GENERAL INFORMATION
# FALL SEMESTER 2011 ACADEMIC CALENDAR


<table>
<thead>
<tr>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
<th>NOVEMBER</th>
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**SCHEDULE OF IMPORTANT FALL DATES**  
(Class days are shaded. Holidays are bold)

- **August 14**  
  California Residency Determination Date
- **August 15**  
  FALL INSTRUCTION BEGINS – Day and Evening Classes
- **August 20**  
  First day of Saturday classes
- **August 15 – September 2 in-person, September 5 on-line**  
  Classes may be added with Add Authorization Code (obtain from instructor)
- **August 26**  
  Last day for dismissed students to file a Petition to Return
- **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 31**  
  File application for Fall graduation and Certificate of Achievement
- **SEPTEMBER 5**  
  Holiday (Labor Day)–no classes–COLLEGE OFFICES CLOSED
- **September 9**  
  Last day to drop a full-term class without a W symbol
- **September 14**  
  Last day to request Pass (P) No Pass (NP) grade
- **September 23**  
  Last day to file a Petition to Add a Class Late
- **October 14**  
  End of midterm period
- **October 21**  
  Midterm grades available at http://mycom.marin.edu
- **NOVEMBER 11**  
  Holiday (Veterans Day)–no classes–COLLEGE OFFICES CLOSED
- **November 14**  
  Last day to drop a full-term class with W symbol
- **NOVEMBER 24 – 27**  
  Thanksgiving break–no classes–COLLEGE OFFICES CLOSED
- **November 30**  
  Last day for accepting International Student Applications for Spring 2012
- **December 9**  
  Last day of classes before final examinations
- **December 10**  
  Final examinations for Saturday classes
- **December 16**  
  Last day to remove an Incomplete received from the previous term

**DECEMBER 17 – JANUARY 20**  
Winter break–no classes

January 9  
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.*
# Spring Semester 2012 Academic Calendar

Beginning January 23 and Ending May 25. Saturday Classes: Beginning January 21 and Ending May 19

## January

<table>
<thead>
<tr>
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<th>Event</th>
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<tbody>
<tr>
<td>1</td>
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<td>2</td>
<td>First day of Saturday Classes</td>
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<tr>
<td>15</td>
<td>Spring Instruction Begins - Day and Evening Classes</td>
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<tr>
<td>17</td>
<td>SPRING INSTRUCTION BEGINS - Day and Evening Classes</td>
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<td>End of midterm period</td>
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<tr>
<td>23</td>
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<tr>
<td>27</td>
<td>Last day to request Pass (P) or No Pass (NP) grade</td>
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<tr>
<td>28</td>
<td>Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition</td>
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## Schedule of Important Spring Dates (Class Days are Shaded. Holidays are Bold)

- **January 20**: California Residency Determination Date
- **January 21**: First day of Saturday Classes
- **January 23**: Spring Instruction Begins - Day and Evening Classes
- **January 23 – February 10**: In-person classes, February 12 on-line classes may be added with Add Authorization Code (obtain from instructor)
- **February 4**: Last day to drop or reduce course work to qualify for a refund of enrollment fee, nonresident and international student tuition
- **February 6 – March 16**: File an application for Spring graduation and Certificate of Achievement
- **February 17 – 20**: Holidays (Presidents Day weekend) - no classes - College Offices Closed
- **February 21**: Last day to drop a full-semester class without a W symbol
- **February 24**: Last day to file a Petition to Add a Class Late

## Schedule of Spring Important Dates

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## Community Education Program Calendar

- **Fall Quarter Community Education Classes 2011**
  - Fall 1: Beginning September 6 and Ending October 22
  - Fall 2: Beginning October 24 and Ending December 10
- **Winter Quarter Community Education Classes 2012**
  - Beginning January 30 and Ending March 24
- **Spring Quarter Community Education Classes 2012**
  - Beginning March 26 and Ending May 19

*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.*
This College of Marin catalog is designed 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 42 for general education and other graduation requirements.
   b. Refer to page 44 for a condensed listing of Associate in Arts and Associate in Science degree requirements.
   c. Make an appointment early with a counselor to learn about prerequisites and testing and to help you plan your program.

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 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 42.
   b. Refer to transfer information on page 60.
   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 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.

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, four 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, the Indian Valley Campus Main Building, and the Kentfield Fine Arts Building. Other projects currently underway include: the new Science, Math, and Central Plant Complex and the New Academic Center. 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 100 permanent faculty, 19 educational administrators, five classified administrators, and 196 professional, technical, clerical, and service employees at the college. In spring 2011, 7,862 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, 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 850, Atlanta, Georgia 30326. Phone: (404) 975-5000. Website: 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.

COLLEGE ADMINISTRATORS
DAVID WAIN COON
Superintendent/President
KEN MEIER
Vice President of Student Learning
AL J. HARRISON II
Vice President of College Operations
LINDA BEAM
Executive Dean of Human Resources and Labor Relations
ROBERT P. BALESTRENI
Dean of Enrollment Services
NANDA SCHORSKE
Dean of Workforce Development, College and Community Partnerships
DAVID SNYDER
Dean of Arts and Humanities
JAMES ARNOLD
Dean of Math and Sciences
GRETA SIEGEL
Dean of Student Development and Special Services

DIRECTORS/CHIEF
SUSAN ANDRIEN
Director of Learning Resources
LYDA BEARDSLEY
Director of Childcare Programs
ARNULFO CEDILLO
Director of Student Affairs and Health Center
DAVID COOK
Director of Financial Aid

CHALIN HSIEH
Director of Planning, Research, and Institutional Effectiveness
PEGGY ISOZAKI
Director of Fiscal Services
JASON LAU
Director of Community Education, Lifelong Learning, and International Education
MITCHELL LEMAY
Chief of Police/Director of Safety
DEBRA LYNN LEWIS
Director of Health Sciences, Interim
MATT MARKOVICH
Director of Physical Education and Athletics
LAURA MCCARTY
Director of Modernization
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

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. 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 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 (ESCOM) is a unique program offered as an integral part of the District’s Community Education program. Courses offered through ESCOM 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 adult students. 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: http://www.marin.edu/CommunityEducation/

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 (FIs), au pairs (JIs), 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. JIs 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: http://www.marin.edu/IEP/

**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, ascendenca, 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.

El Distrito de Marin Community College hace todo lo posible para cumplir con los requisitos del Título IX de la Enmienda Educacional de 1972, el Decreto de Igualdad de Oportunidades en el Empleo de 1972 (Título VII del Decreto de Derechos Civiles de 1964 según enmendado), el Decreto de Derechos Civiles de 1991, y la Sección 504 del Decreto de Rehabilitación de 1874, el Decreto de Americanos con Discapacidades, el Decreto de Empleo y Vivienda Equitativas de California de 1980, las regulaciones y reglamentaciones de la Comisión de Empleo y Vivienda Equitativas de California y el Decreto de Reajuste de Veteranos de Vietnam de 1974.

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 prohibe 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 procedimien-