GENERAL INFORMATION
# FALL SEMESTER 2010 ACADEMIC CALENDAR

Beginning August 16 and Ending December 17. Saturday Classes Beginning August 21 and Ending December 11.

## Schedule of Important Fall Dates

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### SCHEDULE OF IMPORTANT FALL DATES

(Class Days Are Shaded. Holidays Are Bold)

- **August 15**  
  California Residency Determination Date

- **August 16**  
  FALL INSTRUCTION BEGINS – Day and Evening Classes

- **August 21**  
  First day of Saturday classes

- **August 16 – September 3** in-person, **September 6** on-line Classes may be added with Add Authorization Code (obtain from instructor)

- **August 30**  
  Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition

- **August 31 – October 29**  
  File application for Fall graduation and Certificate of Achievement

- **September 6**  
  Holiday (Labor Day) – no classes – COLLEGE OFFICES CLOSED

- **September 10**  
  Last day to drop a full-semester class without a W grade

- **September 17**  
  Last day to file a Petition to Add a Class Late

- **September 21**  
  Last day to request Pass (P) No Pass (NP) grade

- **October 15**  
  End of midterm period

- **October 22**  
  Midterm grades available at http://mycom.marin.edu

- **November 11**  
  Holiday (Veterans Day) – no classes – COLLEGE OFFICES CLOSED

- **November 12**  
  Last day to drop a full-semester class with W grade

- **November 25 - 27**  
  Thanksgiving break – no classes – COLLEGE OFFICES CLOSED

- **November 30**  
  Last day for accepting International Student Applications for Spring 2010

- **December 10**  
  Last day for accepting International Student Applications for Spring 2010

- **December 10**  
  Last day of classes before final examinations

- **December 11 - 17**  
  FINAL EXAMINATIONS

- **December 17**  
  Last day to remove an Incomplete received from the previous semester

- **December 20 – January 21**  
  Winter break – no classes

*NOTE: Deadline dates listed above apply to full-term classes only. For short-term classes, please consult the deadline dates on the Short-Term Classes listing in the Schedule of Classes.*

January 7  
Final grades available at http://mycom.marin.edu
# SPRING SEMESTER 2011 ACADEMIC CALENDAR

Beginning January 24 and Ending May 27. Saturday Classes: Beginning January 22 and Ending May 21

## SCHEDULE OF IMPORTANT SPRING DATES

**CLASS DAYS ARE SHADED. HOLIDAYS ARE BOLD**

**January 21**
California Residency Determination Date

**January 22**
First day of Saturday Classes

**January 22 – February 11**
in-person, February 13 on-line
Classes may be added with Add Authorization Code (obtain from instructor)

**January 24**
SPRING INSTRUCTION BEGINS – Day and Evening Classes

**February 4**
Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition

**February 7 – March 18**
File an application for Spring graduation and Certificate of Achievement

**FEBRUARY 18 – 21**
Holidays (Presidents Day weekend) – no classes – COLLEGE OFFICES CLOSED

**February 22**
Last day to drop a full-semester class without a W grade

**February 25**
Last day to file a Petition to Add a Class Late

**February 28**
Last day to request Pass (P) No Pass (NP) grade

**March 1**
Deadline for Cal Grants, MEF Grants and COM Foundation Scholarship applications

**March 25**
End of midterm period

**April 1**
Midterm grades available at http://mycom.marin.edu

**APRIL 11 – 17**
Spring break – no classes – College offices open Monday – Friday

**April 22**
Last day to drop a full-semester class with W grade

**May 20**
Last day of classes before final examinations

**May 21 – 27**
FINAL EXAMINATIONS

**June 10**
Final grades available at http://mycom.marin.edu

*NOTE: Deadline dates listed above apply to full-term classes only. For short-term classes, please consult the deadline dates on the Short-Term Classes listing in the Schedule of Classes.*

## COMMUNITY EDUCATION PROGRAM CALENDAR

Fall Quarter Community Education Classes 2010
Fall 1: Beginning September 13 and Ending October 23
Fall 2: Beginning October 25 and Ending December 18

Winter Quarter Community Education Classes 2011
Beginning January 31 and Ending March 26

Spring Quarter Community Education Classes 2011
Beginning March 28 and Ending May 21
1. College of Marin’s telephone number is (415) 457-8811. For self-enrichment:
   If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. All students attending College of Marin and completing 60 units may seek a degree.
   a. Refer to page page 44 for a condensed listing of Associate in Arts and Associate in Science degree requirements.
   b. Refer to page page 44 for general education and other graduation requirements.
   c. Make an appointment early with a counselor to learn about prerequisites and testing and to help you plan your program.
   d. Refer to transfer information on page page 50.

2. If you are planning to enroll in one of our two-year occupational programs or want to complete a certificate:
   a. Suggested programs can be found fully described under each discipline offering an occupational program beginning on page page 60. Occupational programs are identified by the word “Occupational” listed in the title of the degree.
   b. Look up these courses in the class schedule that is published before each semester and plan your time schedule.

3. If you are planning to transfer to a four-year college or university after attending College of Marin:
   a. Refer to requirements for the majors more fully described under each discipline beginning on page page 42.
   b. Refer to transfer information on page page 50.
   c. Contact the Transfer/Career Center for access to college catalogs from other schools, to investigate career options, and for computerized career and transfer information. Transfer information is available online at ASSIST (www.assist.org).
   d. Contact the Counseling Department to make an appointment with a counselor who can assist you with selecting courses to meet specific transfer requirements to a four-year college or university.

4. If you are planning to enroll in courses for self-enrichment:
   a. Refer to the listing of courses in this catalog beginning on page page 60.
   b. Refer to the Community Education schedule published quarterly.

5. If you have never attended College of Marin, file an application for admission in the Office of Admissions and Records. Dates for registration are listed in the class schedule.

Changes may occur without notice. Administrative Procedures and Board Policies, regulations, courses, schedules, described in this publication are subject to change at any time without prior notice. The college reserves the right to alter fees, statements, and procedures contained herein. Fees and procedures are subject to change at any time by the State Legislature and the college Board of Trustees. It is the student’s responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the catalog or class schedule.

How to use this catalog
We have designed this catalog to give prospective and current students, advisors, faculty, employers, and friends of College of Marin an accurate picture of the curriculum, faculty, environment, and related subjects. Browse through the catalog to get acquainted. The index will often list items by several different names to give you a better chance of finding what you need.

Over the course of the next year when the catalog will be in use, there will be changes in curriculum, faculty, and other important areas. Information about changes will be available in class schedule booklets, which are issued three times each year for fall and spring semesters, and summer sessions. All information is current at the time of publication but is subject to change.

Visitors are welcome to the campuses. Address all mail to College of Marin, 835 College Avenue, Kentfield, CA 94904. College of Marin’s telephone number is (415) 457-8811.
Web address: www.marin.edu

The amount of information in the catalog may seem overwhelming at first and the details of enrolling at the college may sound complex. Take it step-by-step to make it easy. The following guidelines will be of help in planning a program at College of Marin. Depending upon your reason for attending college, refer to the following:

1. All students attending College of Marin and completing 60 units may seek a degree.
   a. Refer to page page 42 for general education and other graduation requirements.

About College of Marin

History of the college
College of Marin has been a tradition in Marin County since 1926. Formerly Marin Junior College, it granted its first associate degrees in the spring of 1929. In 1947, the college was renamed College of Marin. In 1971, the Board of Trustees established the second college of the district and named the new institution Indian Valley College. The college operated in temporary facilities at Hamilton Air Force Base and at the Pacheco School while new facilities were under construction. Indian Valley College’s first associate degrees were awarded in 1972 and the new campus opened in the fall of 1975. In 1985, the two colleges merged and are now known as College of Marin. Classes are offered on the Kentfield Campus in Kentfield and the Indian Valley Campus in Novato.

In 2004, Marin County voters approved a $250 million facilities improvement bond to revitalize the aging Kentfield and Indian Valley Campuses. Since passing the bond, three major construction projects have been completed or are very near completion, including the Irwin P. Diamond Physical Education Complex, the new Transportation Technology Education Complex, and the new Indian Valley Campus Main Building. Other projects currently underway include: the Kentfield Fine Arts Building and the new Science, Math, and Central Plant Complex. In spring 2010, the Irwin P. Diamond Physical Education Center was awarded LEED Gold by the Leadership in Energy and Environmental Design (LEED®) Building Rating System, which was developed by the U.S. Green Building Council (USGBC).

College of Marin serves the educational needs of the residents of Marin County. Since its inception, the college has offered high quality courses allowing students to complete their freshman and sophomore years of study and transfer to public and private four-year universities. The college awards associate degrees in many transfer majors. A variety of two-year vocational and career programs leading to an associate degree are also offered to prepare students for entry into specific technical or semi-professional fields. Skills Certificates and Certificates of Achievement are awarded in vocational and technical programs.

College of Marin faculty members are committed to excellence in teaching. There
are 112 permanent faculty, 19 educational administrators, five classified administrators, and 207 professional, technical, clerical, and service employees at the college. In spring 2010, 8,025 students enrolled in the college’s credit program. The faculty, administrators, and staff hold degrees representing colleges and universities in some 26 states and foreign countries. A number of faculty members hold doctorate degrees. A faculty and staff directory is listed in the back section of this catalog.

MISSION STATEMENT
College of Marin’s commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement; English as a Second Language
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

The College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

ACCREDITATION
College of Marin is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Special programs also are accredited by the California Board of Dental Examiners, American Dental Association, the California State Board of Registered Nursing Examiners, and the National League for Nursing Accreditation Commission. The National League for Nursing Accreditation Commission is a resource for information on the Nursing Program: 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326. Phone: (404) 975-5000. Visit the Web site at: www.nlnac.org.

The college is approved for foreign student education by the United States Immigration Services, and veterans’ education by the California Department of Education, Bureau of School Approvals. The University of California, the California State University, and other four-year colleges and universities accept units of credit in transfer courses completed at College of Marin.

ABOUT CALIFORNIA COMMUNITY COLLEGES
The California Community Colleges system is comprised of 72 districts, 112 colleges and enrolls more than 2.9 million students. It is the largest higher education system in the nation. California community colleges provide basic skills education, workforce training and courses that prepare students for transfer to four-year universities. The colleges also offer opportunities for personal enrichment and lifelong learning. To the extent funding is provided the colleges may conduct institutional research concerning student learning and retention as is needed to facilitate their educational missions.

ACADEMIC PROGRAMS
College of Marin integrates its resources and functions to serve community needs. The academic programs are managed by experienced administrators and staff and taught by qualified faculty. All aspects of the college’s programs are reviewed to assure that they meet community and student needs. Recognizing that education is a lifelong process, the college provides educational opportunities for all age groups, including credit programs leading to the Associate in Arts and Associate in Science degrees, academic programs that prepare students to transfer to a four-year institution, and vocational-technical programs that prepare students for specific fields of employment and enable people to upgrade their work skills.

Courses are also offered to meet the curricular needs of disabled, re-entry, and foreign students. For students who need remedial work, there are special programs in English, mathematics, and study skills.

The college’s faculty includes published authors, acknowledged scholars, performing actors, dancers, musicians, talented studio artists, scientists, and professional technicians. They, along with the administrative team and support staff, are committed to providing quality education.

ACADEMIC PROGRAMS

ARNULFO CEDILLO
Director of Student Affairs and Health Center

DAVID COOK
Director of Financial Aid

ROSALIND HARTMAN
Director of Health Sciences

CHIALIN HSIEH
Director of Planning, Research, and Institutional Effectiveness

VACANT
Director of Fiscal Services

VACANT
Chief of Police/Director of Safety

MATT MARKOVICH
Director of Physical Education and Athletics

MARSHALL NORTHCOTT
Chief Information Officer

CATHY SUMMA-WOLFE
Director of Communications and Community Relations

ROBERT THOMPSON
Director of Maintenance and Operations

CARI TORRES
Director of Academic Services and Articulation

VACANT
Director of Modernization
College of Marin's reputation for instructional innovation and quality is well known and respected statewide. It includes self-paced courses in many disciplines such as English, foreign languages, and math. The Distance Learning Program reaches beyond the traditional classroom by offering video-based and Web-based courses. Instructional aides and tutors are available for those who need assistance.

Information about courses, programs, institutional requirements, and various services is contained in the college catalog, the institutional requirements, and various services catalog, the college Web site www.marin.edu, the class schedule, and a variety of special mailings.

CLASS SCHEDULE
College of Marin offers credit, noncredit, and fee-based community education classes at its Kentfield and Indian Valley campuses. Credit and noncredit classes are offered during fall and spring semesters and during the summer session. Credit/noncredit class schedules are available prior to each semester including a detailed list of courses, instructors, dates, times and locations. There is no enrollment fee for noncredit courses (other fees may apply), and they are offered in the following areas: Basic Skills, Disabled Students Programs and Services, English as a Second Language Noncredit, Health and Safety courses, Nursing Education Vocational, and Vocational.

COMMUNITY EDUCATION
College of Marin's Community Education Department offers students access to a variety of Community Services (fee-based) classes which can assist in achieving personal, educational, and professional goals. These classes provide the Marin community with lifelong learning opportunities, a place to prepare for entering college credit and transfer programs, and career development classes designed to serve the working adult. Community Services
Community Services courses offer Marin residents of all ages a wealth of opportunities for personal development, skills development, cultural enrichment, and recreational enjoyment. Thousands of students enroll each year in Community Services classes, which are taught by some of the finest instructors in the country. Classes cover a broad spectrum of interests and disciplines, including art, writing, literature, dramatic arts, music, and much more. In order to make offerings as convenient as possible, classes are held on campus and off campus.

A variety of business, professional, and career development classes and workshops, including introductory classes in graphics, software, and marketing, are offered for the working population. Throughout the year, courses meeting the continuing education requirements for health professionals are offered in the areas of Nursing and Dental Assisting.

Community Services classes are self-supporting and not funded by taxpayers' dollars. Prices vary depending on the actual class.

For a complete listing of Community Services classes, including class fees, please visit the Web site at www.marin.edu or www.marincommunityed.org.

Department phone: (415) 485-9305
Emeritus College
Designed to meet the needs of the county’s older adult lifelong learner population, Emeritus College (EC) is a unique program offered as an integral part of the District’s Community Education program. Courses offered through EC aim to support the principles of quality of life, lifelong learning, and creative retirement.

Emeritus Students College of Marin (ESCOM) was created to support and enhance the Emeritus College program. To achieve this goal, members participate in the identification and development of courses, forums, concerts, lectures, and other activities of interest to older adults. ESCOM is a vital part of the College of Marin and an advisory group to Community Education. Members participate in the college governance system and on other college committees and task forces.

ESCOM is organized so that its members may learn and develop through study, clubs, and auxiliary activities. Basic to ESCOM is the concept of democratic decision-making and planning, using the talents and judgment of its members to enrich their own lives and to contribute to the college and the community.

Emeritus College phone: (415) 485-9368
ESCOM phone: (415) 485-9652

COLLEGE SKILLS DEPARTMENT
G.E.D. Preparation/Basic Skills Programs
The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student’s needs. The open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials.

Practice testing helps assure readiness. The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the noncredit schedule for current hours.

There is no fee for the lab.

(415) 485-9363 (lab) or (415) 485-9445 (coordinator: Michael Timmel)

ENGLISH AS A SECOND LANGUAGE
ESL Noncredit
Noncredit ESL classes are designed for adults in the community who require English to prepare for academic courses, to get or keep a job, or for personal growth to better survive in an English-speaking community. Day, evening, and Saturday classes are available at beginning to low-intermediate proficiency levels on both the Kentfield and Indian Valley Campuses, as well as in San Rafael and Novato. Students take a required noncredit assessment test before registering. There are no fees for these classes.

ESL Office: Harlan Center 101
(415) 485-9642
Web address: www.marincommunityed.org

ESL Credit
Credit ESL classes are offered for college credit to students at intermediate to advanced proficiency levels. Classes at each level focus on grammar, speaking/listening, reading/vocabulary, or writing. Early registration is strongly advised.

To enroll in credit ESL classes, students must take a College of Marin ESL Student Success Workshop that includes placement testing, counseling, and orientation before enrolling in classes. Students may call the ESL Office or the Counseling Office to sign up for a workshop. Assistance in the application process is available in the Counseling Department. See Section Six of this catalog for course descriptions.

ESL Office: Harlan Center 101
(415) 485-9642
Web address: www.marin.edu/departments/esl
Intensive English Program
The Intensive English Program (IEP) is an international community of English language learners for international students (F1s), au pairs (J1s), and residents preparing to enter American colleges or universities. The IEP offers two 16-week semesters each year for F1 students. Each semester consists of 20 hours per week total instruction time in four subject areas: grammar, reading, writing, and speaking/listening/pronunciation. Academic English skills, TOEFL preparation, and cultural events and field trips in the San Francisco Bay Area are included. J1s may attend part-time between five and 15 hours per week for eight- or 16-week sessions. Students are placed into one of three levels of classes (high beginning, intermediate, advanced) depending on their scores on the placement tests during the first week of the semester. Students advance through the program by completing all assignments and scoring a minimum level on the placement test for the next level. F1 students usually attend the IEP between one and three semesters (depending on their skill level upon arrival and on their TOEFL score) before transferring to a credit program. Students who complete all of the Level 3 courses in the IEP have their TOEFL requirement waived for the COM credit program.

(415)-883-2211, ext. 8579
Web address: www.marincommunityed.org

OPORTUNIDADES EDUCATIVAS
College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

MATRÍCULA ABIERTA PARA TODOS
Igualdad de oportunidades
El Distrito de Marin Community College se compromete, por medio de sus normas, a no discriminar en base a, o por la percepción de una o más de las siguientes características: raza, credo religioso, color, nacionalidad de origen, ascendencia, discapacidad física o mental, condición mental, estado matrimonial, orientación sexual o condición de veterano, en ninguno de sus programas educacionales y de empleo y en sus actividades, prácticas y procedimientos.

Los estudiantes que creen que esta norma ha sido violada, tienen derecho a presentar una denuncia interna o una denuncia con la Oficina de Derechos Civiles.


College of Marin, bajo el Decreto de Divulgación de Equidad en el Atletismo de 1994, provee información concerniente a la operación de su programa de atletismo intercolegial. Un informe completo está disponible para revisión pública en la Oficina de Admisión, en la Biblioteca y en el Departamento de Atletismo.

La Norma 3430 de la Junta Directiva del College of Marin prohíbe el acoso verbal, físico, visual y sexual de cualquier solicitante, empleado o estudiante de parte de cualquier empleado del Distrito en base a cualquier categoría o combinación de categorías discriminatorias prohibidas por ley estatal o federal. Se espera que, aunque no sean empleados, las personas en la propiedad del Distrito cumplan también con estas normas.

Es además norma de este Distrito asegurar la igualdad de oportunidades en todos sus programas y en todos los aspectos de empleo. La falta de destrezas en inglés no será una barrera para la admisión y participación en los programas de educación vocacional.

Pueden producirse cambios sin previo aviso
Las normas, directrices, disposiciones, procedimientos, honorarios, cursos, horarios y servicios de los estudiantes descritos en esta publicación están sujetos a cambio en cualquier momento sin previo aviso. El Colegio se reserva el derecho de modificar los honorarios, declaraciones y procedimientos contenidos en la presente. Los honorarios y procedimientos están sujetos a cambio en cualquier momento por la Legislatura Estatal y el Consejo de Administración. Es responsabilidad de los estudiantes cumplir con los requisitos del Colegio y mantenerse informados de los mismos. Cuando se produzcan cambios, los mismos estarán incluidos en la siguiente publicación habitual del Catálogo u Horario de Clases.

Igualdad de Oportunidad en Empleo / Oficial de cumplimiento – Linda Bean
Decano Ejecutivo, Recursos Humanos (o designado)
Centro Administrativo, Campus Kentfield 415.485-9504

Título IX / Sección 504 (Discapacidad) Coordinador–Director de Asuntos Estudiantiles – Amnullo Cedillo
Centro de Servicios Estudiantiles, Sala 251, Campus Kentfield 415.485.9375

Género, Coordinador de Equidad – David Cook
Director de Ayuda Financiera
Centro de Servicios Estudiantiles, Sala 263, Campus Kentfield 415.485.9409

Es la norma del College of Marin que, a menos que sea eximido específicamente por estatuto, cada curso, sección de curso o clase, cuya asistencia debe ser comunicada para ayuda estatal, estará totalmente abierto para la matriculación y participación de cualquier persona que haya sido admitida al College y que satisfaga los requisitos previos que puedan haber sido establecidos de acuerdo al Capítulo II, División 2, Parte VI, Título 5 del Código de California.

Números de Teléfono Importantes
Solicite una persona que hable español Ingresos y records 457.8811, ext. 7722
Orientación psicopedagógica 485-9432
Inglés como Segunda Lengua (ESL) 485-9642
Policía (emergencia) 911