SECTION 3

STUDENT SERVICES
Some services are offered at both campuses. Please refer to class schedule for specific locations and office hours.

**CAMPUS SERVICES**

**BOOKSTORE**
The Kentfield Campus Bookstore is located on the ground floor of the Learning Resources Center. The Indian Valley Campus Bookstore is located in Building 17, Room 104, and is open the first week of each semester. The bookstore sells all required texts and supplies that instructors order for their classes. In addition, the KTD bookstore also stocks gift items, imprinted shirts, and art supplies.

The College of Marin Bookstore offers several options for students buying textbooks, including a full-range of new textbooks, a large selection of used textbooks, a number of textbook rentals, and a variety of eTEXTBOOKS. Students can save 25 percent by purchasing quality used books, 50 percent by renting textbooks, and up to 60 percent on available eTEXTBOOKS. Students may purchase or rent textbooks online at http://tinyurl.com/COM-bookstore or in the bookstore.

**Refund Policy**

1. Please read refund policy (including refund dates) in store for the most current information.
2. Refunds are given only for textbooks purchased for classes of the current semester.
3. A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED FOR TEXTBOOK REFUNDS.
4. To be refunded, new texts must be in brand new condition. If damaged or a name is written in the text, only a percentage of the retail value will be refunded.
5. Refunds for supplies given only if defective at time of purchase.

**Buy-back Policy**

At the end of each semester, students may sell their texts back to the bookstore for up to 50 percent of the price for which the text was purchased provided the store needs the text. The buy-back dates and hours will be posted.

**Kentfield Campus**
Learning Resources Center, first floor
(415) 485-9394

**Indian Valley Campus**
Building 17, Room 104
(open only during the first week of each semester)
(415) 457-8811 ext. 7394

marin.bncollege.com

**COMPUTER CENTERS**

**Science Center Computer Labs**
The Science Center Computer Labs provide students with easy, open access to computers. Although there are regularly scheduled classes in the labs, there are plenty of opportunities during the week for individual work. In addition to software for science, math, and engineering classes, the computers are networked to the Internet and have typical word processing, spreadsheet, database, and presentation software.

The center consists of two labs with a total of 37 computers; one lab has an instructor station connected to an overhead projector, and the other lab includes five computers connected to diagnostic physiology equipment.

The labs are open during the week to all students at College of Marin, with extended hours at the end of the fall and spring semesters.

**Kentfield Campus**
Science Center, Rooms 143 and 144
(415) 485-9540

www.marin.edu/student_services/Labs

**Business and Information Systems Labs**
The Business and Information Systems Labs provide Windows-based personal computers on both campuses. The workstations have access to laser printing, scanning, and a variety of application software in support of classes offered. Students enrolled in Computer Information Systems, Business Office Systems, and Business programs have access to the lab facilities, which are open daily and most evenings.

The Indian Valley Campus (IVC) labs provide a small number of Macintosh personal computers, and are available to any student enrolled in any program at either campus, with particular emphasis on specific software utilized by the Court Reporting, Medical Assisting, and Multimedia programs. The IVC Lab is open 8:00am–7:30pm Monday through Thursday, and 8:00am–4:00pm Friday.

**Kentfield Campus**
Learning Resources Center, Room 35 and Austin Center, Room 120
(415) 485-9603

**Indian Valley Campus**
Building 17, Room 100
(415) 883-2211 ext. 8231 or 8234

**Multimedia Studies Audio/Video Lab Suites**
In addition, there are two individual Lab Suites for independent and advanced student work. Each Lab Suite contains both a high-end Macintosh workstation and an advanced Windows-based workstation. Access to these labs must be pre-arranged with a Multimedia Studies Instructor.

**Indian Valley Campus**
Building 27, Room 129, Audio Lab Suite
Building 27, Room 129, Video Lab Suite

**FOOD SERVICE**

Fresh and Natural offers a variety of food selections throughout the year on the Kentfield Campus. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. Coffee and tea are available in the Career Study Center at the Indian Valley Campus, Building 17. Vending machines are available on both campuses.

**Fresh and Natural**
Kentfield Campus
Student Services Building, lower level
(415) 456-7661

**Vending Machines**
Indian Valley Campus
Building 27, Room 121
and Building 3, First Floor Lobby
LIBRARY

Registered students and community members may apply at the Library Loan Desk for a free library card which enables holders to check out circulating materials and access databases from off-campus. Students enrolled at either campus may borrow books and other materials from both campuses. Students are encouraged to contact the Kentfield Library Reference Desk with any questions related to their research needs at (415) 485-9475 or (415) 457-8811 ext. 8505.

The library has over 100,000 books available for circulation. Some books and course materials are placed behind the loan desk “on reserve” for limited circulation. Hundreds of magazines, newspapers and journals are also available in hard copy, as well as electronically.

Wireless access is available in the library and in other areas of the Learning Resources Center. There are more than 20 computers in the library for limited use by students and visitors. These computers provide access to the online catalog for books, to databases, and to the Internet. Library databases make available – even from off-campus – a variety of reference resources as well as full-text articles from magazines, journals, and newspapers (www.marin.edu/lrc).

Students interested in learning more effective research methods should consider enrolling in Library 110, a self-directed, research skills course (one UC transferable unit).

For more information, please check the library’s home page at www.marin.edu/lrc.

Kentfield Campus
Learning Resources Center (2nd level)
(415) 485-9656

Indian Valley Campus
Building 27, Room 124
(415) 457-8811 ext. 8505

www.marin.edu/lrc

MEDIA CENTER

The Media Center houses a computer lab with PCs and two MACs. Students can access most software associated with their classes, research online, and printing is available. The latest version of Microsoft Office (2010) is loaded on all computers. Staff are available to assist with computer-related questions.

Kentfield Campus
Learning Resource Center, Room 120
www.marin.edu/distance/media_center.htm

TRANSPORTATION AND PARKING

Transportation

Golden Gate Transit provides bus service from all areas of Marin County to the college. Bus schedules are available in the Student Services areas on both campuses.

Parking

Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District. All cars must have a parking sticker, or display a daily parking permit which may be purchased from the parking ticket dispensers located in parking lots.

Motorcycle and handicap parking are available with no fee.

Parking permits are required at all times, including evenings (except Saturdays, Sundays, and school holidays). Be sure to read the signs at the entrances to parking lots. The signs explain what type of permit is allowed in the lot (staff or student), and include any additional parking regulations. For student parking lot locations, see the campus maps.

Daily permits and term permits are valid at either campus. All California Vehicle Codes can be enforced in campus parking lots. Obey all signs and markings. All vehicles improperly parked will be cited, and may be towed.

Daily Parking Permits

A daily parking permit may be purchased from dispensers located in several student parking lots. In the event of a dispenser malfunction, a daily permit must be purchased from a different machine. Please report all malfunctions to the campus police at 415.485.9696. The cost for a daily permit is $3 (subject to change) and must be visible on the driver side of the vehicle dashboard.

Term Parking Permits

A term permit is more convenient and will save you money compared to a daily permit. A term permit is $40 or $20 for summer session (subject to change) and is available to enrolled students.

Financial Aid Students Parking

Students receiving Financial Aid are permitted to purchase parking permits at half price. Online orders are automatically adjusted to half price for eligible students.

Note: Lost or Stolen Permits will not be replaced.

WRITING CENTER

The Writing Center is open to all students for support and tutoring in writing projects and functions as the English Writing Lab for students enrolled in English Composition and Literature courses. The English Writing Lab supports students by offering one-on-one tutoring on their course assignments and projects.

The Writing Center provides students with tutoring to improve reading and writing skills and also provides access to computers and to the Internet for research and writing in all disciplines. Students have access to word processing, Web browsing, printing, scanning, and, most importantly, tutoring by COM instructors. Tutoring is offered either face-to-face or online via an online Writing Center Web site. All students working on reading and writing projects in any discipline are welcome. Students enrolled in English courses have priority.

Kentfield Campus
Learning Resources Center, Room 110
(415) 485-9609
STUDENT SUPPORT PROGRAMS AND SERVICES

CALWORKS
College of Marin, in partnership with the County of Marin, provides education and support services to students who are participants in the CalWORKs program. To participate, students must be referred by the Marin County CalWORKs office. Services may include educational programs, internship opportunities, books, and parking vouchers. The CalWORKs program is intended to support student success and entry into the workforce. Academic and employment counseling is available on both campuses.

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9605

Indian Valley Campus
Building 27, Room 104
Call for appointment (415) 485-9605
www.marin.edu/departments/calworks/index.htm

CHILD DEVELOPMENT PROGRAM
The Child Development Program provides early education for the infants, toddlers, and preschool age children of College of Marin students, with priority going to low income student families. Centers are located on both campuses and provide care during fall and spring semesters. They are open Mondays to Thursdays from 7:45am to 5:00pm and on Fridays from 7:45am to 1:00pm.

The preschool centers serve as demonstration classrooms that provide child observation, research and practicum opportunities, student teacher training, and Work Study jobs for College of Marin students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, Behavioral Science and related fields.

Kentfield Child Study Center
1144 Magnolia Avenue, Larkspur
415-485-9468

Indian Valley Children’s Center
Building 12; 415-457-8811, ext. 8170

COUNSELING
Counseling Services are available to all students; however, special programs such as EOPS and DSPS will serve only those officially identified by those programs.

Counselors work with students to help them set goals and design plans for achieving those goals. Students should come for counseling when they need help with any kind of problem that might effect their academic performance. Services and resources are located in the Counseling Services area at both campuses and include the following:

- Information on transfer, A.A. degree and certificate programs;
- Transfer workshops;
- Career planning and college success courses;
- Personal counseling; and
- Counseling for international students (F-1 Visa), veterans, athletes, and ESL students.

Because course selection is so important and four-year university requirements change so frequently, students should consult with a counselor each semester before registering for classes.

For appointments on either campus call 415-485-9432, or visit Kentfield Campus Counseling Office, Student Services Building, Room 212.

Indian Valley Campus Office
Building 27, Room 105 and 106
www.marin.edu/student_services/counseling/

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)
This program offers support services for students with learning, communication, physical, and psychological disabilities.

The program offers services to students on both campuses. These include learning disabilities assessment, computer-assisted instruction for special learning needs, and specialized academic, personal, and vocational counseling. The college also offers educational and mobility aids, note takers, readers, e-text, and interpreters, as well as liaison with instructors and other campus services and referrals to community agencies. The Accessibility Rights Club events and trips also offer excellent socialization opportunities and personal support while attending school.

Enrollment in the Disabled Students Program requires an initial appointment with a counselor.

Kentfield Campus
Learning Resources Center, Room 115
(415) 485-9406

Indian Valley Campus
Building 27, Room 104
Call for appointment (415) 485-9406

EOPS/CARE
Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE) offers assistance to students who meet the EOPS state guidelines for eligibility. Support services may include counseling, tutoring, book grants, and peer advisement.

CARE is an additional support program for EOPS eligible students who are also CalWORKs parents. For students who qualify, CARE grants may be available for books, transportation, and childcare.

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9605

Indian Valley Campus
Building 27, Room 104
Call for appointment (415) 485-9605
www.marin.edu/Student_Services/eops.htm

Please see the Child Development Program website for more information and to download a Preliminary Application for the Preschool Centers: www.marin.edu/student_services/child_care.htm. For more information, please call the Child Development Program Office at 883-2211, ext. 8221.

Infant Toddler Center
The Early Head Start Center on the Indian Valley Campus provides infant/toddler care to student families with children ages birth to three years. There is no cost to eligible families.

To apply, please call Marin Head Start at 415-883-3791 or visit http://www.marin.edu/student_services/child_care.htm to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

IVC Early Head Start Infant Toddler Center: Bldg. 12; 457-8811, ext. 8171

Learning Resources Center, Room 115
(415) 485-9406

Indian Valley Campus Office
Building 27, Room 105 and 106

www.marin.edu/student_services/counseling/
HEALTH SERVICES
The Health Center is available to all currently registered students. It provides first aid, health education, care and treatment for short-term medical concerns, OTC and some prescription medications, immunizations, TB testing, voluntary insurance plans, physical exams for College of Marin programs and college entrance, flu shots, physician appointments, and more. Personal counseling is available through the Counseling Department by calling (415) 485-9432 for an appointment.

Each properly registered student has coverage under the Marin Community College District’s student accident insurance policy for accidents occurring on either campus, at any site where College of Marin courses are offered, or at other College of Marin-sponsored and supervised activities. Students participating in athletic competition are insured under this accident insurance policy.

Note: The student accident insurance policy is supplementary to the student’s own personal medical insurance and does not guarantee full coverage.

Students should be aware that if they sustain an injury while in class or participating in a school-sponsored activity, they must report it immediately to their instructor or supervising authority. Students must also contact the Health Center within ten days of the injury in order to be properly covered for reimbursable expenses in accordance with policy coverage.

Kentfield Campus
Health Services Portable, Parking Lot 6
(415) 485-9458

Indian Valley Campus
Building 9, Room 121
(415) 485-9458

www.marin.edu/student_services/health_center.htm

JOB PLACEMENT AND HOUSING CENTER
The Job Placement/Housing Center assists students, alumni, and community members in obtaining employment and housing off campus. Services are provided at both campuses and include a free online job service, reader boards and binders with available jobs, and a listing of housing opportunities. Personal assistance is available for job/housing seekers by appointment. Employment opportunities consist of full-time, part-time, temporary and volunteer positions in a variety of fields. Job Fairs take place twice a year.

The online job service is located at: https://marin-csm.symplicity.com.

Kentfield Campus
Student Services Building, Room 206
(415) 485-9410

Indian Valley Campus
Building 27, Room 103
Call for hours (415) 485-9410

OUTREACH AND SCHOOL RELATIONS
The Office of Outreach and School Relations works to develop and nurture contacts with public high schools in and outside of Marin County; establish contacts with community based organizations serving prospective College of Marin students; network with elementary and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustain the Student Ambassador program as a primary recruitment tool for the college; develop and produce events that highlight college programs and opportunities for potential students, including for families and for schools; serve as a community public relations agent for the college; facilitate recruitment and retention programs for minority students; and provide educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, immigration, cultural sensitivity, college life, careers, and more.

Kentfield Campus
Student Services Building, Room 232
(415) 485-9663

Indian Valley Campus
Building 17, Room 106
(415) 485-9663
outreach@marin.edu

www.marin.edu/departments/outreach

Student Ambassador Phone
(415) 457-8811 ext 7860

PUENTE PROJECT
College of Marin has been certified to implement the Puente Project, a highly acclaimed English and mentoring program that supports underserved students transferring to four-year universities. The one-year program is a learning community offering instruction in English 120 in the fall along with a counseling course, and English 150 in the spring; students are also paired with a mentor, often from the business/professional community in a field of interest to the student. The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their respective communities as leaders and mentors to future generations. For more information, call (415) 485-9375 or e-mail Arnulfo Cedillo at Arnulfo.Cedillo@marin.edu.

SINGLE STOP
Single Stop services are available to all COM students, immediate family members of students, and COM staff. Many students are faced with obstacles that make it difficult to stay in school. Single Stop helps connect students to resources that can help. Single Stop offers tax preparation by IRS certified tax preparers, benefits screening and enrollment assistance, financial counseling and legal assistance by a licensed attorney. If eligible, benefits screening provides access to food stamps, healthcare, reduced utility bills, cash aid, affordable childcare and low-income housing. All Single Stop services are FREE.

Kentfield Campus
Student Services, Room 124
(415) 457-8811 ext 7761

TESTING
The Assessment and Testing Office provides placement testing in math, English, and English as a Second Language (ESL). Please see our Web page for schedules and other information.

Kentfield Campus
Student Services Building, Room 238
(415) 485-9469

Indian Valley Campus
Building 27, Room 125
Call for hours (415) 485-9469

www.marin.edu/student_services/testing.htm
TRANSFER AND CAREER CENTER
The Transfer and Career Center provides information and support to students intending to transfer to four-year colleges or universities. The center houses a reference library of catalogs and informational materials on California schools and most national colleges and universities. The center also has computer programs to assist students in educational and career research. No appointment is necessary.

Representative Visits
Representatives from UC, CSU, private and out-of-state colleges and universities visit the college to meet with students interested in transferring to their institution. This is a great opportunity to get questions answered about the transfer process, admissions requirements, tuition, financial aid, major prep coursework, housing and more.

Kentfield Campus
Student Services Building, Room 202
(415) 485-9671

Indian Valley Campus
Building 17, Room 100
(415) 485-9671

www.marin.edu/student_services/transfer_center/index.htm

TUTORING AND LEARNING CENTER
The Tutoring and Learning Center (TLC) offers FREE drop-in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutoring sessions are small groups and schedules for individual subjects are posted at both campuses and online at www.marin.edu under Student Services / Tutoring.

All tutors are faculty recommended and have completed a course in tutor training. Tutoring helps students improve understanding of course material, earn higher grades, improve study skills and study habits, and get to know fellow students in a dynamic learning environment.

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9620

Indian Valley Campus
Building 17, Room 101 (Career Study Center)

www.marin.edu/student_services/tutoring.htm

STUDENT ACTIVITIES

CLUBS
Under the sponsorship of the Associated Students (ASCOM, ESCOM, and ASIVC), and with oversight and guidance by Student Affairs, students may participate in special interests by joining or forming student clubs on campus. Student clubs are an important part of campus activities.

Eligibility to become an officer of a student club requires that the student be in good academic standing, meet the requirements outlined in the respective Associated Students’ constitution, by-laws, and any other requirements set by individual student clubs. Each student club is required to have a faculty advisor and to meet operating standards set by the District Business Office in the collection and distribution of club funds.

Kentfield Campus
Student Services Building, Room 238
(415) 485-9469

ECHO TIMES, STUDENT NEWSPAPER
The College of Marin student newspaper is the product of the journalism classes. It is published regularly throughout the academic year and offers opportunities to develop skills in writing and editing, as well as desktop publishing, advertising, graphics, photography, and newspaper production.

Kentfield Campus
Learning Resources Center 32
(415) 485-9690

INTERCOLLEGIATE ATHLETICS
Eligibility for Intercollegiate Athletic Competition is governed by the State Commission on Athletics. A student must be continuously and actively enrolled in a minimum of 12 credit units at his or her community college during the season of sport play. Of the 12 credit units, at least nine will be in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog.

A student who has previously participated at another college or university should check with the director of athletics to clarify eligibility to further participate at College of Marin.

See College Health Center regarding athletic injuries.

Kentfield Campus
PE Complex
(415) 485-9580

PERFORMING ARTS
The Performing Arts Department (Music, Drama, and Dance) presents many fine concerts, plays, and dance performances every year for the college community and the public. COM students are encouraged to attend. Many events are free, but for those with an admission charge, students are offered discounted ticket rates. E-mail COMmusic@marin.edu to receive announcements of music department events, or contact the office at (415) 485-9460. For information about drama and dance events, call (415) 485-9555.

Even if you are not majoring in the performing arts, participating in an artistic production is a fun way to express yourself, and to meet new friends. If you have a talent in music, dance, or drama, are interested in small paid jobs in concert or stage management or audio/video recording, or would like to volunteer to usher for one of our productions, please call one of the above numbers for additional information.

STUDENT AFFAIRS
Beyond the classroom, the college encourages students to initiate and join in activities and programs that develop leadership ability, interpersonal skills and community involvement.

Through involvement with the Associated Students or college clubs and organizations, students may participate in a "hands-on" curriculum designed for personal and professional development. Students may learn how to run effective meetings, work successfully with others to achieve common goals or resolve differences, manage their time and commitments, assume or delegate responsibility, turn conflict into cooperation, and gain self-confidence. Learning how to build, develop and manage budgets, participating in special projects, and volunteering are often highlights of the college learning experience. This experience is fun and helps prepare students for better success in career planning and skill building.
STANDARDS OF CONDUCT

All members of the college community are subject to state and federal laws, as well as policies and procedures established by the Board of Trustees.

An important policy that all students should be aware of is the Student Conduct Policy. This policy is briefly described below. Questions regarding this policy and procedure should be referred to the Vice President of Student Services.

STUDENT CONDUCT

The following conduct will not be tolerated and shall constitute good cause for discipline, including, but not limited to, removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Abuse or assault of any District employee, including, but not limited to, violation of Education Code Section 87708, which may result in criminal charges in addition to any other disciplinary action.
- Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including, but not limited to, any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, with the concurrence of the Superintendent/President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Committing or attempting to cause damage to District property or to private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty, including, but not limited to:
  a. Copying, in part or whole, another student’s quiz or examination answers.
  b. Submitting work previously submitted in another course, if contrary to the rules of either course.
  c. Altering or interfering with grading.
  d. Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
  e. Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
  f. Submitting a paper purchased from a research or term paper service, or written by another student, and falsely representing it as one’s own work.
  g. Purposely allowing another student to copy answers during a test.
  h. Knowingly providing homework, a term paper, or other academic work for another student.
  i. Having another person submit any work in one’s name, for purposes of deceiving the instructor to obtain a higher grade.
  j. Lying to an instructor or District official to obtain a higher grade.
  k. Altering graded work after it has been returned and resubmitting the work for grading without the instructor’s permission.

For further information about activities and organizations, students should consult the semester credit class schedule.

Kentfield Campus
Student Affairs Office
Student Services Building, Room 250
(415) 485-9376

Associated Students (ASCOM)
Kentfield Campus
Student Services Building, Room 241
(415) 485-9390

Indian Valley Campus
Building 27, Room 120
(415) 883-2211 ext. 8416

Emeritus Students (ESCOM)
Kentfield Campus
Student Services, Room 146
(415) 485-9652

Indian Valley Campus
Building 10
(415) 883-2211 ext. 8322
1. Removing tests or examinations from the classroom without the permission of the instructor.

m. Stealing tests or examinations.

• Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.

• Unauthorized entry upon or use of District facilities.

• Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.

• Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

• Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporary recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

The college will provide legal defense in any proceeding brought against an employee for any act or omission made within the scope of his or her employment by the college, to the full extent provided by law, including but not limited to Government Code 995, et seq.

**STUDENT RIGHTS AND GRIEVANCES**

Student grievances fall in different categories. A complaint that involves a student and a member of the faculty can be defined as a student academic grievance. Such a grievance is limited to issues involved in grading assignments and may demonstrate mistreatment.

A complaint may be lodged by a student against another student for actions on campus or at a college-sponsored function.

In case of sexual harassment, the student should report the incident immediately and directly to the executive dean of human resources.

Guidelines on the filing of a grievance are available from the Vice President of Student Services.

**SMOKING IN DISTRICT FACILITIES**

The Board of Trustees of College of Marin recognizes that smoking presents a health and safety hazard that can have serious consequences. Furthermore, a strong link between environmental tobacco smoke or “secondhand smoke” and health risks has also been demonstrated. Therefore, the Board and the California Education Code prohibits smoking by staff, students, and visitors at all times on District property, except in designated smoking areas. Violation of this policy could lead to disciplinary action under usual disciplinary procedures.

**DRUG-FREE AND ALCOHOL-FREE CAMPUS**

It is the policy of the District to maintain a drug-free and an alcohol-free awareness program. The program has and will continue to include the distribution of information on the dangers of drug and alcohol abuse, and referral resources for counseling and rehabilitation dealing with drug abuse problems.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any of the College of Marin campuses. The term “controlled substance” is defined in the Health and Safety Code 11007.

Students who violate these prohibitions will be subject to disciplinary action up to suspension from college, in addition to criminal prosecution.

**SEXUAL ASSAULT AND OTHER ASSAULTS ON CAMPUS**

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The superintendent/president shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures shall meet the criteria contained in EC 67385, 67385.7 and 34 C.F.R.§ 668.46.

**CAMPUS SECURITY REPORT**

College of Marin’s annual Campus Security Report is available online at www.marin.edu/police/security-report.html. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures, and programs concerning safety and security; for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus You may also request a paper copy from the Police Department, Kentfield Campus, TB-1.
ADDITIONAL PHONE AND OFFICE NUMBERS

KENTFIELD CAMPUS (KTD)

To call a Kentfield office while on campus dial 7 plus the last three digits of the direct number. When calling from outside the campus dial the switchboard at 415-457.8811 or the direct number as listed below.

- Admissions and Records: SS 254, 457-8811, ext. 7722
- Affirmative Action/Compliance Officer: PV, 485-9004
- Alpha GAMMA Sigma: SS 119, 485-9213
- Alumni Association: 485-9686
- Assessment and Testing: SS 238, 485-9469
- Associated Students (ASCOM): SS 241, 485-9390
- Bookstore: LC downstairs, 485-9394
- CalWORKs: LC 160, 485-9605
- Child Development Program (IVC): BLDG 12, 457-8811, EXT. 8221, 8222
- Child Study Center: 485-9468
- Counseling Appointments: SS 212, 485-9432
- Dean of Enrollment Services: SS 252, 485-9414
- Director of Child Development Program: LC 170, 451-8811, EXT. 7132
- Director of Financial Aid: SS 235, 485-9405
- Director of Student Affairs and Health Center: SS 251, 485-9375
- Disabled Students Program: LC 115, 485-9406
- Echo Times Newspaper: LC 36, 485-9690
- Emeritus College: SS 148, 485-9368
- Emeritus Students (ESCOM): SS 146, 485-9652
- English as a Second Language (ESL): ASC 137, 485-9642
- EOPS/CARE: LC 160, 485-9605
- Financial Aid Office: SS 236, 485-9409
- GED/Basic Skills: LC 120, 485-9445
- Health Center: HS Portable, Lot 6, 485-9458
- Health Sciences Office: SMN 301B, 485-9319
- Job Placement: SS 206, 485-9410
- Lost and Found/Campus Police: TB 105, 485-9455
- Media Center/Language Lab: LC 120, 485-9645
- Outreach and School Relations: SS 232, 485-9663
- Parking Permit Purchase, A/R: SS 254, 457-8811, ext. 7722
- Police, Campus: 485-9455
- Student Ambassadors: SS 232, 485-9671
- Swimmer Pool: PE, 485-9587
- Transfer/Career Center: SS 202, 485-9671
- Tutoring and Learning Center (TLC): SS 254, 485-9620
- Veterans Office: 487-8811 Ext. 8822
- Admissions and Records: KT D, SS 212, 485-9432
- Associated Students (Emeritus): KT D, LC 36, 485-9690
- Career Education Office: KT D, LC 115, 485-9406
- Child Development Program Offices: 883-2211, ext. 8200
- Children’s Center (Preschool): KT D, 485-9221, ext. 8170
- College Operations: KT D, SS 212, 884-3100 and 884-3101
- Counseling Appointments: KT D, LC 115, 485-9432
- Disabled Students Program: KT D, 485-9406
- Early Head Start Infant Toddler Center: BLDG 12, 883-2211, EXT. 8171
- Emeritus Students (ESCOM): BLDG 10
- EOPS/CARE: BLDG 27, R104
- Executive Dean of Indian Valley Campus, and Workforce and Economic Development: BLDG 8, R135
- Financial Aid Office: BLDG 27, R107
- Fiscal Services: BLDG 9, R100
- Food Vending Machines: BLDG 3, 1st Floor Lobby
- Health Center: 457-8811, EXT. 8126
- Job Placement: BLDG 27, R103
- Learning Center – Math: BLDG 17, R100
- Library: BLDG 27, R124
- Lost and Found/Campus Police: 883-3179
- Outreach and School Relations: BLDG 17, R106
- Police, Campus: 883-3179
- Swimming Pool: BLDG 21
- Veterans Office: 883-2211, ext. 8114

INDIAN VALLEY CAMPUS (IVC)

Calls to IVC from outside the IVC or Kentfield Campus, dial (415) 457-8811, plus the extension

- Admissions and Records: BLDG 27, 1st Floor, East Hall, 883-2211, ext. 8822
- Assessment and Testing: BLDG 27, R125
- Associated Students (Emeritus): BLDG 10
- Career Education Office: BLDG 8, R133
- Child Development Program Offices: BLDG 8, R136
- Children’s Center (Preschool): BLDG 12
- College Operations: BLDG 9, R108
- Counseling Appointments: KT D, SS 212
- Disabled Students Program: KT D, LC 115
- Early Head Start Infant Toddler Center: BLDG 12
- Emeritus Students (ESCOM): BLDG 10
- EOPS/CARE: BLDG 27, R104
- Executive Dean of Indian Valley Campus, and Workforce and Economic Development: BLDG 8, R135
- Financial Aid Office: BLDG 27, R107
- Fiscal Services: BLDG 9, R100
- Food Vending Machines: BLDG 3, 1st Floor Lobby
- Health Center: 457-8811, EXT. 8126
- Job Placement: BLDG 27, R103
- Learning Center – Math: BLDG 17, R100
- Library: BLDG 27, R124
- Lost and Found/Campus Police: 883-3179
- Outreach and School Relations: BLDG 17, R106
- Police, Campus: 883-3179
- Swimming Pool: BLDG 21
- Veterans Office: BLDG 27, 1st Floor, East Hall, 883-2211, ext. 8114