide protection against electricity.

All students and other community members should develop a personal emergency plan. Having a well-rehearsed emergency plan will increase personal safety in the event of an earthquake, provide necessary resources and training for handling the aftermath of an earthquake, and help to put family and friends at ease. A flashlight with extra batteries is recommended in the case of power outages.

Emergency Broadcast Notification Systems
Middlebury and Mills Colleges have implemented emergency broadcast notification systems that will allow them to send out information to cell phones and e-mail accounts in a rapid and organized manner. You can only be reached through the emergency broadcast notification systems if you have provided your contact information. If you provide a cell phone number, it will be stored in our database as well as in the emergency notification system for use in the event of a pressing need to contact you quickly. It will not appear either in the printed directory or in the on-line directory. If you own a cell phone, it is in your best interest to provide your number for this purpose. The ConnectEd emergency broadcast systems at Middlebury and Mills Colleges will reach any user, anywhere, and at anytime via text-enabled devices or voice-enabled devices—phones, mobile phones, pagers, wireless devices, SMS, and e-mail accounts. The systems allow the College system managers to specify device-to-device escalation rules so message will be delivered and received quickly.

How do I provide my cell phone?
Log on to BannerWeb (go to http://go.middlebury.edu/bw and enter your User ID and PIN number), and select the Personal Information tab. You’ll find the option, Update Cell Phone. Provide your number there and you are finished. If you need to update this number at a later date, you can simply enter the new cell phone number.
Keeping in Touch

Campus Telephone Services
Lucie Stern Room 32, 510.430.3265
telecom@mills.edu

We provide one active telephone inside a private phone room in each school’s dormitory building.

We maintain the telephone network so you may:
- Place on-campus calls.
- Receive incoming calls.
- Place unlimited toll-free calls and calls to the local calling area.

Local calling area includes Oakland, Alameda and parts of Berkeley. Please note that not all (510) area code numbers are local. A second dial-tone after dialing a number indicates a long-distance number or toll charge, for which a calling card is needed. Calling cards are available for purchase at the Cashier’s Office in Sage Hall or the Bookstore in Rothwell Center.

If you have any questions or problems with your telephone line or voicemail please call x3265 or e-mail telecom@mills.edu.

Fax Services
A fax machine is located in the Mail and Copy Center, Rothwell Center. Mail and Copy Staff will send a fax for a small fee.

Incoming Mail
Your address during the session will be:
Your Name
[Your Language] School Student
Middlebury at Mills
5000 MacArthur Blvd.
Oakland, CA 94613-0972

Due to the short term of the Middlebury at Mills session, it is recommended that you notify individual senders of your temporary address, rather than forwarding all of your mail through the United States Postal Service. Middlebury at Mills students will pick up mail at the Mills College Mail and Copy Center in Rothwell Center. A photo ID is required for all mail and package pick-up.

Mail hours are:
9:00 a.m. – 4:30 p.m.

Please note: The College cannot accept packages that arrive before the beginning of the session. After the end of the session, first-class letters will be forwarded for one month. Magazines, newspapers, and catalogs will be recycled. Packages delivered after the end of the session will be returned to the sender.

Outgoing Mail
There is a US Mailbox located in Rothwell Center, next to the Tea Shop and Bookstore.

If you require postage, visit the The Mail and Copy Center in Rothwell Center. The Mail and Copy center is also a shipping point for United Parcel Service and Fedex.
Check Cashing
You may cash traveler’s checks for up to $50 at the Cashier’s Office (in Sage Hall). During the summer, the Cashier’s Office is generally open from 9:30 a.m. to 1:00 p.m. They will not cash personal checks, accounts payable or payroll checks.

Banking in Oakland
Banks closest to Mills Campus are:

Bank of the West
3062 East 9th Street
Oakland, CA 94601
510.434.5250
A Bank of the West ATM machine is located in Rothwell Center.

Bank of America
4054 Macarthur Blvd
Oakland, CA 94619
510.649.6600

Washington Mutual
3438 Fruitvale Ave
Oakland, CA 94602
510.482.7303

There is a Wells Fargo ATM nearby at
3711 MacArthur
Oakland, CA 94619
800.869.3557

Because it may be impractical to open a checking account for a short stay at Middlebury at Mills, we recommend that you rely on travelers’ checks or an ATM card issued by your home bank in order to obtain necessary cash.

Automated Teller Machine
There is an ATM located in the Rothwell Center buildings, in Suzanne Adams Plaza, next to the entrance to the Tea Shop.
Dining

Everyone, including those who have been given special permission to live off campus, is required to eat in the dining hall. All meals will be taken in Founders Dining Hall. Each School is assigned specific dining times for lunch and dinner Monday through Friday. Please eat only in your School’s assigned dining section at your School’s assigned time, and leave the dining room promptly at the end of your scheduled time in order to avoid infringing on the time of other Schools and College staff.

To provide greater flexibility on Saturday and Sunday, Founders will remain open from 8:00 a.m. to 1:00 p.m. All students, faculty, faculty dependents, and summer staff must present Middlebury at Mills Cards at the dining rooms at each meal. Please return your dishes to the dish return area after you have completed your meal. You are welcome to eat and drink as much as you would like within the dining rooms. When leaving, you are welcome to take a piece of fruit, the dessert you are eating or the coffee you are drinking in your own travel mug. All other food and beverage items are to be consumed only in the dining rooms. You should be aware that a $35.00 fine will be imposed on those abusing this privilege. Shirts and shoes are required in all dining areas. Smoking is not permitted inside the dining rooms or on the adjacent terraces. If you have special dietary needs, please make sure to fill out the special dietary needs form on the pre-arrival section of the website, and speak with the Dining Hall Chef after your arrival.

First Meals
The first meal for students is dinner on the day of arrival. If you arrive earlier in the day, you may purchase lunch at Café Suzie, located in Rothwell Center.

Final Meals
The last regularly scheduled school meal is lunch on Friday, August 7th, the last day of classes. A dinner for all remaining students and faculty will be served from 5:00 p.m. to 7:00 p.m. in Founders Dining Hall. The final meal for all students is brunch on Saturday, August 8th from 8:00 a.m.—1:00 p.m. in Founders.

Guest Meals
Guests who speak the language of the School may join the School for meals in the dining hall with the permission of the Director or Associate Director. Meal Charges for Guests: Breakfast $6.75; Lunch $8.75; Dinner $10.75.

Breakfast and Weekend Brunch Schedule (June 12–August 8)
All Schools eat Breakfast from 7:00–9:00 a.m. in Founders Dining Hall, Monday through Friday. Weekend Brunch will be served in the same location from 8:00 a.m. until 1:00 p.m.

Lunch and Dinner

**Italian School**
- Lunch 12:00–1:15 p.m.
- Dinner 6:00 to 7:15 p.m.

**School of Korean**
- Lunch 12:10–1:20 p.m.
- Dinner 6:10–7:20 p.m.

**Arabic School**
- Lunch 1:30–2:30 p.m.
- Dinner 7:30–8:30 p.m.
Other Dining Options
Café Suzie is located in Rothwell Center. Because Rothwell Center is frequented by people from all Schools, other summer programs, and faculty and staff of the College, it is imperative that the Language Pledge be strictly observed, except for necessary contact with Dining Service personnel. Café Suzie’s hours for the summer will be included in your arrival packet.

Meals at Café Suzie are not covered under the Middlebury Meal Plan. Café Suzie does accept cash, credit/debit cards, and points, which you may purchase from the HMDS office in Sage Hall and load onto your Middlebury at Mills ID card.

Academic Matters

Attendance
Participation in all classes is mandatory and an integral part of the academic program. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. No reimbursement will be given in such cases.

Placement Tests
Test results, rather than length of previous study, determine placement in courses. By applying to one of the Language Schools, you have indicated your willingness to accept placement determined by your School on the basis of placement tests. Check your School’s arrival information for times and locations of placement tests.

Your School will also provide you with information about the time and place for advising and course selection.

Registration
Graduate students in the Italian School register for courses in BannerWeb and receive an email with instructions on registration procedures. For all other Schools and programs, course registration happens on site after arrival. Once you have selected courses with your advisor, your registration will be sent directly to the Registrar’s Office. Your courses will be available for viewing on BannerWeb on the first day of class. Please see the Coordinator of your School if you see an error on your schedule.

ADD/DROP Procedures
Add/drop cards are available in your School’s office. You must obtain the signatures of each instructor and the Director or Associate Director of the School. Deadlines are indicated in the following chart. There is a $10 late fee for course changes after the deadline. No new courses may be added after the add/drop deadline. Courses dropped before the add/drop deadline do not appear on your transcript. If you drop a course after the add/drop deadline, but on or before July 8, you will receive a grade of WD. If you drop a course after July 8, you will receive a grade of WDF. Notifying your instructor of non-attendance does not constitute official withdrawal from a course.

Add/Drop Deadlines:
8-week session: June 23
7-week session: June 29
6-week session: July 6
3-week session: end of the third day of class
* Last date to drop without grade penalty for any School is July 8

Transferring from One School to Another
Admission is to an individual School. It is only rarely possible, and never after the first week of classes, for a student to transfer from one Language School to another. The permission of the Directors of both Schools and the Dean of Language Schools is required.
Curriculum
In the intensive language curriculum (3100–3499), you may enroll in courses in one language only, and should normally enroll in courses at one level only. The first digit of the course number does not indicate level.

At the graduate level, Middlebury offers the Master of Arts and the Doctor of Modern Languages degrees. The graduate curriculum in Arabic, Chinese, French, German, Teaching Hebrew as a Second Language, Italian, Russian, and Spanish (courses numbered 6501–6999) is made up of courses in language analysis, literature, the social sciences, history, art and music history, and foreign language pedagogy. A normal load is three courses to be selected in consultation with the Director or Associate Director. First-year graduate students are placed in courses most appropriate to their linguistic proficiency, as determined by the results of placement tests taken prior to registration. Some students may be required to take one or more lower-level courses for undergraduate credit before beginning a full load of graduate work.

Curricular Changes
The Language School directors, along with their associate and/or assistant directors, are primarily responsible for establishing the curriculum each summer in consultation with the Faculty Advisory Board, an undergraduate faculty committee whose members are appointed by the Vice President for Language Schools, Schools Abroad, and Graduate Programs. The result is a balanced curriculum covering language, literature, linguistics, pedagogy, and other fields.

New programs and degrees are reviewed by Language School directors and the Faculty Advisory Board before they are sent for review and consideration to the president and the board of trustees who have final approval.

Master of Arts Degree Candidacy
The Master of Arts degree in Arabic, Chinese, French, German, Teaching Hebrew as a Second Language, Italian, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the Bachelor of Arts degree or the equivalent from a regionally accredited institution is a prerequisite for admission to the Master of Arts program. Students are notified by letter of their formal acceptance into the Master of Arts program after successfully completing three graduate-level courses during their first summer of study on the Middlebury or Mills campus. If a student earns a grade lower than B- in any course during the summer of candidacy, the student will be notified in writing that admission to the Master of Arts degree program has been denied. Students who are denied admission to the Master of Arts degree program may submit a letter requesting reconsideration of candidacy if special circumstances exist that contributed to the negative outcome of the summer of candidacy. Written requests will be reviewed by the director whose decision, in consultation with faculty and the vice president’s office (if necessary), is final. Any student who is granted permission for readmission to the summer of candidacy must successfully complete all courses required for the degree.

Once accepted as a candidate for the Master of Arts degree, students may then complete the Master of Arts degree at a Middlebury C.V. Starr School Abroad or by attending subsequent summer sessions in Vermont. Students in the Arabic or Chinese Master of Arts program may complete the program in four summers on the Vermont campus or one summer and one academic year at the Middlebury Institute of International Studies at Monterey followed by a final summer on the Vermont campus. Students in the Teaching Hebrew as a Second Language Master of Arts program may complete the program in four summers on the Vermont campus or two summers on the Vermont campus and two academic years in hybrid distance learning courses.

A highly-qualified undergraduate student may accumulate, before receipt of the Bachelor of Arts degree or equivalent, a maximum of three graduate units at the Language Schools to be applied toward the Middlebury Master of Arts degree. Such units will not count toward both degrees.

Master of Arts degree students who are assigned a grade of “F” will be dismissed from the program. All other failing grades represent unsatisfactory progress and may jeopardize a student’s eligibility for federal loans, and may be grounds for dismissal from the program. Transfer courses may not be used to make up failures (see Transfer Credits). All failed courses must be made up at a
summer session. A Master of Arts candidate who withdraws from a School Abroad may complete the degree only through further study on the Vermont or Mills campus. Special permission must be granted to complete the degree at a School Abroad.

**Credits and Course Load**

All credit awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in the eight-week session of the Arabic, Chinese, Japanese, Korean, and Russian Schools normally earn four units of credit. Students enrolled in the seven-week session of the French, German, Hebrew, Italian, Portuguese, and Spanish Schools normally earn three units of credit. Students enrolled in the six-week graduate programs of the Arabic, Chinese, French, German, Hebrew, Italian, Russian, and Spanish Schools normally earn three units of credit. Graduate students are not permitted to repeat a course for which they have received a passing grade and earned credit. For all other students, course repeats are allowed only with permission of the director of the school. This permission will only be granted in exceptional cases. To request permission, non-graduate students must submit the request in writing and the request must include justification as to why permission to repeat courses should be considered. If approval to repeat a course (or courses) is granted, only the first grade is calculated into the grade point average, and the course is only counted once for credit, although both grades appear on the transcript.

For transfer purposes, the student’s home institution determines how many credits, graduate or undergraduate, are granted. Students should consult their home campus advisors.

All students must pay the full tuition even if they are carrying less than the full load of courses. We advise against taking more than the normal load. Permission to take a fourth course must be obtained from the Director or Associate Director of the School, and is given only in rare exceptions, and only to graduate students who have studied previously at the School. Students are billed for extra courses after the beginning of the session (see *Extra Course Fees*). Payment in full is due upon receipt of the bill.

A degree must be earned within a ten-year period. All units of credit expire after ten years, whether earned at Middlebury College or transferred from another institution. Thus, credit earned at the 2015 session will expire after the end of the 2025 session. The validity of a degree, which certifies a level of achievement, does not expire.

**Independent Study Courses**

Students may not earn academic credit for independent study courses conducted outside of the summer term (with the exception of courses taught at a Middlebury C.V. Starr School Abroad).

**Transfer Credits**

After formal admission to the program, candidates for the MA and DML degrees may request permission from the Coordinator of their School to transfer from another institution a maximum of the equivalent of one full-time summer of study at Middlebury (three units). Final approval will come from the Registrar’s Office. To be considered for transfer, courses must be valued at the equivalent of one unit of Middlebury credit (three semester hours, four and a half quarter hours, or six ECTS units). For courses taken at institutions on the quarter system, as well as institutions whose courses do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three quarter courses. Please submit in writing which option you intend to follow.

Only courses taken after successful completion of the initial summer and formal admission to degree candidacy can be transferred. Courses taken at other institutions before the first summer of study may not be transferred toward a Middlebury degree, and transferred courses may not be used toward any other degree. Written approval of a course’s transferability must be obtained from Middlebury before registering for the course. Courses that have not been pre-approved will be considered for transfer only in those instances in which a student can demonstrate that pre-approval was not possible (for example, due to a last minute cancellation of a pre-approved course). Middlebury College courses transferred from one degree program are not eligible for another Middlebury College degree.
Courses for transfer must be graduate level and taken at an accredited institution that offers a Master of Arts degree in either the language of study or a related discipline. In either case, to be considered for transfer credit these courses must be taught entirely in the language of the student’s degree program. We do not accept certificate courses, asynchronous online courses, correspondence courses, independent study, courses taught fully or partially in English* or courses from extension or continuing education programs. Students may not transfer courses from our partner institutions abroad if they are not enrolled in our program at the time the courses are taken. For specific Schools’ policies on transfer credits from MAT or M.Ed programs, please consult with the School Director.

*With the exception of the Middlebury-Monterey option of the Arabic or Chinese MA degrees.

The courses must be taught in the foreign language in the areas of language analysis and linguistics, culture and civilization, literature, or professional preparation, and must not duplicate courses already taken for degree credit. All units counted toward a degree must be taken on a graded, not a pass/fail or credit/no credit, basis. No grade below a B- may be applied toward a Middlebury MA degree. No grade below B+ may be applied toward a DML degree. Courses may not be transferred to make up for courses failed at a Middlebury summer session or at a School Abroad. Students with failing grades forfeit as many possibilities of transfer credit as they have failing grades.

Auditing
Auditors are normally not allowed in intensive language program courses. With the permission of the Director of the School and the instructor, and if space permits, regularly enrolled full-time students may audit additional courses at the graduate level in the same School without charge. In rare cases, regularly enrolled students may change their status to that of auditor with the permission of the Director of the School, but never after the third week of the session. Any student who is granted special permission to change their registration status from full-time registered to auditor will no longer be eligible for any grants or Federal loans. Auditors may not change their status to that of regularly enrolled students without permission of the Director of the School, and never after the first week of the session.

Auditing privileges are occasionally granted to individuals not enrolled in one of the Language Schools, with the permission of the Director of the School. Final decisions on the acceptance of auditors are not made until after the completion of formal registration of full-time students. On-campus housing cannot be guaranteed to auditors. Auditors are subject to the Language Pledge and they may take advantage of the co-curricular cultural program of the School, but they may not take an active part in classroom activities or expect out-of-class attention from teachers.

Audited courses are not recorded on the Middlebury transcript for the summer Language Schools or the Middlebury C.V. Starr Schools Abroad.

Auditors should check with School offices about the availability of on-campus housing. After receiving permission to audit from the Director of the School, auditors should see the Language Schools Budget Coordinator, in Sunderland 206, for payment of fees and MiddCard authorization. The auditing costs per week are: tuition=$1170; room and board=$815.

Grades
The following grades are used: A, A-, B+, B, B-, C+, C, C-, D, F. No grade below a B- may be applied to a Middlebury Master of Arts degree, nor below B+ to the Doctor of Modern Languages degree. An A+ grade is available only at the graduate level and represents exceptional level of achievement. Late submission of course work may have a negative impact on your grade as determined by the course instructor. Master of Arts and Doctor of Modern Languages degree students who are assigned a grade of "F" will be dismissed from the program.
Courses dropped after the end of the add/drop deadlines but on or before July 8 are recorded on the transcript with a grade of WD. A grade of WDF is recorded for courses dropped after July 8. Requests for a grade of WD after July 8 will be granted only in cases of documented and unforeseeable medical or family emergencies. Pass/Fail grades and notations of “no credit” or “auditor” are not available.

A change in grade will only be allowed in a case of clerical error or for the reason of fairness to the student. Students who wish to appeal a course grade should consult with the instructor of the course and the Director of the School. The student must write a letter stating the reasons for the appeal and should include copies of all relevant supporting materials. A change of grade form must be completed by the instructor of the course and the Director. Subsequent appeal may be made to the Vice President whose decision is final. Appeal must be made during the six months following receipt of the grade.

NOTE: GPA is calculated for all students attending Middlebury College. The course numbering system will be as follows: undergraduate courses 3100–3499; graduate courses 6100–6999.

For Middlebury College Undergraduates
As with other Middlebury College course work, the following circumstances will result in course work, grades, and GPA being posted to the undergraduate transcript:

- A student taking summer Language Schools undergraduate-level courses.
- A student taking summer Language Schools or Bread Loaf School of English courses at the graduate level who wishes to apply them to their undergraduate Bachelor of Arts degree.

NOTE: Middlebury Undergraduates planning to use summer graduate-level course work toward the undergraduate degree must let the Registrar’s Office know by the end of the summer session. The Registrar’s Office does not solicit students regarding their intentions. Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury BA degree, but are not able to reuse the course work toward a subsequent Middlebury College graduate degree. No changes will be made once the course(s) has been recorded as undergraduate credit.

Graduate work that a student does not want or need applied to the undergraduate BA degree will remain with the GR attribute and will show only on the graduate-level page of the transcript. In such a case, GPA would be calculated at the graduate level and this becomes part of the overall Middlebury record.

Post BA: Courses taken and grades earned at a Language School at the undergraduate level after the Middlebury BA has been awarded will not be included in the BA GPA.

Incompletes
Incompletes are seldom given in the summer session and only for illness or compelling reasons, and must have the approval of the Director or Associate Director of the School. There must be a clear written understanding between the faculty member and the student as to the conditions under which the incomplete grade is to be completed.

To petition for an incomplete grade, you must fill out an Incomplete Request Form available from the Director of your School. Both the instructor and the Director or Associate Director must sign the form. A grade of “incomplete” that has not been completed within three months of the end of the session automatically becomes a failure (F). It is the responsibility of the student to make sure that this deadline is respected. Reminders will not be sent by the Registrar’s Office.
Grade Reports
Final grades will be available online (BannerWeb) approximately two weeks after the end of the session. Students will be notified via email when final grades are available. Grades are never released over the phone. Students will need their student ID number to access grades via BannerWeb.

Student Records
In accordance with FERPA (Family Educational Rights and Privacy Act of 1974), students or former students of Middlebury College have the right to inspect all educational records placed in their files after January, 1975. NOTE: For additional information please see the Middlebury College Web site: http://www.middlebury.edu/about/handbook/academics/student_records_FERPA or contact the Registrar’s Office.

The Language Schools maintain several types of student records:

- Summer directory information—student’s name, campus address, and home address. Distribution is limited to the individual School. If you do not want to have your name appear in this directory you should notify the coordinator of your School.
- Academic records—A transcript for each student is maintained by the Registrar’s Office. The transcript contains grades and related academic information, as well as notations of graduation, withdrawal, and degrees received.
- The administrators of the Schools keep, in the School offices, applications, correspondence, brief memoranda of conferences with students, and evaluations of students’ work by instructors, when they judge that such information may be useful or necessary in giving continuing counsel.
- Students should consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform the College not to release directory information, any future requests for such information from persons or organizations outside Middlebury College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring instructions that such information be withheld.
- Requests for non-disclosure must be submitted in writing to the Registrar’s Office. Forms for making such requests may be obtained from the Registrar’s Office in Forest Hall.
- For purposes of legitimate interviews and letters of recommendation, students may authorize the use of educational academic records (information on the transcript) and the Schools’ non-academic records. If students authorize the use of academic records for legitimate inquiry, e.g., security clearance or job references, the Registrar may also indicate to inquirers the names of administrators and instructors who might act as further references. Other inquiries will not be filled without the specific written permission in each case from the student.

Students may inspect and review their education records upon request to the appropriate record custodian (Registrar’s Office) within 45 days from the receipt of the request. Middlebury College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of “education record.”

Students may challenge the contents of their educational records. If School officials receiving the challenge issue a response that is unsatisfactory to the student, a formal hearing may be held. Requests for changes in a student’s educational record should be made in writing to the Senior Associate Registrar, Jennifer Thompson.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by Middlebury College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5920
Transcripts from other institutions and letters of recommendation used in support of application to Middlebury College cannot be released to another institution or to an employer. Letters of recommendation written in support of a student’s application may be used for no other purpose, nor can they be returned. Additional information about student records is available from the Registrar’s Office.

Transcripts
Students have two options when requesting an official transcript: online or by mail. Instructions for ordering a transcript can be found on the Registrar’s Office webpage. Transcripts ordered online can be delivered hard-copy by mail or electronically by secured email. If you choose to have your transcript delivered electronically, be sure that the recipient will accept a transcript delivered this way. A fee of $8 is charged for each transcript ordered online ($5 transcript fee plus $3 online service fee).

To request a transcript by mail, print the Transcript Request form (available on the Registrar’s Office webpage and in Forest Hall) and mail to the Registrar’s Office in Middlebury. A fee of $5 is charged for each official transcript.

No transcripts are issued to or for students who are financially indebted to the College until satisfactory arrangements have been made with the Bursar’s Office.

Graduation
The 2015 Commencement ceremony for Schools on the Mills campus will take place on Thursday, August 6, at 4:00 pm at the Littlefield Concert Hall. If you expect to receive the MA or DML degree at the 2015 Commencement, you must confirm in advance with the Coordinator of your School that the School has received all necessary transcripts for transfer credits and that you have taken care of all other details. August degree candidates must complete all transfer work by May 31 of the year of graduation, and March degree candidates must complete all transfer work by January 10.

In the spring, you will be sent an email that includes a link to a brief commencement questionnaire. All students must complete the questionnaire regardless of their intention to attend commencement. All students who participate in the August commencement ceremony must purchase and wear a cap and gown. An email with commencement procedures and details will be sent to all graduates in July. MA fee for gown is $48.69. Gowns (includes hood, mortar board and tassel) are ordered by random sizing, S, M, L, and are yours to keep. For information on personalized announcements, go to www.jostens.com.

Evaluation
You will be asked to complete online forms evaluating your summer experience. These evaluations are confidential: student names are not required and no faculty member will see the evaluation forms until grades have been submitted. You will also be asked to complete a general survey designed to help us improve our overall programs and facilities. We appreciate your cooperation in completing these questionnaires.

Survey Policy
All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the office of the Vice President for the Language Schools. The VP’s office will contact the Director of the School (or Schools) involved for their permission. No surveys may be conducted without permission from both the VP and the Director(s) of the School(s). Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements or grades. If students are involved, the survey must also be approved by the Institutional Review Board.
College Services and Facilities

Library
Middlebury language materials will be housed in the F.W. Olin Library. The Mills library also has Italian and Korean collections, which students in the Italian and Korean schools may use. Mills and Middlebury language materials are housed in different sections, using different call number systems. You can locate all materials using the Mills Library catalog http://library.mills.edu. For further information and online access see the Middlebury at Mills portal (http://go.middlebury.edu/middatmills).

Middlebury at Mills students also have access to all of Middlebury’s library resources. To view Middlebury library’s resources see the Library Home Page (http://go.middlebury.edu/lib). From this page there are two searching options for finding books, journal articles, and other materials. Summon, the default search on the library’s homepage, searches across the library’s catalog (MIDCAT) and the majority of the databases to which Middlebury subscribes. MIDCAT is the other search option, and searches the physical collection in Vermont, and Middlebury’s collection of e-books.
Subject guides for Arabic, Italian, Korean are accessible at: http://go.middlebury.edu/guides

The MLA International Bibliography indexes critical works on language, literature, and folklore. It is available through the online system (1926–present) go.middlebury.edu/mla. (You will be prompted to input your Middlebury user name and password for this and other proprietary databases.)

Journal articles or book chapters not available at Mills or in full text through the Middlebury College Library website may be ordered through the ILLiad (http://ill.middlebury.edu/illiad/mdy/logon.html) interlibrary loan system. These will be delivered electronically to your e-mail usually in 24 to 48 hours.

Books not at Mills may also be ordered through ILLiad, but usually take ten days to two weeks to arrive. No orders for ILL will be filled after July 22nd.

Newspapers and Periodicals
The Library subscribes to a number of foreign language newspapers and periodicals, many of which are available online. Consult the online catalog, online subject guides, or print and e-journals through the Middlebury at Mills portal or through the Middlebury catalogues at: go.middlebury.edu/journals.

Audio-Visual Technical Services
Audio and Visual equipment and support is provided to students, faculty, and staff by the Office of Information Technology Services. The Audio-Visual Technical Services Center (AVTSC) is located in the Fine Arts Annex, Room 113. For assistance, please contact your bilingual, program coordinator, or the AVTS staff, at 510.430.2211.

Technology Help Desk
The Technology Helpdesk offers assistance with computing needs. Please call ext. 2005, send an email to helpdesk@mills.edu, or stop by Lucie Stern, Room 21. Helpdesk staff summer hours are generally 8:00 am to 4:30 pm, Monday through Friday. Please contact your school Technical Assistant for help outside of those hours. A copy of the Middlebury at Mills LIS Student Guide is available online at: http://sites.middlebury.edu/middatmills/help-with-technology/. It contains extensive information on services and support, use of facilities, access to your computing accounts, how and where to print, how to use email and insert foreign characters into documents.

Academic Computing Facilities
Computing laboratories in designated buildings are available for your use. Designated computers provide word processing in Arabic and Korean, with word processing and spell checking support in Italian. We recommend that you bring your own computer with you if at all feasible.
Campus Network Access from Residence Hall Rooms
If you bring your own computer to campus you may connect to the Mills College campus wireless network from your residence hall room. Please visit the Technology Helpdesk in Stern 21 for help accessing the wireless network.

Computer Account and Password Service
You can learn your username and set passwords for your email and network accounts on the Web at go.middlebury.edu/password. You will be asked for your college ID number and 6-digit BannerWeb PIN to identify yourself for this service. Information on your computer accounts is outlined below.

BannerWeb PIN
Your BannerWeb PIN defaults to your six-digit birth date (mmddyy). You will be prompted to create a new pin the first time you log into BannerWeb. Your BannerWeb PIN must be a 6-digit number.

Electronic Mail
An email account is available to you as a Middlebury at Mills student. You can access your email through the Web at go.middlebury.edu/webmail. You can learn your username and set the password for your email account on the Web at go.middlebury.edu/password. If you wish to forward your Middlebury email to an existing email account, you can do so at go.middlebury.edu/forward.

Student Email Policy: Email is considered an official method for communicating with students at Middlebury Language Schools. Official email communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized College email account. Students who choose to forward email from their College email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

File Storage
Please bring a USB file storage device, or thumb drive, with you to campus. A USB device provides the most convenient way to back up files and allows you to work on your laptop in your dorm room and in designated computer labs on campus.

College Book Store
The College Book Store, located in Rothwell Center, sells required textbooks and foreign language reference books. General supplies, Language School clothing, dorm supplies and personal care products are also available.

The College Book Store accepts cash, checks, credit cards or points, which can be purchased and loaded on to your Middlebury at Mills ID card at the HMDS office in Sage Hall. Please note that points for the bookstore and points for Café Suzie are not interchangeable.

College Book Store Hours
9:00 a.m.–5:00 p.m. Monday through Thursday
9:00 a.m.–3:00 p.m. Friday
Saturday & Sunday Closed

Career Services
A Career Panel will be held during the Language School Session.
A full range of career resources is also accessible on the Career Services Office homepage:
http://www.middlebury.edu/academics/resources/cso.

To speak to the Career Services Office at Middlebury College in Vermont, call 802.443.5100 between the hours of 6 a.m. and 2 p.m. (PDT) or send an e-mail to cso@middlebury.edu to make a phone appointment.

Credentials Files
Career Services uses Interfolio, www.interfolio.com, an online system that streamlines the process of maintaining and sending references.

- Employers and graduate schools receive sensitive credentials information such as transcripts (official or unofficial), writing samples, letters of reference (confidential or open), examples of work, awards/certificates/proof of graduation, or other documents from applicants in a secure and convenient way.
- The process begins when an applicant visits the site and creates an account.
- Payment can be made by major credit card or other convenient methods.

Medical Emergencies and Off-Campus Health Care
For medical emergencies call 911. Afterwards, please call Mills College Public Safety at 510.430.5555 or x5555 so that they can direct medical personnel where to go on campus when they arrive.

For all other health care, Middlebury at Mills uses Concentra, a comprehensive facility with locations in Downtown Oakland and nearby San Leandro. The Oakland clinic is located at 384 Embarcadero West, about 8.6 miles from the Mills campus, and is open from 8:00 a.m. to 5:00 p.m. Appointments are not necessary for Urgent Care, but can be scheduled by calling 510.465.9565 during business hours or after hours by calling 510.204.2750. The San Leandro clinic, which also offers Urgent Care, is located at 2587 Merced St., San Leandro, CA, about 7.5 miles from the Mills campus, and is open from 7:00 a.m. to 6:00 p.m. This location can be reached by telephone at 510.351.3553 during business hours or after hours at 510.667.4545. Please visit http://www.concentra.com/ for further information.

For a complete list of insurance carriers accepted by Concentra, visit:  http://www.concentraurgentcare.com/Your-Visit/Insurance-Accepted/

You may also be evaluated at Alta Bates Summit Hospital Emergency room at 350 Hawthorne Ave, Oakland 510.655.4000, approx. 5.5 miles from Mills campus, a 9 minute taxi ride or drive, or at Kaiser Permanente ER (if you are covered by Kaiser Insurance) at 280 W. MacArthur Blvd, Oakland, approx. 5.5 miles, 9 minutes, 510.596.1000. The cost of hospital emergency care is considerably more expensive than seeing a private physician in the community for routine care.

Some private physicians in the area are: Dr. Jonathan Noble, MD, 2500 Milvia Street in Berkeley, Suite 218. Office hours are from 9 a.m. to 5 p.m. Monday through Friday at 510.848.7070. Dr. Noble’s offices are located about 8.5 miles, 15 minute taxi or drive from Mills Campus. Alameda Center Physicians have office hours Monday through Friday 9 a.m. to 6:30 p.m. and weekends 9 a.m. to 12:30 p.m.. Alameda Center Physicians are located at 501 South Shore Center West, Suite 103 C, Alameda, about 5 miles and an estimated 17 minute drive from Mills Campus, phone: 510.769.1118.

Release from Medical Centers
Students needing care after being released from the hospital for illness, injury, or alcohol-related incidents may be asked to make their own arrangements for lodging. The college residence halls are not equipped to provide this type of recuperative care. In some cases, and with permission of the Dean of Language Schools, students will be permitted to attend classes or participate in co-curricular activities while being lodged off campus or while being cared for by a friend or relative.
Student Accessibility Services and the Americans with Disabilities Act (ADA)

Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended (“ADA”) and applicable state laws, which prohibit discrimination against qualified individuals with disabilities on the basis of disability. Middlebury designates the Dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury’s compliance with such laws may contact the Dean of the College.

If an employee (faculty or staff) has a disability and may need an accommodation, the employee should contact the Human Resources Office at ext. 5465 or the Office of the Assistant Dean of Language Schools for guidance (ext. 5685) as soon as possible.

If a student in the summer Language Schools tells a faculty member that they have a disability and may need an accommodation, the faculty member should contact Student Accessibility Services (formerly the Americans with Disabilities Act Office) at ext. 5936. You may also refer the student to Student Accessibility Services for assistance.

Under no circumstances should a faculty member make an accommodation for a student without first consulting with the Director of the School and Student Accessibility Services. Faculty should read and familiarize themselves with the ADA Policy contained in the Middlebury College Undergraduate Handbook. The ADA Policy is also available from Student Accessibility Services in a variety of accessible formats and on the Web at http://www.middlebury.edu/studentlife/doc/ada.

Questions regarding disabilities and requests for accommodations should be handled promptly and confidentially.

What guidelines does Student Accessibility Services use?

Student Accessibility Services at Middlebury College provides services for students with qualifying disabilities within the guidelines set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

What qualifies as a disability in Student Accessibility Services?

Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person’s major life activities and may necessitate modifications to the facilities, programs, or services of the College.

What do I do if a student requests an accommodation?

Please do not make accommodations for a student without first consulting with the Director of the School and Student Accessibility Services. The ADA Committee and/or Student Accessibility Services must determine the eligibility of all students who request accommodations for their disabilities. Please contact us immediately if a student is requesting assistance that is not generally given to all students.

What are some of the accommodations provided by Student Accessibility Services?

We work as facilitators between the faculty, staff and students in an effort to find solutions that are logical, practical and do not alter the nature of your program. Services can include extended time on exams up to double time, the assigning of note takers or readers, alternative exam spaces, audio books, screen-reading or large-print software, interpreting services, assistive listening systems, and much more. Please contact us if you have questions as to what may or may not be an accommodation.

What is meant by confidentiality?

Middlebury College maintains strict confidentiality for our students with disabilities. Please do not discuss the special needs or requests of the students served through our office with other faculty and staff. The information that students provide to Student Accessibility Services regarding any special needs they may have is to be seen only by the individuals involved in the coordination
and facilitation of services required to make our programs accessible. Most often, the special needs of a student are shared only with their professor and the Director and Coordinator of the School in which the student is enrolled. 
http://www.middlebury.edu/studentlife/doc/ada/policy

Insurance

Personal Health Insurance: In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident, Middlebury College requests all students to have personal health insurance. If you do not already have health insurance that will provide coverage while at Middlebury, you should obtain coverage prior to arrival on campus. International students, in particular, should ascertain that their health insurance is valid in the U.S. While Middlebury strongly encourages students to have health insurance, the College is not able to provide assistance with, or advice regarding, obtaining coverage. Please check with local providers or exchanges.

Accident Insurance: Middlebury College provides supplementary accident insurance for students while they are enrolled in the summer session. The coverage is minimal and will pay for the expense of treating injuries up to a maximum of $2,000 for any one accident. Covered treatment includes X-rays, laboratory tests, surgery, physician’s visits, nursing care, hospital care and treatment, and prescription drugs. The coverage of expense for dental treatment of injuries to sound natural teeth is limited to $500.

Claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 90 days to:
BMI Benefits
P.O. Box 511
Matawan, NJ 07747
Toll free: (800) 445-3126
Fax: (732) 583-9610

You should be aware of the limitations and exclusions of this plan before making a claim for benefits. A claim form is not required; however, an itemized bill, HCFA 1500, or UB92 form should be used to submit expenses.

Middlebury at Mills Counseling Services
Contact information and office hours for the Middlebury at Mills Counselor will be provided in your arrival packet.

Emergencies after hours or on weekends:
Contact Public Safety x5555 or call 911
The Middlebury at Mills Counselor is available for crisis intervention, short-term counseling, and referrals to local therapists for those wishing for more long-term assistance. The counselor particularly understands the stresses of immersion language study and can support students in discussing issues that arise in this intensive environment, as well as other concerns students may have.

The Language Pledge is suspended in counseling sessions.
Twelve-step and other support groups are available in the Oakland/Bay area. For more information, contact the Middlebury at Mills Counselor.

Immersion Stress

The Language Schools are renowned for their excellence in producing high levels of language acquisition. The experience of language immersion, combined with the Language Pledge, open opportunities for students to communicate in their target language and deepen their cultural understanding. Here are some important points to remember as you enter the program:

- Language is one of the primary modes of self-expression. When learning a new language, we are initially limited in our ability to demonstrate our cognitive and creative capabilities, using our fledgling language skills.
- Embarking on a new language is like entering a new reality, for language is used not only for communication but as the
medium through which we construct our world. The words available to us influence how we think about things.

- In this “new reality” our sense of self may be altered. Because of our limited language abilities, we may begin to perceive of ourselves as less competent than in our “native language personalities.” This may be unnerving for Middlebury language learners who are highly accomplished professionals, teachers, graduate students, or undergraduates in their “real” lives.

- When arriving at Middlebury, one is confronted with a unique social milieu. Making friends and discovering one’s position within this setting are natural concerns. With limited communication skills, it may be difficult to let one’s personality shine through.

- A social hierarchy may develop, where more accomplished speakers seek out other accomplished speakers. Relatively inarticulate beginners may feel frustrated at their inability to express complex ideas or make a precise point. They may find their ability to relate to others affected.

- Some students react by withdrawing from social interactions and feeling a lack of self-confidence. Depression or anxiety may result. Students often go through several phases of feelings with regard to the Language School experience. “Should I even be here?” “Am I at the right language level?” are questions that some students confront at the outset.

**Coping Strategies**

- Seek out opportunities to engage in activities where your skills, intelligence, and creativity can be expressed. It will remind you about who you fully are.

- Participate in sports and exercise; this is an excellent mode of self-expression that requires minimal language use.

- Go for a long walk alone: enjoy nature and solitude.

- When necessary, call family and friends at home to put Language School (and other) concerns in perspective.

- Visit Counseling: they can provide you with a space where you can talk about your concerns (in English) and allow the full expression of your personality. (The Language Pledge is suspended at the counseling center.)

- Most of all, try not to be too hard on yourself. Remember, making mistakes is a natural, integral part of learning a new language.

**Tips on Being a Good Language Learner**

- **BE OBSERVANT:** Keep your eyes and ears open. Much of what you need is going on around you rather than in your teaching materials.

- **BE (OR BECOME) AN EXTROVERT, PARTICIPATE:** Jump in, ask when you don’t know, make mistakes. Experiment, learn to develop guessing strategies, and be willing to make hypotheses.

- **BE PREPARED FOR FRUSTRATION:** Interacting with others in another language can be a humbling experience. Increasing one’s proficiency in a second (or third) language and culture takes both time and concentrated effort. Learn to be self-conscious in a productive way. Get some exercise and stay as rested as you can.

- **BE YOUR OWN TEACHER:** Develop your own strategies, figure out what works for you - taking notes outside of class, mnemonic tricks, talking to yourself, etc.

- **USE MEMORIZATION:** Look for routines, fixed or formulaic chunks of language you can use over and over, bits of songs or plays, etc.

- **AIM FOR DISCOURSE, NOT WORDS:** Think beyond the sentence, in terms of context, relationships, and overall meaning. A perfectionist’s approach to detail will almost certainly prove counterproductive. Especially in the beginning, attention to meaning should come before attention to form.
• GO WITH THE FLOW: Do not rely on rules or explanations to the exclusion of keeping things moving. Develop your ability to paraphrase and use circumlocutions when you do not know a word, rather than give up or lapse into silence.

Pharmacies closest to Mills

Walgreens
3434 High St, Oakland
Tel: 510.261.1984

High Street Pharmacy
4248 Macarthur Blvd
Tel: 510.530.1335

CVS Pharmacy
4100 Redwood Rd.
Tel: 510.530.1990

Transferring Prescriptions:
You may also transfer a prescription from your home pharmacy to a local pharmacy. To do this, call the pharmacy of your choice to make those arrangements.

Religious Services
The Oakland and greater Bay Area community offers many opportunities for worship. Information on local area worship may be found on the Mills Chapel website at www.mills.edu/campus_life/spiritual_religious/faith_communities.php

Recreational and Cultural Facilities
Because recreational facilities are frequented by people from all Schools working in close proximity, it is imperative that the Language Pledge be strictly observed, except for necessary contact with athletic facility personnel. Listening to television programs in English in the Fitness Center is considered a violation of the Pledge.

Information on the Haas Gymnasium, fitness center, outdoor heated pool and outdoor tennis courts will be included in your arrival packet.

Soccer/Volleyball
The Language Schools conduct a co-curricular, co-ed, inter-School soccer and volleyball program to provide opportunities for recreation and language practice. Everyone playing, watching, and coaching soccer or volleyball has a shared responsibility to uphold high standards of teamwork, sportsmanship, and fair play so the soccer and volleyball program will be beneficial to all.

Cultural Events
Each of the Language Schools sponsors its own selection of films, plays, readings, concerts, and special events, and each School maintains its own calendar of activities.

From time to time, various departments of the College and organizations within the community sponsor concerts and other cultural events on the Mills campus. Language Schools faculty and students are welcome to attend arts events that do not pose a violation of the Language Pledge.
**Museum of Art**
The Mills College Art Museum, founded in 1925, is a dynamic center for art that focuses on the creative work of women as artists and curators. The museum strives to engage and inspire the diverse and distinctive cultures of the Bay Area by presenting innovative exhibitions by emerging and established national and international artists.

The Museum is free and open to the public.

**Museum of Art Hours:**
Tuesday–Sunday 11:00 a.m.–4:00 p.m.
**Wednesday 11:00 a.m.–7:30 p.m.**

**Energy Conservation**
Middlebury Language Schools encourage everyone to conserve energy and water resources. Please turn off lights and appliances when you leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted. If individual refrigerators are brought into dorms they should be an Energy Star qualified brand. Fees for any refrigerators rented through Mills College will be donated to the Mills Ecological Sustainability Center.

**Recycling**
The College provides faculty, staff, and students with blue personal recycling bins for temporary storage of recyclable materials. You are responsible for sorting these materials into the appropriate bins at the Centralized Recycling locations in your building. Cardboard boxes should be broken down and left near recycling bins.

Batteries are hazardous waste and must not go into the trash. Batteries and fluorescent light bulbs should be separated and placed in the eWaste recycling box next to the soda machine outside of HMDS in Sage Hall, or in the Mail and Copy Center. Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles directly in the trash! Please securely tape needles in a milk carton and then dispose of carton.

**Before Leaving Campus**

The last day of the 2015 summer session is Friday, August 7. You should arrange to leave campus as soon as your classes and examinations have ended. Check out at the Housing Management and Dining Services office, Sage Hall 138. All students must check out by 10:00 a.m. on Saturday, August 8. Remember that the Language Pledge is in effect until you depart. Please be particularly security conscious during the closing days of your session, and remember to take all your belongings with you. The Language Schools are not responsible for forwarding articles left on campus. Here is a checklist of things to do before you leave campus:

- **Return your key to the housing office.** Return your key to a Housing Representative in Sage Hall M-F from 9-5. To return key after hours, place key in a key envelope (supplied by bilingual or coordinator) labeled with your name, dorm and room number, in the drop box outside Sage Hall. **If your key is not returned within 3 days after the end of the term, a fine of $100 will be incurred. Late returned keys, or keys left in dorm rooms/doors will not be credited.**

- **Pay any traffic or parking fines, library charges, or other debts.** Transcripts may be withheld until all obligations to the College have been paid.

- **Return library books, AV equipment** and other items borrowed from the School or from other areas of the College. **Do not leave these items in dorm rooms.**

- **Clean out your room.** Residents who do not leave their room in a neat condition will be charged a cleaning fee.

- **Recycle.** It is against California law to throw away items that could be recycled, including paper, cardboard, and electronic items. Recycling & electronic waste receptacles are available in your dorms.
Dormitories close at 10:00 a.m. on Saturday, August 8. Students may not remain in the dormitory after that time.

Notaries
To find notaries located near to Mills Campus, consult one of the following websites:
http://www.123notary.com/
http://www.notarypublicdirectory.com/

Middlebury at Mills Packing Checklist

Middlebury at Mills Packing Checklist
• Sheets (standard twin size)
• Mattress pad (mattresses have plastic covers for hygienic purposes)
• Pillow
• Blanket
• Extra blanket or sleeping bag
• Towels
• Alarm clock
• Rain gear
• Sports attire
• Coat and sweater (summers can be chilly in the Bay Area)
• One nice outfit
• Shower flip-flops
• Shower caddie for toiletries
• Reading lamp and light bulbs
• Extension cords with electrical surge protector strip
• USB storage drive
• Computer
• Flashlight, batteries
• Medications and First Aid Supplies
Middlebury at Mills Language Schools

School Offices
School offices are normally open until 5:00 p.m. and are closed during the lunch period of the School. School locations will be included in your arrival packet.

Michael Geisler, Vice President for Language Schools, Schools Abroad, and Graduate Programs
geisler@middlebury.edu
802.443.5275

Stephen Snyder, Dean of Language Schools
ssnyder@middlebury.edu
802.443.5979

Elizabeth Karnes Keefe, Assistant Dean
karnes@middlebury.edu
802.443.5685

Sandra Bonomo, Faculty Personnel Coordinator (salary, medical insurance)
bonomo@middlebury.edu
802.443.5543

Jennifer Thompson, Associate Registrar
jenthompson@middlebury.edu
802.443.5917

Administrative Information
Middlebury at Mills Language Schools Administrative Offices are normally open from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. PDT, Monday through Friday.

Middlebury at Mills Administration

Dan Fisher, Operations Manager
dfisher@middlebury.edu
510.430.2284

Sasha Miyamoto, Program Coordinator
smiyamoto@middlebury.edu
510.430.2285

School Coordinators:
Arabic
Barbara Walter
bwalter@middlebury.edu
802.443.5230

Korean
Wendy Butler
wbutler@middlebury.edu
802.443.5215 (VT)

Italian
Kara Gennarelli
kgennare@middlebury.edu
802.443.5727