May 2015

Dear Colleague,

I am writing to you with information and reminders about the upcoming session.

(1) Pre-arrival web site. Please refer to our pre-arrival web site, and read the information carefully. The Middlebury at Mills Handbook and Faculty Supplement should answer many of your questions about the session at Mills.

(2) ID photos for new faculty, staff, and family members. If this will be your first summer at the Mills campus, please email a digital photo of yourself to millsdigitalphotos@middlebury.edu (jpg format). The photo should show your head and shoulders only, like a passport photo. Once we receive your photo, we will prepare your Middlebury at Mills ID card, which is required for access to the offices, dorms, dining halls, and other campus facilities. If you do not send your photo in advance, your ID will be made at the Mills Housing Office while you wait.

If you are bringing family members who are new to Mills, please send a digital photo for each family member (children under 5 years of age do not need a photo).

(3) Arrival on campus. If you haven't yet made travel plans, Oakland International Airport is closest to campus: you may take a cab or shuttle service from there. Taxi fare from Oakland Airport will be at least $30 plus a 15% tip. Shuttle service from SuperShuttle or Bayporter Express will cost slightly less, with savings if you are traveling with others. With Supershuttle or Bayporter Express, you can reserve and pay for your ride in advance – use ZIP code 94613 when reserving.

San Francisco International Airport is somewhat farther away: from there, we recommend taking a shuttle service, since the ride can take an hour or more in traffic. Taxi fare from San Francisco Airport is expensive: at least $75 plus tip. Shuttle service from SuperShuttle is about $45 plus tip ($10 per extra passenger, if you are traveling with others). Bayporter Express offers shuttle service at a similar rate.

Please give your taxi or shuttle driver the full address:

Mills College
5000 MacArthur Boulevard
Oakland, California 94613

It is a good idea to print out this address, so you can hand it to the driver.

Please note that the Arabic School is not able to provide airport transportation for faculty or staff. The shuttle services mentioned above are only suggestions; please feel free to make your own arrangements.
When you arrive at Mills campus, your taxi or shuttle will enter the main gate and stop at the guard kiosk, where you will check in with the Public Safety officer on duty. The officer will arrange for someone to meet you at Sage Hall, where you will pick up your room key and ID card. From there, you may go to your room and settle in.

**IMPORTANT:** We understand that travel plans may change. **If you or your family members must change your dates of arrival or departure from Mills campus, please notify me by email as soon as possible.** We must inform Mills College of all arrivals and departures on a daily basis, so that rooms can be prepared, Public Safety can be notified, and so on. Thank you very much for keeping me informed about all arrivals and departures.

(4) **Weather and climate.** In the Bay Area, the weather usually warms up toward the middle of the day, but the summer mornings, evenings, and nights can be quite cold. You should not need a heavy coat, but light layers are a good idea: jackets, sweaters (pullovers), etc. The summer is the dry season, and there is typically little rain.

(5) **Mailing address.** Your mailing address at Mills campus will be as follows:

Your Name  
Arabic School Faculty (or Staff)  
Middlebury at Mills Language Schools  
5000 MacArthur Blvd.  
Oakland, CA 94613

(6) **Opening weekend.** In the Arabic School section of the pre-arrival web site, you will find a schedule of opening activities for faculty and staff. This document provides an overview of your first few days at Mills, including the meal times. You will receive more details at the first faculty meeting at 9:15 am on Thursday, June 11, in the Warren Olney dining room.

(7) **Tax forms.** On Thursday afternoon (1-4pm), all faculty and staff members will visit the Middlebury at Mills administrative office to fill out tax forms. **All faculty and staff, including US citizens, should bring their passports,** and international faculty will need to present their visa documents. In order to receive paychecks from Middlebury, the tax forms must be filled out at the beginning of the session. If you have a US Social Security Number, be sure to bring this number with you, so you can write it on your tax forms. (If you do not have a US Social Security Number, we will help you apply for one later in the session.)

(8) **Medical care.** The Mills campus does not operate a medical clinic, but a local clinic called Concentra, near downtown Oakland, has agreed to see our faculty, staff, and students. There will generally be a charge for each visit, unless your insurance plan covers the entire cost. If you need to visit the Concentra clinic, be sure to bring all insurance cards with you. Concentra provides routine and urgent medical care, but for medical emergencies, there are several hospitals nearby, in Oakland, Alameda, and Berkeley. The Concentra clinic can be reached by taxi or by the 58L bus, which stops at the Mills campus gate. For urgent or emergency situations, we can provide transportation by car or call an ambulance.

**If you are currently covered by health insurance,** please bring your insurance card(s) with you, even if you don’t believe that your plan provides coverage at Mills. Present your insurance cards when visiting a clinic or hospital. If you have overseas coverage, we suggest that you keep all medical
bills from the US, and see if you can receive reimbursement when you return home. **If you are regularly taking any medications**, please bring an adequate supply with you (if possible, enough for the entire summer). In the US, you must have a prescription from a doctor in order to purchase many medications. To get a prescription, one must usually pay for an office visit with the doctor.

**If you are traveling from overseas and will be covered by the emergency insurance plan offered through Middlebury, please understand this is accident and emergency insurance only.** It is designed to reduce high medical bills due to an unexpected accident or emergency; it does not provide comprehensive medical coverage. For example, it does not cover treatment for existing or chronic conditions, nor does it help cover the cost of medications. Still, be sure to present all insurance cards at the Concentra clinic. If they can bill the emergency plan for part of your medical costs, they will do so. **If family members will be traveling from overseas to join you at Mills**, they will generally need emergency insurance coverage from Middlebury in order to obtain a visa. For more information, please contact our office of [International Student and Scholar Services](mailto:isss@middlebury.edu).

(9) **Travel mugs.** You may wish to bring a travel mug to campus, so you can take coffee or tea to go from the dining hall. Travel mugs are available for purchase in the Mills bookstore.

(10) **Travel within the Bay Area.** We do not recommend that you walk or jog in the neighborhood surrounding Mills College. To get to a shopping or restaurant district, we suggest that you use our free weekend shuttle service or public transit buses. You will receive a shuttle schedule once you arrive on campus.

On weekends, our free shuttle van will run from Mills campus to the Rockridge section of Oakland, a neighborhood with shops, restaurants, supermarkets, and a BART (subway) station with service to San Francisco and Berkeley. There is also a public transit bus stop next to the main gate into Mills campus. Three bus lines stop there regularly, with service to downtown San Francisco and various points in Oakland (the Laurel district, supermarkets and a drugstore on Fruitvale Avenue; the Lake Merritt/Lakeshore district; restaurants along Piedmont Avenue; downtown Oakland, etc.). For more information, please consult the transportation guide posted on the pre-arrival web site.

Please let me know if you have any questions. Although I will continue to work as the Arabic School Coordinator during the summer, I will not be traveling to California, but will remain on the Vermont campus of Middlebury College. I will work to assist you in any way possible, but you will probably prefer to approach Dr. Abdalla or one of the bilingual assistants with your questions first. We will all be working together to make this a great summer for faculty, staff and students. I wish you a safe and pleasant journey to Oakland!

Sincerely,

Barbara Walter
Arabic School Coordinator
802.443.5230
bwalter@middlebury.edu

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**In case of emergency or lockout (from any room or building) on the Mills campus, call Mills Public Safety at 510.430.5555 (or 5555 from a campus phone). Please save this entire number as a contact in your mobile phone.**