Science·Math·Nursing Grand Opening

Friday, May 10, 2013
1:30 pm to 5 pm
835 College Ave
Kentfield, CA 94904

Featuring Adam Steltzner,
Chief Engineer NASA Mars Rover Project
1:30 pm to 2:15 pm
James Dunn Theatre

Adam Steltzner, NASA JPL lead engineer and COM alumnus, led the Entry, Descent and Landing (EDL) Team for the NASA Mars Curiosity Rover. He has been a featured guest on a variety of television and radio broadcasts, including NPR, CNN, and Nova.

Ribbon Cutting
2:30 pm–3 pm
Science·Math·Nursing Building
Orbital Court

Interactive Tours of Classrooms and Labs
3 pm–5 pm
Science·Math·Nursing Building

Grand opening event, including lecture, ribbon cutting and tours, are open to the public free of charge. For more information contact june.yokell@marin.edu.

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ON THE COVER: The new Science·Math Nursing Building
COVER PHOTO: Roger Dormann

COLLEGE OF MARIN
835 COLLEGE AVENUE
KENTFIELD, CA 94904-2590
INDIAN VALLEY CAMPUS
1800 IGNACIO BOULEVARD
NOVATO, CA 94949
415.457.8811
WWW.MARIN.EDU
Important Dates

Summer 2013 Credit Program Important Dates
EOPS, DSPS, Athletes, and Veterans Students register, mycom.marin.edu ..........April 29
Continuing Students begin registering according to priority, mycom.marin.edu ..........Beginning April 30
New and Readmit Students register for classes, mycom.marin.edu ...Beginning May 30
Concurrently enrolled high school students register, in person only,
    Kentfield or Indian Valley Campus.........................................................Beginning June 10
Deadline for submitting Prerequisite Challenge/Equivalency forms ...............June 12
California Residency Determination Date .....................................................June 16, 2012
First Day of Instruction................................................................. Monday, June 17
Last day for dismissed students to file a Petition to Return .........................June 20
Deadline Dates for Summer classes vary. The Last Day to Add; Qualify for a Refund;
Drop without a “W”; Change Grading Option; or Drop with a “W” are on the
Summer Classes Deadline Dates listing on page 13 of this schedule.

Plan Ahead—A Few Important Dates for Fall 2013
Continuing Students begin registering according to priority,
    mycom.marin.edu .................................................................Beginning April 30
New and Readmit Students register for classes,
    mycom.marin.edu .................................................................Beginning May 30
Concurrently enrolled high school students register, in person only,
    Kentfield or Indian Valley Campus.........................................................Beginning Aug 5
First Day of Instruction for Weekday Classes.............................. Monday, Aug 19
Last day for dismissed students to file a Petition to Return .........................Sep 5

Early Start Classes

Early start classes may be added online or in-person until the first class meeting
without an instructor’s approval. Students registering after the first class meeting
must obtain an add code from the instructor and add the class online by the Last
Day to Add.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>CRN</th>
<th>Start Date</th>
<th>Last Day to Add</th>
<th>Request Drop w/ out W &amp; P/NP</th>
<th>Last Drop w/W</th>
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<tr>
<td>BIOL 110</td>
<td>60424</td>
<td>06/08/13</td>
<td>06/11/13</td>
<td>06/18/13</td>
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</tr>
<tr>
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<td>60515</td>
<td>06/03/13</td>
<td>06/05/13</td>
<td>06/12/13</td>
<td>07/10/13</td>
</tr>
</tbody>
</table>
Admissions

Open Enrollment Policy
It is the policy of College of Marin that every course section or class, for which attendance is reported for state aid, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI., Title V of the California Code.

How to Enroll

Continuing Student Priority Registration Begins April 30, 2013. Students may register online at mycom.marin.edu or in person. Students may add classes to their program online until the first class meeting.

Note: It is strongly recommended that you register on your priority registration date since you will have a better chance of enrolling in your first choice of classes.

Continuing Student Priority Registration Dates
To determine your priority registration date please log into your MyCOM Portal account and go the Student Tab, then follow the Registration Status link list in the Registration Tools channel.

New Students

New and Readmitted Students—Enrolling at College of Marin is Easy
If you have never enrolled for credit classes at the College of Marin (Kentfield Campus or Indian Valley Campus), or if you are enrolling after an absence of a year or more, please follow these simple steps to enroll.

STEP 1
Submit an Application for Admission:
- Online: www.marin.edu
  Note: Applying online will expedite your registration and greatly increase your chances of enrolling in the classes of your choice. Please allow one business day following submission for processing.
- In person to the Office of Admissions and Records at either the Kentfield Campus or Indian Valley Campus. You may download an Application for Admissions at http://www.marin.edu/PDFs/85_Cr_Apln_05_08.pdf

If you submit your Application in person, allow five business days following submission for processing.

Student Identification Number:
Students will be assigned a College of Marin Student Identification Number
If you choose not to disclose your Social Security Number on the Application for Admissions it will not be printed on your 1098T tax credit form or official academic transcripts. Students applying for Financial Aid, Veterans Benefits, and College Student Employment must disclose their Social Security Number on the Application for Admissions.

STEP 2
Complete Placement Test For Native English Speakers:
- A COM Student ID Number is required to take COM Placement Tests.
- Call the Testing Office at 415.485.9469 to schedule your College of Marin Math and English Placement Tests.
- See the pre-test sample questions at www.collegeboard.com/student/testing/accuplacer/index.html.

For Credit ESL Students:
- A COM Student ID Number is required to take COM Placement Tests.
- Call the Testing Office at 415.485.9469 to make an appointment for one of the ESL Workshops listed on page 7.

STEP 3
Complete Student Success Workshop Orientation for Native Speakers:
- Call Counseling Services at 415.485.9436 to make an appointment for one of the Student Success Workshop Orientations. See Page 7 for dates and times.

For Credit ESL Students:
- Call the Testing Office at 415.485.9469 to make an appointment for one of the ESL Workshops listed on page 7.

STEP 4
Meet with an Academic Counselor
- Call Counseling Services at 415.485.9436 or stop by KTD SS 212 to make a counseling appointment.
- Indicate that you are new and have completed your orientation and placement testing.
- Discuss your academic goals, previous educational experience, and develop an educational plan for selecting your courses.

Exemption from Steps 2 and 3: You may be exempted from Steps 2 and 3 if you:
- Have an Associate Degree or higher;
- Have completed 15 units or more at COM or from another college/university;
- Are not enrolling in English, ESL, math, or any course that has these subjects as a prerequisite.

STEP 5
Register for classes
New Student Registration begins May 30, 2013. Once your application for admissions has been processed, you will receive an eWelcome Letter via email from portal.activation@marin.edu with your username, temporary password for creating a MyCOM portal account and your COM Student ID Number.
You must provide a valid e-mail address to create a student portal account. Concurrently enrolled high school students begin registering on May 30, 2013.

Prerequisites
College of Marin enforces satisfactory completion of prerequisites at the time of registration. For information, visit http://www.marin.edu/admissions/Prerequisites.htm.

STEP 6
Waitlist Option
When a class is full, you may place yourself on a waitlist to register for the class. If a space opens up in the class, you will be notified by e-mail that is sent to your MyCOM.marin.edu email account.
Please see the Automated Waitlist Function section on the following page for additional information.

STEP 7
Pay Your Fees
- Online at mycom.marin.edu;
- Or in person with a MC/VISA credit card, MC/VISA debit card, personal check, cash, cashier's check, or money order.
College of Marin goes “Green”

In an effort to become “green” and go paperless, all College of Marin communications will be sent to you electronically through email to your MyCOM email account. You may forward your MyCOM email to your preferred personal email account. It is the student’s responsibility to check for important MyCOM announcements and email messages on a daily basis.

Students Who Must Register In Person

If you are a concurrently enrolled high school student or a dismissed student, you must register in person.

Confirmation of Enrollment

A confirmation of enrollment may be obtained at anytime through MyCOM.marin.edu.

Open Enrollment/Add Period

Monday, June 17 through The Last Day to Add (find Summer Classes Deadline Dates Listing on page 13)

Students who did not enroll in a class before the first class meeting, may attend the first class meeting to see if space is available. Instructors may admit students by issuing an add authorization code, then students must complete enrollment online through MyCOM.marin.edu using the add authorization code by the deadline date. Find the last day to add on the Summer Classes Deadline Dates listing on page 13.

Important Notice

Students who owe any outstanding fees will have a HOLD placed on their student records and will be prohibited from enrolling in any classes until all fees are paid in full.

If you try to add a class and receive the following message:

“You may not add or drop classes due to holds on your record”.

You may view the hold(s) by following the [View Holds] link.

Other Admissions Information

First Class Meeting

Failure to attend may result in a “no show drop” by the instructor. If a student cannot attend the first class meeting, the student may request that their place be held in the class by contacting the instructor prior to the first class meeting. See Faculty and Staff Directory page on our website for contact information: http://www.marin.edu/EmployeeDirectory

Please note: Instructors are generally not on campus between terms.

Instructors take roll for students officially enrolled and on the waiting list at the first class meeting. By attending the first class meeting on time, students may avoid losing their place to another student.

Failure to attend a class does not constitute an automatic drop.

Students must drop classes online by the refund deadline or the state requires fees be assessed. See Summer Classes Deadline Dates listing on page 13 to avoid fees and a penalty grade.

Dropping Classes

Students may drop a class online at mycom.marin.edu. See Summer Classes Deadline Dates listing on page 13.

Failure to attend a class does not constitute an automatic drop.

Students must drop classes online by the refund deadline or the state requires fees be assessed. See Summer Classes Deadline Dates listing on page 13.

Course Repetitions

Generally, students may enroll in a course only one time. Specific activity courses may be taken four times. Check the college catalog for exceptions and the course repetition policy.

Prerequisite Enforcement at the Time of Enrollment

As described on page 21 of this schedule, under the Prerequisites, Corequisites and Advisories section, by law the college requires students to satisfactorily complete prerequisite courses prior to enrolling in courses that have prerequisites.

Enforcement of prerequisites takes place at the time of enrollment, not in the classroom with instructors. Students who have not met a prerequisite will be blocked from enrolling in courses that require prerequisites.

See http://www.marin.edu/admissions/prerequisites/ for detailed information regarding prerequisites, equivalencies, placement test scores, and challenges.

Automated Waitlist Function

When a class is full, you may place yourself on a waitlist. If a space opens up in the class prior to the first class meeting, you will be notified by an email to your MyCOM.marin.edu email account.

Waitlist Procedure:

• You must meet course prerequisites prior to placing yourself on a waitlist.

• You have 72 hours from the date/time that the space availability email is sent to enroll.

• If you do not enroll by the 72 hour deadline, you are automatically dropped from the waitlist.

• It is important that you log on to the MyCOM Portal on a daily basis prior to the start of the class to check your inbox messages to see if you were sent an email.

• You may not put yourself on a waitlist for more than one section of the same course.

• Once you are on a waitlist for a course, you must drop yourself before enrolling in another section of the same course.

• You may not put yourself on a waitlist that conflicts in time with another course.

Course Conflicts

Students may not register for courses taught at conflicting times.

Registration Hours

Online Registration

24 hours a day, 7 days a week

mycom.marin.edu

Visit: www.marin.edu/admissions for Admissions Office hours and information about expanded hours during peak registration periods.
Cómo matricularse

La matriculación de prioridad para los estudiantes que continúan comienza el 29 de noviembre de 2012

Los estudiantes pueden matricularse por Internet en mycom.marin.edu, por fax al 415.460.0773 o personalmente. Después de la matriculación inicial los estudiantes pueden agregar clases a su programa por Internet hasta el primer día de la clase.

Nota: Se recomienda mucho que se matricule en su fecha de matriculación de prioridad ya que tendrás más posibilidades de conseguir los cursos que desees.

Fechas de matriculación de prioridad para los estudiantes que continúan y que retornan

Para determinar su fecha de matriculación si continúa o retorna por favor en su cuenta de Portal MyCOM y haga clic en Student, luego en Registration Status en el canal de Registration Tools.

Estudiantes que retornan y nuevos—matricularse en el College of Marin es fácil.

Si nunca se ha matriculado en cursos recibiendo crédito en el College of Marin (en el campus de Kentfield o en el de Indian Valley) o si se está matriculando después de una ausencia de un año o más, por favor siga estos simples pasos para matricularse.

PASO 1

Complete una Solicitud de Admisión

- Por Internet en mycom.marin.edu.
  
  Nota: Procesar su solicitud de admisión por Internet acelerará su matriculación y aumentará en gran medida sus posibilidades de obtener las clases que desea. El proceso de matriculación se realizará el día siguiente al día en que se matricule.

  Nota a estudiantes que retornan: Los estudiantes a quienes se les ha otorgado nombre de usuario y contraseña para MyCOM pueden usar ese nombre y contraseña para entrar en el Portal MyCOM. Si los han olvidado, por favor comuníquense con la Oficina de Admisión llamando al 415.457.8811, interno 8822.

- Presente la solicitud personalmente en la Oficina de Admisión en el campus de Kentfield o en el de Indian Valley. Puede bajar una Solicitud de Admisión de http://www.marin.edu/PDFs/85_Cr_Apln_05_08.pdf

  Importante: Si presenta su solicitud de admisión en persona deje pasar aproximadamente 5 días después de presentarla antes de inscribirse en las clases. N° de identificación del estudiante: Se le asignará a los estudiantes un número de identificación del College of Marin.

  Nota: Si usted elige no dar a conocer su número de Seguro Social, no será impreso en su formulario de crédito impositivo 1098T ni en el expediente académico oficial con sus calificaciones. Los estudiantes que solicitan ayuda financiera, beneficios de veteranos y empleo estudiantil en el College deben dar su número de Seguro Social en la Solicitud de Admisión.

PASO 2

Complete la prueba de Orientación y Ubicación

Para los estudiantes de habla inglesa:

- Obtenga un N° de identidad del College of Marin.
- Llame a la Oficina de Pruebas (415.485.9469) para concertar sus pruebas de ubicación en matemáticas e inglés en el College of Marin.
- Ver el ejemplo de preguntas previas a la prueba en www.collegeboard.com/student/testing/accuplacer/index.html.

Para los estudiantes de ESL por crédito:

- Obtenga un N° de identidad del College of Marin.
- Llame a la Oficina de Pruebas (415.485.9469) para concertar su asistencia a uno de los talleres de ESL mencionados en la página 7.

PASO 3

Completar un Orientación de Éxito Estudiantil

- Llame a Servicios de Consejería (415.485.9436) para una cita para una de las orientaciones del éxito de los estudiantes. Consulte la página 7 para conocer las fechas y horarios.
- O complete la orientación en línea: www.marin.edu/orientation.

Para los estudiantes de ESL por crédito:

- Llame a la Oficina de Pruebas (415.485.9469) para concertar su asistencia a uno de los talleres de ESL mencionados en la página 7.

PASO 4

Reúnas con un consejero académico.

- Llame a Servicios de Consejeros (415.485.9432) o vaya a KTD, SS 212, para concertar una cita con un consejero.
- Indique que es nuevo y que ya ha completado sus pruebas de orientación y ubicación.
- Discuta sus metas académicas, su experiencia educacional previa y desarrolle un plan para seleccionar sus cursos.

Exención de los pasos 2 y 3: Puede ser eximido de los pasos 2 y 3 si:

- Tiene ya título de Associate o más alto;
- Ha completado 15 unidades o más en el COM o en otro college o universidad.
- No matricularse en Inglés, ESL, matemáticas o cualquier curso que tiene estos sujetos como requisito previo.

PASO 5

Matricúlese en los cursos.

La matriculación de los nuevos estudiantes comienza el 19 de diciembre de 2012. Una vez que haya presentado la solicitud de admisión recibirá una carta de bienvenida del COM, con su nombre de usuario y una contraseña provisoria para crear una cuenta de Portal MyCOM.

Requisitos previos

Colegio de Marin hace cumplir la terminación satisfactoria de los requisitos previos en el momento de la inscripción. Para obtener más información, visite http://www.marin.edu/admissions/Prerequisites.htm.

PASO 6

Opción de Lista de Espera

Cuando una clase esté completa, puede poner su nombre en la lista de espera para matricularse en la clase. Si se desocupa un lugar en la clase, se le notificará por e-mail, enviada a su cuenta en MyCOM.marin.edu.

Por favor, consulte la sección lista de espera función automatizada en la página 5 para obtener información adicional.
**PASO 7**

**Pague los gastos de matrícula:**
- Por Internet en mycom.marin.edu;
- O personalmente, con tarjeta de crédito VISA o MC, con tarjeta de débito, con cheque personal, dinero en efectivo, cheque bancario o giro postal.

**Estudiantes que deben matricularse en persona.**
Si usted asiste al mismo tiempo a la escuela secundaria, o si ha sido echado, debe matricularse en persona.

---

**Confirmación de matriculación**
Puede obtener en cualquier momento una confirmación de su matriculación a través del Portal del estudiante en mycom.marin.edu.

**Período de matriculación abierta y de agregar clases**
Los estudiantes que no se matricularon en un curso antes del primer día de clase pueden asistir a la primera clase para ver si hay lugar disponible. Los instructores pueden admitir estudiantes dándoles un código de autorización para agregar la clase, y luego los estudiantes deben completar la matriculación por Internet a través del portal del estudiante en mycom.marin.edu, usando el código de autorización para agregar la clase antes de la fecha de plazo. Por favor vea las fechas de plazo para agregar clases de primavera dadas en las páginas 13 y 14.

**Notificación importante**
A los estudiantes que deben honorarios previos no se les entregarán sus calificaciones y se les prohibirá matricularse en clases hasta que hayan pagado todo lo que deben. Si usted trata de agregar una clase y recibe el siguiente mensaje:

“You may not add or drop classes due to holds on your record”.

Puede averiguar el problema haciendo clic en el vínculo [View Holds] en el Portal.

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**ESL Student Success Workshop Schedules**

**Credit ESL Student Success Workshop (Intermediate to Advanced ESL Students)**

<table>
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<tr>
<th>DATE</th>
<th>CAMPUS / ROOM*</th>
<th>START TIME</th>
<th>END TIME</th>
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</thead>
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<td>Tuesday, May 21</td>
<td>KTD / FH 120</td>
<td>5 pm</td>
<td>9 pm</td>
</tr>
<tr>
<td>Monday, July 29</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>1 pm</td>
</tr>
<tr>
<td>Saturday, August 10</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>1 pm</td>
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<tr>
<td>Wednesday, August 14</td>
<td>KTD / FH 120</td>
<td>9 pm</td>
<td>9 pm</td>
</tr>
<tr>
<td>Tuesday, August 20</td>
<td>KTD / LC 150</td>
<td>5 pm</td>
<td>9 pm</td>
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<tr>
<td>Friday, August 23</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>1 pm</td>
</tr>
<tr>
<td>Wednesday, August 28</td>
<td>KTD / LC 150</td>
<td>9 pm</td>
<td>9 pm</td>
</tr>
</tbody>
</table>

*Room number is subject to change.

---

**Noncredit ESL Student Success Workshop (Beginning to Low-Intermediate ESL Students)**

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<tr>
<th>DATE</th>
<th>CAMPUS / ROOM*</th>
<th>STARTS / INICIA</th>
<th>ENDS / TERMINA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, June 1 / sábado, junio 1</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>Saturday, July 13 / sábado, julio 13</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>Tuesday, July 30 / martes, julio 30</td>
<td>KTD / FH 120</td>
<td>6 pm</td>
<td>8:30 pm</td>
</tr>
<tr>
<td>Saturday, August 3 / sábado, agosto 3</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>11:30 am</td>
</tr>
<tr>
<td>Wednesday, August 7 /miércoles, agosto 7</td>
<td>KTD / FH 120</td>
<td>6 pm</td>
<td>8:30 pm</td>
</tr>
<tr>
<td>Monday, August 12 / lunes, agosto 12</td>
<td>KTD / FH 120</td>
<td>9 am</td>
<td>11:30 am</td>
</tr>
</tbody>
</table>

*Room number is subject to change. *La sala está sujeta a cambios sin previo aviso. KTD = Kentfield Campus / plantel de Kentfield
Fees, Fee Exemptions, and Waivers

Convenient Payment Plan to Help You Pay for College Fees
To help you meet your education expenses, College of Marin is pleased to offer Nelnet Business Solutions e-Cashier deferred payment plan. It is not a loan; therefore, you have no debt, interest or finance charges and there is no credit check.

The cost to budget monthly payments is a $20 per semester nonrefundable enrollment fee.

To enroll in this convenient payment plan, simply register online through your MyCOM portal account. For additional information regarding setting up a payment plan please go to http://www.marin.edu/admissions/paymentplan.htm

Costs of College
The enrollment and other fees you pay to attend College of Marin and all community colleges in the State are set by the California State Legislature. Fees may be paid by Mastercard/Visa, cash, check, or cashier's check.

Registration Fees
Enrollment Fee..............................$46/unit
Health Fee.....................................$12
International Student Application Fee
(nonrefundable)..............................$50
Materials Fee ..................................varies
Nonresident, U.S. Citizen
Tuition Fee ....................................$202/unit
Nonresident, Non-U.S. Citizen
Tuition Fee ....................................$207/unit
Student Representation Fee .............$1
Student Activities Fee (Optional) ......$8

Fees for Other Services
Credit by Exam ...............................$46/unit
Document/Verification Fee ...............$6
Rush Document/Verification Fee .......$15
Parking Fee .................................$3/daily, $20/session
Returned Checks/Declined VISA/
Mastercard or Debit Card Fee ..........$15
Service Fee for Processing Refunds and
Deferred Fees for Dropped Classes ..$10
Transcript Fee (first 2 copies free) ......$6
Rush Transcript Fee
(next business day) ..........................$15

Please note:
• Transcripts will be delayed until all delinquencies are cleared.
• Returned check/credit card delinquencies may not be paid with another personal check, but must be cleared with cash, money order, or cashier's check.
• In addition to the above fees, students must purchase their own books and supplies.
• Fees are subject to change without notice.

Health Fee
The health fee supports the Student Health Center and entitles students to a variety of health services. See page 30 for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees. The health fee is not medical insurance.

An exemption from payment of the health fee may be granted for students who qualify in the following categories:
• Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
• Students who are attending college under an approved apprenticeship training program.

A Student Petition with documentation must be submitted each term in which an exemption is requested.

Student Representation Fee
Money collected for the student representation fee shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government.

Students have the right to refuse to pay the fee for religious, political, moral or financial reasons. A Student Representation Fee Waiver Form must be submitted at the time of registration for each semester in which the student does not wish to pay this fee.

Student Activities Fee
Money collected for the student activities fee shall be expended to provide support for educational and social events for the campus community and to support campus clubs and organizations, student related activities and intercollegiate athletics.

Students have the right to refuse to pay this optional fee. A Student Activities Fee Waiver Form must be submitted at the time of registration for each semester in which the student does not wish to pay this fee.

Fees Paid by an Agency
If an agency or program is to pay your fees, a voucher or “authorization to bill” must be provided at the time of registration. Remember to keep a copy of the voucher or authorization. College of Marin will invoice the agency or program within the appropriate time lines.

Military Fee Exemption
Dependents of deceased/disabled veterans (with an eligibility letter) will only be charged materials fees, if applicable.

Contact your local county Veterans Services Office (located in the “Government Listings” section of your telephone book under “County Government Offices”) to obtain applications, information, and how to apply for benefits under this program.

California Nonresident Exemption/AB540
Students not otherwise eligible for resident status who have attended a California high school for three years and graduated may apply for an AB 540 fee exemption. Students must complete the California Nonresident Exemption Request form.

Changes May Occur Without Notice
College of Marin has made every reasonable effort to determine that information stated in its publication is accurate, but the college reserves the right to alter fees, statements, and procedures contained herein without notice. Fees and procedures are subject to change at anytime 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 schedule, or posted online at www.marin.edu. Classes may be cancelled for insufficient enrollment at the discretion of the college.

Tax Credit
Eligibility
In accordance with federal tax credit legislation, a verification 1098T form will be available at the end of January through the MyCOM portal for any student enrolled at least half-time on census day who has paid registration fees.
Please check with your tax preparer to determine if you are eligible to take advantage of this credit.

**Social Security Numbers**
Social security numbers of students who have chosen not to disclose their social security number will not be printed on the 1098T.

**Enrollment Fee Waivers**

**Board of Governors**
An interactive version of the form is now available online at http://www.marin.edu/WORD-PPT/2012-2013_bog_fw_app.pdf. Students required to pay out-of-state fees are not eligible. The California Community Colleges Board of Governors provides a waiver of enrollment fees for students who are residents of the State of California or meet the California Exemption criteria (AB540) and meet one or more of the following criteria:

1. Student or student’s family receives TANF, SSI, or General Assistance benefits.
2. Income for 2011 was below the limits identified in the table.
3. Student files Financial Aid Application and is determined eligible by the Financial Aid Office.

Financial Aid and Fee Waiver information is available in Spanish. All Financial Aid Students are still required to pay any materials fees and the health fee. Contact the Financial Aid Office at 415.485.9409 for additional information.

The above information is subject to change in the event of new federal or state regulations.

**2012/2013 Income Standards**
These standards are based upon the federal poverty guidelines, as published each year by the US Department of Health and Human Services. Under Title 5 of the California Code of Regulations, the student or student’s family must have a total income in the prior year (in this case, 2011) that is equal to or less than 150% of the U.S. Department of Health and Human Services Poverty Guidelines based on family size.


These income standards are for the 2012-2013 academic year and are to be used to determine BOGFW-B eligibility EFFECTIVE July 1, 2012.

**Refund Policy**

**Refund Service Fee**
A $10 per semester service fee and any outstanding balance due the college will be deducted from all refunds. No service fee is charged if the class is canceled by the college. The service fee also applies to students who drop classes when fees have not been paid.

**Summer Classes**
In accordance with state law, refund requests for summer classes will be granted if the class is dropped before completion of 10 percent of the course. See Summer Classes Deadline Dates on page 13.

**Materials Fees**
Provided that no materials have been used, refund of materials fees will be granted if the class is dropped before completion of 10 percent of the course for short-term classes.

Please note that Financial Aid Fee Waivers do not cover health or materials fees.

**Financial Aid Students**
Prior to refunding any enrollment fee or tuition, the district may determine if the student received federal Title IV funds during the term of enrollment. If funds were received, the refund may be held up to 30 days while the district determines if any institutional or student return to the federal Title IV programs is due under Section 485 of the Higher Education Amendments of 1998, P.L. 105–244.

If a return is deemed to be required, the amount of enrollment fee refund may first be used to meet any return obligation of the district and, if an amount of enrollment fee refund remains after the district obligation has been met, that amount may be used to meet any return obligation of the student.

If an enrollment fee refund amount remains after all return obligations have been met, the student shall receive the remainder.

**Nonresident Tuition Refunds**
The college will not grant refunds after the deadline date listed on the Summer Classes Deadline Dates listing on page 13.

**Parking Permit Refund**
Students may request a refund of term parking permit fees under the following conditions:

- The college has canceled a class and the student is no longer enrolled in any credit, noncredit, community education or emeritus college class.
- The student has dropped all classes on or before the last day to qualify for a fee refund or by the 10 percent point of the length of a class for a short-term class.

The original parking permit decal must be returned with the Parking Permit Refund Request form to the Office of Admissions and Records.

**Illegal Distribution of Copyrighted Materials**
College of Marin students are prohibited from using the college’s information network to illegally download or share music, video, and all other copyrighted intellectual property. College of Marin supports the Higher Education Opportunity Act and Digital Millennium Copyright Act, including efforts to eliminate the illegal distribution of copyrighted material. Under the law, college administrators may be obligated to provide copyright holders with information about users of the college’s information network who have violated the law.

Be aware that illegal forms of downloading and file sharing, as well as the unauthorized distribution of copyrighted materials, are violations of the law and may subject you to academic sanctions from the college as well as criminal and civil penalties, including a lawsuit against you by the Recording Industry Association of America (RIAA). Learn more at www.campusdownloading.com. In addition to being illegal, file sharing drains the network bandwidth, which slows computer connections for students and employees who are using the network for legitimate academic purposes and ultimately costs the college money. There are plenty of easy, affordable ways to get music online legally. For a list of sources that offer legal downloading sites, access www.riaa.com
Financial Aid

Need help with enrollment fees? Contact the College of Marin Financial Aid Office for additional information on fee waivers and other financial aid programs. Call 415.485.9409 or 415.883.2211 ext. 8118 or e-mail financial.aid@marin.edu visit our webpage http://www.marin.edu/financial_aid/index.htm.

Student Financial Assistance
All students enrolling or wishing to enroll in an academic or vocational program at College of Marin may apply for financial assistance. Students meeting financial and other eligibility requirements receive funds from a variety of federal, state, and community programs to help cover school and living expenses. College of Marin offers students funding from the following programs.

Financial Aid Programs/Grants and Scholarships

Federal Pell Grants
Grants range from $400 to $5,550 per year depending on eligibility. Limited to six years of full-time use.

Federal Supplemental Educational Opportunity Grants (SEOG)
Grants range from $400 to $2,000 per year for students with the highest financial need who also qualify for Pell Grants.

Extended Opportunity Programs and Services Grants (EOPS)
This program provides book grants and counseling services to students who qualify. (See page 30 for additional information.)

Board of Governors Fee Waivers (BOGW)
Eligible California residents and AB540 students receive a waiver of enrollment. See additional information on page 9. An interactive version of the form is now available online at http://www.marin.edu/WORD-PPT/2012-2013_bog-fw_app.pdf.

Cal Grants
The State of California provides grants ranging from $530 to $1,473 per year for eligible students.

Federal Student Loans

Student Loans Must Be Repaid
Before considering a student loan, it is important to develop a financing plan for your education that takes into account the total amount of debt that you will be able to afford to repay when you reach your final educational goal.

Subsidized Stafford Student Loans
Students who qualify on the basis of financial need may borrow up to $3500 per year for freshman year and up to $4500 per year for sophomore year at a variable interest rate. Principal and interest are deferred until six months after the last day of enrollment as at least a half-time student in an educational program.

Unsubsidized Stafford Student Loans
Independent students who do not meet financial need criteria for a Subsidized Stafford Loan or need additional loan assistance may borrow all or part of that amount under the Unsubsidized Stafford Loan Program up to $6,000 per year. Interest becomes due when the loan is borrowed. Principal is deferred until six months after the student ceases to be enrolled at least half-time in an educational program.

10,000 Degrees Grants
Residents of Marin County may apply for 10,000 Degrees grants ranging from $400 to $4,000 per year. For more information call 415.459.4240.

College of Marin Foundation Scholarships
The College of Marin Foundation solicits funding from the community for scholarships that are awarded to students who meet need and academic criteria. Scholarships range from $250 to $1,000 per year and are available to students who are transferring to a four-year institution or continuing at COM. For more information call 415.485.9382.

Financial Aid for AB540 Undocumented Immigrant Students

Federal College Work-Study Program
Federal funds provide a limited number of part-time jobs on campus for students who qualify. Some jobs are available off campus. Students work up to 25 hours per week.

Job Placement Office
The Job Placement Office provides students with information on a large number of jobs that are available throughout the community.

Work Experience
Students may enroll in Work Experience classes to obtain credit for current employment.

Additional Financial Assistance

Application Procedures
Students must file a Free Application for Federal Student Aid (FAFSA). Some programs, COM Foundation Scholarships, Cal Grants, loan programs, 10,000 Degrees, may have additional application forms. Once the initial form is filed, the Financial Aid Office may request additional forms and verifying documentation. The FAFSA is available at www.fafsa.ed.gov. Forms for the next academic year are available in January. The priority date to file is March 2.

Additional Information
For paper application forms and additional information, please contact the Financial Aid Office at either the Kentfield Campus or the Indian Valley Campus.

College of Marin Emergency Loans
Associated Students College of Marin (ASCOM) and the College of Marin Foundation have provided funds for the college’s emergency loan program. Thirty-day loans are available for up to $100 for students who qualify.

Tax Credit
For tax credit information see pages 8–9.
Who May Enroll

College of Marin Serves Students of All Ages with or without a High School Diploma
Anyone 18 years of age or older, with or without a high school diploma, is eligible to enroll at College of Marin. For information concerning enrollment of students under age 18, call the Office of Admissions and Records.

High School Students
Advanced Scholastic and Vocational Programs
College of Marin has a special program which allows students attending high school to enroll in college courses in advanced scholastic and vocational programs before earning their high school diploma.
Concurrently enrolled students are restricted from credit physical education classes, and remedial classes numbered below 100.

In Person Registration
Each term a high school student must submit a completed College Credit Program (CCP) form signed by a parent, high school principal or designee, and college counselor to the Office of Admissions and Records. New students must submit a Credit Application for Admissions.

No Enrollment Fee for Summer 2013
Concurrently enrolled high school students will not be charged the Enrollment Fee for Summer 2013. Starting Fall 2013 Enrollment Fees will be charged.

High school students who are not legal residents of the State will be subject to nonresident tuition charges.

Residence Information
In general, to be considered a California resident for tuition purposes, a student must have lived continuously in California for one year immediately preceding the residence determination date of June 16, 2013 The student must also provide evidence (as defined by California Education Code) proving the student’s intention to make California the student’s permanent home. Documented intent must start at least one year before the residency determination date. Non-U.S. Citizens on certain visas are ineligible to enroll in credit classes.
Please review the college catalog for more information.

Student’s Right to Privacy
Occasionally, College of Marin receives requests from various entities or private persons seeking directory information on our students. These entities can be public, private, or governmental in origin, e.g., private scholarship search companies, public and private colleges and universities, U.S. Military (Department of Defense and others).

Directory Information Defined
Directory information is defined as information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, date and place of birth, level of education, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Release of Directory Information
Directory information may be released at the discretion of the college; however, under Federal and State law, a student has the right to request that College of Marin withhold directory information on behalf of the student.
Once a request is made, directory information will be withheld from all entities. The college assumes no liability for honoring a student’s request that such information be withheld.

Request to Withhold Directory Information
A request to withhold directory information must be directed to the Dean of Enrollment Services in writing. The request must be signed and dated by the student. Students may also come to the Admissions and Records Office at the Kentfield Campus or Indian Valley Campus and complete a Request to Withhold Directory Information form. Forms are available online at: http://www.marin.edu/admissions/index.htm
Distance Education

Online and hybrid (partially online and partially on-campus) courses are offered in COM’s Moodle Learning Management System.

Innovative Education

The Latest Technology
College of Marin is using the latest technology to help you realize your educational goals. Now you can use your computer to get the courses you need to fulfill your educational goals. Distance Education courses listed in this section may be found under their department headings on pages 15–20. To view the Distance Education listings and Course Welcome Letters online, go to http://www.marin.edu/DE/online-courses.html

Course Welcome Letters
Please go to http://www.marin.edu/DE/online-courses.html to find the Course Welcome Letters for individual Distance Education courses, containing specific details about mandatory course meetings, weekly access requirements, instructor’s contact information, waiting lists, books and materials, log on instructions, and course policies.

To access your course page on Moodle:
1. Login to your MyCOM account using your username and password.
2. Click on the “Distance Education” tab.
3. Click on “Log into Moodle directly,” (on the right side of your screen).
4. In the Navigation block on the left side of your page, click to expand My courses.
5. All of your registered courses will be listed by their CRN numbers. Hover over the CRN # to see the course name and number.
6. Click to expand the course number and that course homepage.

CRN | Course ID | Course Title | Start Date
--- | --- | --- | ---
60010 | CIS 110 | Introduction to Computer Information Systems | 06/17
60132 | ENGL 150 | Reading and Composition (1A) | 06/17
60166 | ENGL 151 | Reading and Composition (1B) | 06/17
60016 | HED 130 | Contemporary Health Issues | 06/17

For information about student services, such as counseling, tutoring, financial aid, the Online Writing Center, and other student support services, go to the Student Services page at http://www.marin.edu/DE/student.html

Student Support Services
Are you new to Distance Education? Please see “Tips for Being a Successful Online Learner” at http://www.marin.edu/distance/de-tips.html

College of Marin uses Moodle for its online course delivery. The Moodle Learning Management System (LMS) is praised for its user-friendly features and superior functionality. A full range of Distance Education courses are currently offered in Moodle.

Please see the Moodle FAQ page to learn more at http://www.marin.edu/DE/faq.html

For information about student services, such as counseling, tutoring, financial aid, the Online Writing Center, and other student support services, go to the Student Services page at http://www.marin.edu/DE/student.html

Student Support Services
Are you new to Distance Education? Please see “Tips for Being a Successful Online Learner” at http://www.marin.edu/distance/de-tips.html
# Summer Classes Deadline Dates

After the session begins, short-term classes may be added online or in-person until the first class meeting without an instructor’s approval. Students registering after the first class meeting must obtain an add code from the instructor and add the class online or in-person by the Last Day to Add.

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<th>Refund Date</th>
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<td>ENGL 150</td>
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<td>07/16/13</td>
</tr>
</tbody>
</table>

To register online see the latest schedule at www.marin.edu • COLLEGE OF MARIN • 13
Skills Certificates

Less Than 18 Unit Credit Skills Certificates
Skills Certificates may be part of a “ladder” of skills, beginning with job entry skills and leading to a full Certificate of Achievement Program or may constitute a skill set that enables a student to upgrade or advance in an existing career. Skills Certificates are shorter in duration and narrower in scope than the Certificate of Achievement that provides full preparation for employment in a career. Contact the specific department for detailed information.

Business and Information Systems Department Skills Certificates

Business/Business Office Systems
- Administrative Assistant, 5 units
- Management and Supervision, 9 units
- Medical Transcriber, 8 units

Computer Information Systems
- Desktop A+ Centered, 7.5 units
- Microsoft Access Database, 4.5 units
- Microsoft Office Database Specialist, 6.5 units
- Microsoft Office Specialist, 6 units
- Network Security, 7.5 units
- Web Programming, 4.5 units

Real Estate
- Real Estate Appraisal, 9 units
- Real Estate Finance, 9 units
- Real Estate Law, 9 units
- Real Estate Property Management, 9 units

Career Education Department Skills Certificates

Automotive Technology
- Automotive Service Advisor, 13 units
- Brakes and Suspension, 13 units
- Drive Trains, 15 units
- Electrical/Performance, 17 units
- Engine Repair, 11 units
- Heating and Air Conditioning, 9.5 units

Multimedia Studies
- Multimedia 3-D, 9 units
- Multimedia Foundation, 9 units
- Multimedia Print Design, 12 units
- Multimedia Video Production, 9 units
- Multimedia Web Authoring, 9 units

Health Sciences Department Skills Certificates

Early Childhood Education Core, 12 units

Emergency Medical Technician Training Course, 6 units
IV Insertion: Demonstrated competency and completion of NE 203 and 225L (must be enrolled in RN Program)
Medical Terminology, 6 units
MediSoft, 5.5 units

Life and Earth Sciences Department Skills Certificates

Environmental Science, 16 units

Physical Education Department Skills Certificates

Personal Fitness Trainer, 17.5 units

Social Science Department Skills Certificates

Education, 6 units
### Course Listings

#### AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

**ACRT 160A** 1.5 Units  
*Automotive Painting and Refinishing Repair Workshop*  
Transfer Credit: CSU  
60114 R Palmer  
Lec MTW 9am–9:35am, IVC/BLDG06/108  
Lab MTW 9:45am–12:15pm, IVC/BLDG01/103  
60115 R Palmer  
Lec MTW 1:10pm–1:35pm, IVC/BLDG06/108  
Lab MTW 1:45pm–4:15pm, IVC/BLDG01/103

**ACRT 160B** 1.5 Units  
*Automotive Dent and Damage Repair Workshop*  
Transfer Credit: CSU  
60116 R Palmer  
Lec MTW 9am–9:35am, IVC/BLDG06/108  
Lab MTW 9:45am–12:15pm, IVC/BLDG01/103  
60117 R Palmer  
Lec MTW 1pm–1:35pm, IVC/BLDG06/108  
Lab MTW 1:45pm–4:15pm, IVC/BLDG01/103

### Course Listings Key

<table>
<thead>
<tr>
<th>Course Discipline Abbreviation &amp; Number</th>
<th>Course Title</th>
<th>Number of Units</th>
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</thead>
<tbody>
<tr>
<td>JOU110 3.0 Units</td>
<td>Introduction to Mass Communication and Media Literacy</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 110 3.0 Units</td>
<td>Introduction to Automotive Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 111 3.0 Units</td>
<td>Automotive Maintenance – Intermediate</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTO 239 1.0 Unit</td>
<td>Bureau of Automotive Repair (B.A.R.) Update Training</td>
<td>1.0</td>
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</tbody>
</table>

### AUTOMOTIVE TECHNOLOGY

**AUTO 110** 3.0 Units  
*Introduction to Automotive Maintenance*  
Transfer Credit: CSU  
60135 D Del Grande  
Lec TR 6:40pm–9:15pm, IVC/BLDG03/154  
Lab S 8:10am–6pm, IVC/BLDG02/210

**AUTO 111** 3.0 Units  
*Automotive Maintenance – Intermediate*  
Transfer Credit: CSU  
60136 R Palmer  
Lec MW 6:10pm–9pm, IVC/BLDG06/108  
Lab S 8:10am–6pm, IVC/BLDG02/210

**AUTO 239** 1.0 Unit  
*Bureau of Automotive Repair (B.A.R.) Update Training*  
Transfer Credit: CSU  
60547 06/22–06/23 R Willits  
Lec SU 8:10am–5:15pm, IVC/BLDG03/152

**BIOLOGY**

**BIOL 110** 3.0 Units  
*Introduction to Biology*  
No prerequisite. Advisory: Concurrent enrollment in BIOL 110L.  
Transfer Credit: CSU/UC  
60424 F Agudelo-Silva  
Lec T 6:10pm–9pm, IVC/BLDG16/214  
Lec S 9:10am–12pm, IVC/BLDG16/214

Please check the online schedule at www.marin.edu for course descriptions and the most current course information.
BIOL 110L 1.0 Unit
Introduction to Biology Laboratory
No prerequisite. Advisory: BIOL 110 or concurrent enrollment.
Transfer Credit: CSU/UC

CHEM 114 5.0 Units
Introduction to Chemistry
Prerequisite: Math 101 or 101AB or 101XY or eligibility for Math 103 based on the Math Assessment Test.
Transfer Credit: CSU/UC

CHEM 132 5.0 Units
General Chemistry II
Prerequisite: CHEM 131.
Transfer Credit: CSU/UC

CHEM 132E 3.0 Units
General Chemistry II, Lecture Only
Prerequisite: CHEM 131.
Transfer Credit: CSU/UC

BUS 112 4.0 Units
Financial Accounting
Transfer Credit: CSU/UC

COUR 115 2.0 Units
Beginning Machine Shorthand Literary: Level II-J
Prerequisite: COUR 110. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 115F 2.0 Units
Beginning Machine Shorthand Four-Voice: Level II-F
Prerequisite: COUR 112. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 115J 2.0 Units
Beginning Machine Shorthand Jury Charge: Level II-J
Prerequisite: COUR 110. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125J 2.0 Units
Intermediate Machine Shorthand Jury Charge: Level III-J
Prerequisite: COUR 115J. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125S 2.0 Units
Intermediate Machine Shorthand Literary: Level III-S
Prerequisite: COUR 115S. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125F 2.0 Units
Intermediate Machine Shorthand Four-Voice: Level IV-F
Prerequisite: COUR 125F. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125J 2.0 Units
Intermediate Machine Shorthand Jury Charge: Level IV-J
Prerequisite: COUR 125J. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125S 2.0 Units
Intermediate Machine Shorthand Literary: Level IV-S
Prerequisite: COUR 125S. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125F 2.0 Units
Intermediate Machine Shorthand Four-Voice: Level IV-F
Prerequisite: COUR 125F. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)

COUR 125J 2.0 Units
Intermediate Machine Shorthand Jury Charge: Level IV-J
Prerequisite: COUR 125J. Total of four units of machine shorthand required.
Transfer Credit: CSU (Material Fee: $1)
COUR 175F 2.0 Units
Intermediate Machine Shorthand Four-Voice: Level V-F
Prerequisite: COUR 150F. Total of four units of machine shorthand required
Transfer Credit: CSU (Material Fee: $1)
60390  C Barr-Vickers, L Jimenez-Aguirre
Lec 7 hrs/wk, IVC/BLDG27/233
Lab 12 hrs/wk, IVC/BLDG27/233

COUR 175J 2.0 Units
Intermediate Machine Shorthand Jury Charge: Level V-J
Prerequisite: COUR 150J. Total of four units of machine shorthand required
Transfer Credit: CSU (Material Fee: $1)
60391  C Barr-Vickers, L Jimenez-Aguirre
Lec 7 hrs/wk, IVC/BLDG27/233
Lab 12 hrs/wk, IVC/BLDG27/233

DENTAL ASSISTING, REGISTERED

DENT 192 2.0 Units
Clinical Applications in Dental Offices
Prerequisite: DENT 183 and 186. Corequisite: DENT 192A. Advisory: ENGL 98 or 98SL. Four lecture and twenty four laboratory hours weekly for four weeks during the summer session.
Transfer Credit: CSU
60030  05/28–06/21 K Rooney
Arr MTR 8am–5pm, IVC/HOSP/TBA
Lab F 9am–4pm, IVC/BLDG27/224
4 total hours of seminar: TBA,
5/28–6/20, between 9am and 4pm,
BLDG27/224.

DENT 192A 0.5 Unit
Pit and Fissure Sealants
Prerequisite: DENT 176. Corequisites: DENT 192 and 192AL. Advisory: ENGL 98 or 98SL. Two lecture hours weekly for four weeks during the summer session.
Transfer Credit: CSU
60031  05/29–06/19 K Rooney
Lec W 8:10am–10am, IVC/BLDG27/224
Class meets 5/29, 6/05, 6/12, and 6/19.

DENT 192AL 0.5 Unit
Pit and Fissure Sealants Lab
Prerequisite: DENT 183 and current CPR Certificate. Corequisite: DENT 192 and 192A. Advisory: ENGL 98 or 98SL.
Transfer Credit: CSU (Material Fee: $100)
60032  05/29–06/19 K Rooney, R Allen
Lab W 10:10am–4pm, IVC/BLDG27/220
Class meets 5/29, 6/05, 6/12 and 6/19.

EARLY CHILDHOOD EDUCATION

ECE 137 3.0 Units
Emergent Literacy in the Early Childhood Classroom
Transfer Credit: CSU
60545  S Johnson
Lec MW 6:10pm–10pm, KTD/CSC
Please note: this class meets in the new Child Study Center (CSC) located at 1144 Magnolia Avenue, Larkspur.

ECONOMICS

ECON 101 3.0 Units
Principles of Macroeconomics
Transfer Credit: CSU/UC
60022  N Pacula
Lec TWR 9:10am–12pm, KTD/SC104

ENGLISH

College of Marin offers an English assessment testing service, to aid students in selecting and enrolling in appropriate English courses. Students are provided with their own test scores. Students who need help interpreting their scores, or deciding whether to enroll or remain enrolled in an English course, can seek assistance from a counselor or their English instructor.

For information, call the Testing Office at 415.485.9469 (office located in Student Services Center on the Kentfield Campus, Room 238).

ENGL 120 3.0 Units
Introduction to College Reading and Composition II
Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
Transfer Credit: CSU/UC
60129  C Kreit
Lec MTWR 8am–10:15am, KTD/SC144
Lab 3 hrs/wk, KTD/LC120
Note: English classes scheduled in SC 151, the Computer Writing Center, are conducted using computers as a primary mode. Writing, editing, collaborating, researching, and other activities involve computer use on a regular basis. No special skills with computers are required for enrollment.

ENGL 150 3.0 Units
Reading and Composition (1A)
Prerequisite: ENGL 120 or 120SL or 120AC or English Placement Test or equivalent.
Transfer Credit: CSU/UC
60132  I Kelly
Internet Course, 9hrs/wk TBA, KTD/IVC. For log on instructions, please see the Distance Education listings online at http://www.marin.edu/DE/online-courses.html.
60133  J Sutherland
Lec MTW 10:30am–1:30pm, KTD/SC144
Note: English classes scheduled in SC 151, the Computer Writing Center, are conducted using computers as a primary mode. Writing, editing, collaborating, researching, and other activities involve computer use on a regular basis. No special skills with computers are required for enrollment.

ENGL 151 4.0 Units
Reading and Composition (1B)
Prerequisite: ENGL 150 or equivalent.
Transfer Credit: CSU/UC
60166  A Klinger
Internet Course, 12hrs/wk TBA, KTD/IVC. For log on instructions, please see the Distance Education listings online at http://www.marin.edu/DE/online-courses.html.

THE ENGLISH WRITING CENTER—KTD

Students enrolled in English 120 are required to attend two (2) hours of English Writing Center per week at their convenience during ANY of the times listed in the chart. Students enrolled in English 150 or 151 may seek assistance with papers and other tasks in lab.

Writing Center is located in Learning Resources Center, Room 120

<table>
<thead>
<tr>
<th>TIME</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
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<tbody>
<tr>
<td>10:30am-11:30am</td>
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ETHNIC STUDIES

ETST 151 3.0 Units
Native American History
Transfer Credit: CSU/UC
60544  N Bigeagle
Lec TWR 12:10pm–3pm, KTD/FH110
FIRE TECHNOLOGY

FIRE 215 2.0 Units
Advanced First Aid/First Responder
Transfer Credit: CSU/UC
(Material Fee: $30)
60515 S Wood
Lec MW 6:10pm–7pm, IVC/BLDG27/112
Lab MW 7:10pm–10pm, IVC/BLDG27/112

HEALTH EDUCATION

HED 130 3.0 Units
Contemporary Health Issues
Transfer Credit: CSU/UC
60016 K Smyth
Internet Course, 9hrs/wk TBA, KTD/IVC.
For log on instructions, please see the Distance Education listings online at http://www.marin.edu/DE/online-courses.html

HISTORY

HIST 117 3.0 Units
History of the United States I
Transfer Credit: CSU/UC
60026 P Cheney
Lec TWR 9:10am–12pm, KTD/SC133

ENGLISH FLOW CHART

KINESIOLOGY

PE 070 0.5 Unit
Adapted Aquatics
Prerequisite: Recommendation of student’s physician and completed medical form.
Transfer Credit: CSU/UC
60260 M Gray
Lec MTWR 12:10pm–1:30pm, KTD/PEPOOL

PE 072 0.5 Unit
Adapted General Conditioning
Prerequisite: Recommendation of student’s physician and completed medical form.
Transfer Credit: CSU/UC
60261 M Gray
Lec MTWR 9:10am–10:30am, KTD/PE040

PE 074 0.5 Unit
Adapted Yoga
Prerequisite: Recommendation of student’s physician and completed medical form.
Transfer Credit: CSU/UC
60549 M Gray
Lec MTWR 10:40am–12pm, KTD/PE060

MATHEMATICS

All mathematics courses may be taken for a letter grade or pass/no pass.

NOTICE TO MATHEMATICS STUDENTS

Students who enroll in mathematics courses may be asked to provide evidence that prerequisites are satisfied in order to maximize their chances for success. The prerequisite course must have been passed with a grade of “C,” “P” (Pass), or higher. Students who have received a “NP” (No Pass), “D,” or “F” in a prerequisite course at COM must subsequently complete that course with a grade of “C,” “P” (Pass), or higher prior to enrolling in the course for which it is a prerequisite. The COM counselors can provide valuable help in choosing the appropriate mathematics course. For testing appointments, call 415.485.9469. For counseling appointments call 415.485.9432.

Note: Some precalculus level mathematics courses are offered in two modes of instruction — traditional lecture, and self-paced in the Math Lab. Except for the mode of instruction, such courses are equivalent. Traditional lecture courses have days and times listed.
MATH 103 5.0 Units
Intermediate Algebra
Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.
60090  I Roderick
Lec MTWR 8am–11:45am, KTD/SMN224

MATH 115 4.0 Units
Probability and Statistics
Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Math Assessment Test.
Credit will be awarded for either Math 115 or STAT 115, but not both courses.
Transfer Credit: CSU/UC
60414  B Blackburn
Lec MTWR 8am–11am, KTD/SMN226

MATH 121 3.0 Units
Calculus I with Applications
Prerequisite: Math 103 or 103AB or 103XY or satisfactory score on Pre-Calculus Assessment Test.
Transfer Credit: CSU/UC
60099  L Ordin
Lec MTWR 12pm–2:15pm, KTD/SMN227

THE INDIVIDUALIZED MATHEMATICS PROGRAM Kentfield Campus

These courses are individualized and self-paced. Repeat testing is used. Attendance is very important. Failure to meet required hours will affect a student’s grade. Instructors and tutors are available to help students. All of the courses are open-entry and open-exit classes. All classes are in the Math Lab in the Science, Math & Nursing Center Building, Room SMN 129.

STUDENTS WHO PRE-REGISTER FOR A COURSE IN THIS PROGRAM MUST CHECK IN WITH AN INSTRUCTOR OR INSTRUCTIONAL ASSISTANT DURING THE FIRST WEEK OF THE SEMESTER TO AVOID BEING Dropped.

SELF-PACED COURSES:
The MATH 95XY sequence is equivalent to MATH 95; the MATH 101XY sequence is equivalent to MATH 101; and the MATH 103XY sequence is equivalent to MATH 103. Each unit of the MATH 95XY sequence requires an average of twelve hours weekly in the Math Lab until the course is completed. Each unit of the MATH 101XY and 103XY sequences require an average of sixteen hours weekly in the Math Lab until the course is completed.

Class hours required may be selected from any combination of the supervised times listed on the time chart.
MATH 095X  1.0 Unit
Basic Math Skills
Prerequisite: Math 85. Approximately 12 hours weekly in the Math Lab for six weeks or until the course is completed.
60465  L. Ordin, I. Roderick
Self-paced, 12 hrs/wk TBA, KTD/SMN 129

MATH 095Y  1.0 Unit
Intermediate Math Skills
Prerequisite: Math 95A or Math 95X. Approximately 12 hours weekly in the Math Lab for six weeks or until the course is completed.
60467  L. Ordin
Self-paced, 12 hrs/wk TBA, KTD/SMN 129

MATH 101X  1.5 Units
Elementary Algebra
Prerequisite: Math 95 or 95B or 95Y or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of 16 hours weekly in the Math Lab for six weeks or until the course is completed.
60401  L. Ordin
Self-paced, 16 hrs/wk TBA, KTD/SMN 129

MATH 101Y  1.5 Units
Elementary Algebra
Prerequisite: Math 101A or 101X or concurrent enrollment. An average of 16 hours weekly in the Math Lab for six weeks or until the course is completed.
60403  L. Ordin
Self-paced, 16 hrs/wk TBA, KTD/SMN 129

MATH 103X  2.5 Units
Intermediate Algebra
Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 103Y. An average of 16 hours weekly in the Math Lab until the course is completed. Students wishing to complete 103X and Y in one semester must complete 103X in eight weeks.
60405  L. Ordin
Self-paced, 16 hrs/wk TBA, KTD/SMN 129

MATH 103Y  2.5 Units
Intermediate Algebra
Prerequisite: Math 103A or 103X or concurrent enrollment. An average of 16 hours weekly in the Math Lab until the course is completed.
60408  L. Ordin
Self-paced, 16 hrs/wk TBA, KTD/SMN 129

POLITICAL SCIENCE

POLS 100  3.0 Units
American Political Institutions
Transfer Credit: CSU/UC
60028  Y. Bellissimo
Lec TWR 9:10am–12pm, KTD/FH110

SPANISH

SPAN 101  5.0 Units
Elementary Spanish I
Transfer Credit: CSU/UC
60125  M. Martinisi
Lec MTW 5:00pm–8:00pm, KTD/PE92
Lab 9 hrs/wk, KTD/LC150
60126  R. Pagani
Lec MTW 10:00am–1:00pm, KTD/SCI130
Lab 9 hrs/wk, KTD/LC150

SPEECH

SPCH 110  3.0 Units
Introduction to Speech Communication
Transfer Credit: CSU/UC
60052  P. O’Keefe
Lec MTW 10:10am–1:10pm, KTD/SC124

SPCH 120  3.0 Units
Interpersonal Communication
Transfer Credit: CSU/UC
60053  B. Borenstein
Lec MTW 10:10am–1:10pm, KTD/SCI124
Academic Information

Catalog
Although this schedule contains a summary of important policies and procedures, students are encouraged to review the college catalog.

Catalog Rights
The specific catalog employed toward graduation and all implied rights cease after two consecutive semesters of non-attendance. Please see the catalog for details. The current catalog is available online at www.marin.edu.

Graduation Deadlines
Apply for Summer 2013 Degree/Certificate
June 17 - July 18
Students who have met the degree/certificate requirements, and have filed an Application for Graduation by the deadline date, will be eligible to receive an Associate Degree or a Certificate of Achievement.

Prerequisites, Corequisites and Advisories
Prerequisite
A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program.

The college requires students to complete prerequisite courses with a grade of C, P, or higher prior to registering in the course requiring the prerequisite. Examples of courses which may require prerequisites:

- Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f).
- Sequential courses in a degree-applicable program.
- Courses requiring a prerequisite to transfer to a four-year college.
- Courses requiring preparation to protect health and safety.
- Technical or vocational courses or programs that require special preparation.

Equivalent Course Work
Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin.

Prerequisite Equivalency/Challenge Deadline
The deadline to submit a Prerequisite Equivalency or Challenge Form and supporting documentation is Wednesday, June 12, 2013 for regular term length classes, and (five working days) prior to the start date for short-term classes.

We strongly recommend that students who are submitting Prerequisite Challenge forms for summer start the process early. Faculty/Department Chairs may not be available to approve forms after May 23, 2013 (end of spring semester).

Corequisite
A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Courses which may require corequisites include: courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.

Advisory
An advisory is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Other Limitations
Other limitations on enrollment may include:
- Courses that require public performance or competition.
- Blocks of courses for which enrollment is limited in order to create a cohort of students.

Probation and Dismissal
Standards for Probation
A student who is placed on academic probation shall be removed from probation when the student’s cumulative grade point average is 2.0 or better. A student on progress probation shall be removed from probation when the percentage of units in the categories of W, I, NC, or NP drops below 50 percent.

Standards for Dismissal
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC, or NP are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal to the Dean of Enrollment Services. Dismissal may be postponed and the student continued on probation if the student completes a petition that provides evidence of extenuating circumstances and/or that shows significant improvement in academic achievement.

Readmission after Dismissal
Deadline Date: June 20, 2013
In order to be considered for readmission, dismissed students must:

1. Meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Dean of Enrollment Services.
2. File a Petition to Return no later than the June 20, 2013, deadline date. (Forms available online or at the Office of Admissions and Records). Students who fail to petition by the deadline or fail to show for their appointments will be denied and dropped from their classes.
3. Readmitted students may not be enrolled in more than 12 units. (Students may be limited to fewer units and other restrictions may also be imposed.)

Honor List
Students will be placed on a term honor list when their semester GPA is 3.0 or higher. These students may not be on probation or have any I, NP, or F grades, and must be enrolled in 12 units of letter-graded classes at the college.
Grading

In Progress Grades
An IP grade is only assigned for open-entry/open-exit classes or classes that span two terms. Students who receive an IP grade must re-enroll in the subsequent term or they will receive the alternative grade assigned by the instructor. The enrollment fee will be charged for re-enrollment.

Incomplete Grades
Students who received an Incomplete grade may not re-enroll in the same course until the incomplete work is completed and/or a final grade is posted to the student’s academic record.

Pass/No Pass Option
In those courses which permit a student to be evaluated either on a P/NP or a letter graded basis, a student must select the P/NP option no later than 30 percent of the class. The grading option can be changed online until the deadline date. To receive a pass grade, course work must be C level or higher.

Note: Some colleges and universities will not grant transfer credit for courses with pass/no pass grades.

Final Grades
Final grades will be available online at mycom.marin.edu.

Transcripts
Please order your transcripts early to avoid delays. Students may receive two copies of their transcripts for free. Additional copies are $6 per copy. Rush transcripts are $15 per copy. Visit www.marin.edu/admissions/transcript.htm for ordering options and instructions.

Student Appeals and Grievances
Appeals and Grievances in the following areas should be directed to the Dean of Enrollment Services: academic progress, academic dismissal, admissions, attendance, financial aid, graduation, fee payment, refunds, California residency determination, and student records.

Grade Appeals and Grievances must be directed to the appropriate department and/or academic dean.

Guidelines for filing an academic grievance, a student complaint against another student, cases of sexual harassment/discrimination, and unsafe assignments should be directed to the Vice President of Student Services. Please refer to the current college catalog for more detailed information.
Graduation/Transfer Information

Transfer Admission Support
As a means to support transfer admissions, College of Marin participates in guaranteed admissions to specific University of California campuses, California State Universities, and private universities. College of Marin also offers cross enrollment at UC Berkeley to qualified students. Contact the COM Counseling Office for more information. In addition, the Counseling Department works with the Transfer Center, staffed for the purpose of helping students research transfer and admissions requirements.

A.A./A.S. Graduation Requirements
The Associate in Arts (A.A.) degree or Associate in Science (A.S.) degree will be awarded to any student upon satisfactory completion of all of the following seven requirements:

1. Units—The Associate in Arts (A.A.) degree and the Associate in Science (A.S.) degree require a minimum of 60 lower division units to include all the requirements indicated below and any additional elective units needed to satisfy the 60 unit minimum. Courses numbered 0–99 are not applicable to the Associate degree.

2. Major Requirement—At least 18 units must be taken in a single discipline or related disciplines as indicated in the COM Catalog.

3. Scholarship—An overall grade point average (G.P.A.) of 2.0 (C average) in all degree-applicable courses (numbered 100 and above) taken at COM and in all acceptable lower division courses transferred from other colleges.

4. Residence—Successfully complete at least 12 units in the major requirements at COM.

5. Mathematics Proficiency—One of the following options:
   (a) A satisfactory score on the Math Assessment Test, i.e. eligibility for a level beyond Intermediate Algebra (103), such as Math 104, 110, 115, 121, or 123 or
   (b) Completion of Intermediate Algebra (Math 103 or Math 103A plus 103B or Math 103X plus 103Y) with a grade of C or higher.

6. General Education—A minimum of 19 units of general education is required for the A.A. or A.S. degree. See the following general education categories and course listings.

7. Application for Graduation—It is the student’s responsibility to submit an Application for Graduation by making an appointment with a counselor in the Counseling Department. All official transcripts from other colleges must be available in the Counseling Office by the application deadline date. All petitions and waivers must be attached to the application form by the deadline date.

GENERAL EDUCATION COURSES
One course from each category required for graduation.

A. NATURAL SCIENCES
Select one course from the following. (Three units minimum)

- ANTH 101—Intro to Physical/Biological Anthropology
- ANTH 101 L—Intro to Physical/Biological Anthropology
- ASTR 101—Intro to Astronomy
- ASTR 117L—Intro to Astronomy Lab
- BIOL 100—Nutrition
- BIOL 107—Human Biology
- BIOL 108A—Human Sexuality
- BIOL 110—Intro to Biology
- BIOL 110L—Intro to Biology Lab
- BIOL 120—Human Anatomy
- BIOL/GEOL 138—Intro to Environmental Science
- BIOL 224—Human Physiology
- BIOL 240—Microbiology
- CHEM 105—Chemistry in the Human Environment
- CHEM 105L—Chemistry in the Human Environment Lab
- CHEM 110—Chemistry for the Allied Health Sciences
- CHEM 114—Intro to Chemistry
- CHEM 131—General Chemistry I
- CHEM 132—General Chemistry II
- GEOG 101—The Physical Environment
- GEOG 101L—The Physical Environment Lab
- GEOG 109—General Oceanography
- GEOG 120—Physical Geology
- GEOG 120L—Physical Geology Lab
- GEOG/BIOI 138—Intro to Environmental Science
- PE 107—Human Biology
- PHYS 108A—General Physics I
- PHYS 110—Introductory Physics
- PHYS 207A—Mechanics and Properties of Matter

B. SOCIAL and BEHAVIORAL SCIENCES
Select one course from the following. (Three units minimum)

- ANTH 102—Intro to Cultural Anthropology
- ANTH 103—Globalization and Peoples and Cultures of the World
- BEHS 103—Human Sexuality
- BUS 101—Intro to Business
- ECE 112—Child, Family, and Community
- ECON 101—Microeconomics
- ECON 102—Microeconomics
- ETST 111—History of African Americans A
- ETST 112—History of African Americans B
- ETST 121—History of Latinos in the US
- ETST 151—Native American History
- ETST 154—Native American Literature
- GEOG 102—Human Environment
- GEOG 109—Geography of California
- HIST 100—Major Trends and Selected Topics in American History
- HIST 117—History of the US I
- HIST 118—History of the US II
- POLS 100—American Political Institutions
- POLS 101—Intro to the Government of the US
- POLS 102—Comparative Political Systems
- POLS 103—Political Theory
- POLS 104—International Relations
- PSY 110—Intro to Psych
- PSY 111—Personality Dynamics and Effective Behavior
- PSY 112—Child and Adolescent Psychology
- PSY 114—The Psychology of Human Development: Lifespan
- PSY 116—Theories of Personality
- PSY 140/SOC 140—Marriage, Family and Intimate Relationships
- PSY 204—Abnormal Psychology
- PSY 205/SOC 205—Intro to Research Methods and Data Analysis in Sociology
- PSY 251/BIOI 251—Biological Psychology
- PSY 230/SOC 230—Social Psychology
- SOC 110—Intro to Sociology, Individual and Society
- SOC 112—Social Deviance and Problems

C. HUMANITIES
Select one course from the following. (Three units minimum)

- ASL 101—Elementary Sign Language I
- ASL 102—Elementary Sign Language II
- ART 102—History of European Art
- ART 103—History of Modern Art
- ART 105—Contemporary Art
- CHIN 101—Elementary Chinese Mandarin I
- CHIN 102—Elementary Chinese Mandarin II
- COMM 109A/HUM 109A—History of Film: Beginning to 1950
- COMM 109B/HUM 109B—History of Film: 1950 to the Present
- COMM 110/JOIN 110—Introduction to Mass Communication
- COMM 160/JOIN 160—Images of Race, Gender and Class in the Media
- DANC 108—Dance History
- DRAM 110—Intro to the Theatre
- DRAM 117—Survey of Dramatic Literature: Shakespeare and his Theatre
- ENGL 151—Reading and Composition I
- ETST 154—Native American Literature
- FREN 101—Elementary French I
- FREN 102—Elementary French II
- FREN 203—Intermediate French III
- FREN 204—Intermediate French IV
- HUM 118—Intro to World Religions
- ITAL 101—Elementary Italian I
- ITAL 102—Elementary Italian II
- ITAL 203—Intermediate Italian III
- ITAL 228—Italian Conversation and Culture Through Film
- JPNS 101—Elementary Japanese I
- JPNS 102—Elementary Japanese II
- JPNS 203—Intermediate Japanese III
- JPNS 204—Intermediate Japanese IV
- MUS 106—Music Fundamentals
- PHIL 110—Intro to Philosophy
- PHIL 111—Intro to Ethics
- PHIL 112—Intro to Logic
- PHIL 117—History of Philosophy: Late Modern to Contemporary
- SPAN 101—Elementary Spanish I
- SPAN 102—Elementary Spanish II

To register online see the latest schedule at www.marin.edu
SPCH 132—Argumentation and Persuasion
SPCH 122—Public Speaking
SPCH 120—Interpersonal Communication
PSY 205/SOC 205—Intro to Research Methods
PHIL 112—Intro to Logic

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or dance.
applicable activity courses in physical education

One unit minimum—select one course.
SPCH 128—Intercultural Communication
ETST 154—Native American Literature
ETST 112—History of African Americans B
ETST 121—History of Latinos in the US
HIST 100—Major Trends and Selected Topics in American History
HIST 117—History of the US I
HIST 118—History of the US II
HIST 211/POLS 211—Women in American History and Politics
POLS 100—American Political Institutions
POLS 101—I Intro to the Government of the US
POLS/HIST 211—Women in American History and Politics

G. CROSS-CULTURAL STUDIES
Select one course from the following. (Three units minimum)
COMM 160/ION 160—Images of Race, Gender and Class in the Media
ETST 111—History of African Americans A
ETST 112—History of African Americans B
ETST 121—History of Latinos in the US
ETST 151—Native American History
ETST 154—Native American Literature
SPCH 128—Intercultural Communication

H. PHYSICAL ACTIVITY
One unit minimum—select one course.
This requirement may be satisfied by degree-applicable activity courses in physical education or dance.

California State University
General Education Pattern

Students should be aware that this list is subject to change and does not apply to the University of California System.

CSU General Education Certification
Approximately 124 semester units are required for a baccalaureate degree at a California State University, of which 48 units must be in general education within a prescribed pattern. Thirty-nine units may be completed and certified in whole or in part at College of Marin. The remaining nine units must be taken as upper division courses after transfer to the four year university.

Community colleges may certify no more than 30 units of general education from Subject Areas B, C, and D combined. The remaining units may be taken from Areas A and/or E.
Completion of 39 units of general education for the California State University System is not a requirement for admission. Students must make a request for certification prior to attending California State University by completing two forms: 1. Request for Transcripts; 2. Request for General Education Certification.

CSU United States History, Constitution, and American Ideals Requirement
In addition to general education, state universities and colleges also require United States History, and Constitution and American Ideals for graduation. Courses at College of Marin that fulfill the two-course requirement are:
1. Course in United States History to be chosen from the following: Ethnic Studies 110 or 112 or 121 or 151; History 100 or 117 or 118.
2. One course in Constitution and American Ideals to be chosen from the following:
   - Political Science 100 or 101.

AREA A—COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING
Nine semester or 12–15 quarter units required with at least one course each from A1, A2 and A3.
Speech 122 may be used for A1 or A3, but not both.
A1—Oral Communication
Speech 110, 120, 122, 130, 132
A2—Written Communication
English 150
A3—Critical Thinking
English 130, 151, 155

AREA B—SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING
Nine semester or 12–15 quarter units required with at least one course each from B1, B2 (at least one to contain a laboratory component identified in B3; laboratory courses are marked by an asterisk) and B4.
Astronomy 105, Biology 105, or Geology 105 may be used in B1 or B2, but not both.
Credit is given for only one course in each of the following sets:

B1—Physical Sciences
Astronomy 101
Biology 138, 160
Environmental Science 138
Earth Sciences 100, 112
Geology 103, 109, 110, 114, 120, 121*, 201*

B2—Life Science (Biological)
Anthropology 101
Biology 107, 109, 110, 112ABC, 120, 138, 162, 224, 235, 240
Chemistry 110, 114, 115, 131, 132, 231, 232

B3—Laboratory Activity
Anthropology 101*
Astronomy 117L
Biology 110L*, 112ABC*, 120*, 138*, 162*, 224*, 235*, 240*
Chemistry 105L*, 110*, 114*, 115*, 131*, 132*, 231*, 232*
Geography 101*
Geology 120L*, 121*, 201*
Physics 108A*, 108B*, 110L*, 207A*, 207B*, 207C*

B4—Mathematics/Quantitative Reasoning
Computer Science 117
Math 104 or 104XY, 105, 109, 115, 116, 117, 121, 122, 123, 124, 223, 224

Statistics 115

Area C—Arts and Humanities
9 semester or 12–15 quarter units required with at least one course each in C1 or C2.
Credit is given for only one course in each of the following sets:

Art 108 or Humanities 108
Communications 109A or Humanities 109A
Communications 109B or Humanities 109B
Humanities 114 or Humanities 118
English 242, Humanities 242

American Sign Language 110 may be used for C-2 or D-1, but not both.

C1—Arts (Art, Dance, Music, Theatre)
Architecture 100, 101, 102
Communications 109A, 109B
Dance 108, 130A, 130B
Drama 110, 150, 160, 161, 260
Humanities 108, 109A, 109B
Music 101, 102, 105, 106

C2—Humanities (Literature, Philosophy, and Foreign Language)
American Sign Language 101, 102, 203
Chinese 101, 102
Drama 116
Ethnic Studies 154
Humanities 100A, 100B, 107, 114, 118, 125, 242
Italian 101, 102, 203, 204, 225, 226
Japanese 101, 102, 203, 204, 225, 226
Philosophy 110, 111, 117
Spanish 101, 102, 203, 203HB, 204, 225, 226,
228B, 228C, 230A, 230B, 230C
Speech 140, 141

AREA D—SOCIAL SCIENCES
Nine semester or 12–15 quarter units required
with courses to be selected from at least
2 disciplines
Credit is given in Area D or Area E, but not both
for the following courses:
Behavioral Science 103, 114; Biology 108A;
Psychology 110, 111, 112, 114, 140, 145;
Sociology 140
Credit is given for only one course in each of the
following sets:
Behavioral Science 103 or Biology 108A
Psychology 251 or Psychology 251
Communications 110 or Journalism 110
Communications 160 or Journalism 160
History 211 or Political Science 211
Psychology 111 or Psychology 116
Psychology 140 or Sociology 140
Psychology 205 or Sociology 205
Psychology 230 or Sociology 230
See catalog description for Psychology 112 credit
limitation.
Courses listed in multiple groups in Area D may
not be certified in more than one group.
American Sign Language 110 may be used for
D-1 or C-2, but not for both.
Communication 160/Journalism 160 may be
used for D-3 or D-4, but not both.
Ethnic Studies 111, 112, 121, 151 may be used for
D-3 or D-6, but not both.
History 211/Political Science 211 may be used for
D-4 or D-6 or D-8, but not all three areas.

D0—Sociology and Criminology
Administration of Justice 204
Psychology 205
Sociology 110, 112, 184, 205

D1—Anthropology and Archeology
American Sign Language 110
Anthropology 102, 103, 110, 204, 208, 215

D2—Economics
Economics 101, 102

D3—Ethnic Studies
Communication 160
Ethnic Studies 110, 111, 112, 121, 151
Journalism 160

D4—Gender Studies
Communication 160
History 211
Journalism 160
Political Science 211

D5—Geography
Geography 102, 109

D6—History
Ethnic Studies 111, 112, 121, 151
History 100, 101, 102, 109, 110, 111, 112, 117, 118,
206, 211, 212, 214, 215, 216, 238
Political Science 211, 212

D7—Interdisciplinary Social or
Behavioral Science
Behavioral Science 103, 114
Biology 108A
Business 101
Communication 110
Early Childhood Education 110, 112
Ethnic Studies 242
Journalism 110
Political Science 201
Psychology 140, 230
Sociology 114, 140, 230
Speech 128

D8—Political Science, Government, and
Legal Institutions
History 211, 212
Political Science 100, 101, 102, 103, 104, 117, 210,
211, 212, 219, 220

D9—Psychology
Biology 251
Psychology 110, 111, 112, 114, 116, 145, 204, 205, 251
Sociology 205

AREA E—LIFELONG
UNDERSTANDING AND
SELF-DEVELOPMENT
3 semester or 4–5 quarter units
Credit is given in Area D or Area E, but not both
for the following courses: Behavioral Science
103, Behavioral Science 114, Biology 108A,
Psychology 110, 111, 112, 114, 140, 145,
Sociology 140.
Credit is given for only one course in each of the
following sets:
Behavioral Science 103 or Biology 108A
Psychology 140 or Sociology 140
Behavioral Science 103, 114, 118
Psychology 100, 108A
Counseling 130
Dance 119, 121, 122, 126, 132, 135
Early Childhood Education 110
Health Education 112, 130, 140
Psychology 110, 111, 112, 140, 145
Sociology 140

Transfer Curriculum for the
University of California and
California State University
The Intersegmental General Education Transfer
Curriculum (IGETC) is a program that College of
Marin transfer students can use to fulfill
lower division general education requirements
at both the University of California and the
California State University. There are other
options that fulfill general education require-
ments, but none of the options cover both the
University of California and California State
University.
The IGETC will permit a student to transfer
from College of Marin to a campus in either the
University of California or the California State
University System without the need, after trans-
fer, to take additional courses to satisfy campus
lower division general education requirements.
The IGETC is not an admission requirement to
the University of California or California State
University. Existing campus specific admission
requirements for transfer students remain un-
changed.
It is not advisable for all transfer students to
follow the IGETC. The IGETC is not rec-
ommended for students planning to major in
Engineering, Biological or Physical Sciences,
or majors that require extensive lower divi-
sion preparation. Contact a College of Marin
counselor for further information regarding
University of California or California State
University schools where completion of the
IGETC is not recommended.

IGETC Certification
All course work applicable to the IGETC must
be completed and certified in its entirety prior
to transfer in order to be accepted by the
University of California or California State
University. Certification indicates that all lower
division general education requirements for
the University of California or California State
University have been met. Courses certified
for IGETC must be completed with a grade of “C”
or higher. It shall be the student’s responsibility
to request certification when requesting the last
transcript from College of Marin prior to enter-
ing the University of California or California
State University system. Students should contact
the Counseling department to initiate IGETC
certification.

In addition to the course requirements for
each subject area, full certification for California
State University must include completion of
the Oral Communication Requirement. For the
University of California, Oral Communication
is not required, but the certification must in-
clude satisfactory completion of a Language
Other Than English Requirement.
Courses taken at other institutions may be used
to fulfill the IGETC. Students should be aware,
however, that placement of courses within
IGETC subject areas may vary from college to
college. Placement of a course will be based on
the college of attendance and its IGETC pattern
at the time the course was completed.
Completion of the IGETC program will be cer-
tified by the last community college that
the student attends. As a general rule, IGETC
will be certified for California community college
transfer students who have completed transfer
units at a University of California, California
State University, or independent college pro-
vided that the student has completed most of the
transfer units at one or more California commu-
nity colleges.

Advanced Placement Test
Advanced Placement Test (APT) scores can
be used to satisfy certain areas under IGETC.
Please see the AP Chart listed in the current
catalog. Contact a College of Marin counselor
for further information regarding use of AP
Test scores.

IGETC Program
Students should be aware that this course list is
subject to change.

Symbols:
(*) Indicates that either the University of
California or the California State University
or both will limit transfer credit. Please
refer to Courses from College of Marin
Acceptable at the University of California
(All Campuses) in the catalog, or consult a
counselor.
(+ ) Courses listed in multiple areas shall not be
certified in more than one area except for courses in Language Other Than English, which can be certified in both areas 3B and 6A.

(o) Note: Courses approved for Fall 91 may be taken prior to Fall 91. Courses approved for Fall 92 or later may not be taken prior to Fall 92.

AREA 1—ENGLISH
COMMUNICATION
Students transferring to the University of California must complete one course from Group A and one course from Group B.

Group A—English Composition
English 150

Group B—Critical Thinking/English Composition
English 151, 155*

Group C—Oral Communication (CSU Requirement Only)
Speech 110, 120, 122, 130, 132*

AREA 2—MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
Three semester units—select one course.
Computer Science 117
Math 105, 109, 115+, 116, 117, 121+, 122+, 123+, 124+, 223, 224
Statistics 115+

AREA 3—ARTS AND HUMANITIES
Nine semester units—select three courses.
Include at least one course from Group A and one course from Group B.

Group A—Arts
Architecture 100+, 101+, 102+
Art 101, 102, 103, 104, 105, 106, 107, 108+, 110
Communication 109A, 109B
Dance 108
Drama 110
Humanities 108+, 109A, 109B
Music 101, 102, 105

Group B—Humanities
American Sign Language 102*, 203
Chinese 102*

Biology 108A+, 251
Communication 110*, 160*
Early Childhood Education 110
Economics 101, 102
Ethnic Studies 110, 111, 112, 121, 151, 242
Geography 102, 109
History 100+, 101, 102, 109, 110, 111, 112, 117+, 118+, 206, 211, 212, 214, 215, 216, 238
Journalism 110*, 160*
Political Science 100+, 101+, 102, 103, 104, 201, 210, 211, 212, 220
Psychology 110, 111+, 112+, 114+, 116+, 140+, 204, 205+, 230+, 251
Sociology 110, 112, 114, 140+, 205+, 230+
Speech 128

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES
Seven to nine semester units—select one course from Group A and one course from Group B. At least one of the courses selected must include a laboratory. Courses that are labs or have a lab component are underlined.

Group A—Physical Sciences
Astronomy 101
Biology 138+, 160
Chemistry 105+, 114+, 115+, 131, 132+, 132E+, 231, 232+
Environmental Landscaping 160
Environmental Science 138+*
Geography 101, 112
Geology 103, 109, 110+, 114, 120+, 121, 201
Physics 108A+, 108B, 110+, 207A+

Group B—Biological Sciences
Anthropology 101
Biology 107+, 109, 110+, 112ABC, 120, 138+, 162, 224, 235, 240
Environmental Science 138+*
Physical Education 107+

Group C—Science Laboratory
Anthropology 101L
Astronomy 117L
Biology 110L+, 112ABC, 120, 138, 162, 224, 235, 240
Chemistry 105L, 114+, 115+, 131, 132+, 231, 232+
Geography 101L
Geology 120L, 121, 201
Physics 108A+, 108B, 110L, 207A+

Language Other Than English
University of California Requirement only
May be met by one of the following:
- Two years of one language other than English in high school with a grade of C or higher.
- Completion of one of the following courses:
  American Sign Language 101, 102*, 203, 204;
  Chinese 101, 102*; French 101, 102*, 203*, 204*, 225*, 226*;
  Italian 101, 102*, 203*, 204*, 225*, 226*;
  Japanese 101, 102*, 203, 204, 225, 226;

California State University Graduation Requirement

In United States History, Constitution, and American Ideals
This is not a part of the IGETC, but may be completed prior to transfer.
Select one course from Group A and one course from Group B.

Group A—United States History
Ethnic Studies 111*, 112*, 121, 151*
History 100+*, 117+*, 118+*

Group B—Constitution and American Ideals
Political Science 100+*, 101+*

Transfer Admission Guarantee (TAG) is available for the University of California at Davis, Irvine, Merced, Riverside, San Diego*, Santa Barbara, and Santa Cruz.

Make a planning appointment with a counselor now! Call 415.485.9432. TAG information is online at: http://admission.universityofcalifornia.edu/transfer/guarantee/index.html

*The UCSD TAG program is being phased out. The last available term for TAG admission will be Fall 2014.
Student Activities Program

Meet new people, share ideas, have fun. Beyond the classroom, the college encourages students to initiate and join in activities and programs which develop leadership ability, interpersonal skills, and community involvement.

Through involvement with student associations or college clubs, you can participate in a hands-on curriculum designed for your personal and professional development. Learn how to run effective meetings, work successfully with others, manage your time and commitments, assume or delegate responsibility, turn conflict into cooperation, gain self-confidence, and much more.

Contact your student association or the Student Affairs Office if you wish to take advantage of this unique aspect of the college curriculum or for more information about the following programs and activities.

- Student Associations
- ASCOM Appointments to College Governance Committees
- Clubs/Organizations
- InterClub Council
- Student Association Events and Forums

ASCOM Student I.D. Card
Your student I.D. card entitles you to discounts from many local businesses, also arts and entertainment groups. Call 415.485.9390 or visit KTD/SS 241 for more details and updates. $10 for the first I.D. card; $5 to renew.

VOTER REGISTRATION
College of Marin students are encouraged to exercise their constitutional right to vote. Register using the link on the MyCOM Portal or find Voter Registration forms at the Offices of Admissions and Records.

Associated Students
College of Marin (ASCOM)
Kentfield Campus
Student Services, Room 241
Indian Valley Campus
Building 27, Room 120
415.485.9390
Emeritus Students College of Marin (ESCOM)
Kentfield Campus
Student Services, Room 146
415.485.9652
Indian Valley Campus
Building 10, Room 140
415.457.8322

List or Find Services on Information Boards
Sponsored by Associated Students College of Marin (ASCOM)
For information to post or for posting approval, contact the Student Affairs Office, KTD, SS 250, 415.485.9376.

On the Kentfield Campus
- Student/Faculty Events Board
- Club News Board

Expand your Educational Horizons!
Check out the clubs and activities happening at College of Marin
Clubs reflect a wide diversity of interests and focuses for student activity, involvement, and development. They provide a forum for learning beyond the classroom, and hands-on experience for gaining interpersonal and professional skills. Students at College of Marin have the opportunity to join existing clubs or create new clubs in order to explore a particular area of interest. For more information about clubs or student government, contact the Office of Student Affairs at 415.485.9375 or the ASCOM office on the Kentfield Campus at 415.485.9390.

Student Clubs and Organizations
The following is a list of organizations at College of Marin.

- Accessibility Rights Club
- Alpha Gamma Sigma Honor Society
- Animation Club
- Association of Peer Tutoring
- Auto Body Club
- Bicycle Coalition
- Black Student Union
- Breast Cancer Awareness Club
- Brothers and Sisters in Christ
- Car Club
- Chess Club
- Cinema League Film Enthusiasts
- Club Metals: Jewelry
- Club Mud: Ceramics
- COMET: Journalism Club, Echo Times
- Computer Science Club
- Dancer’s Guild
- Debate Club
- Dharma Farm Club
- Drama Club
- Electric Vehicle Club
- Environmental Action Club
- Flowing Dragon Swords
- Inky Fingers: Printmakers Club
- International Society
- Land Sustainability Club
- Latino Student Union (LSU)
- Life Drawing Club
- Machine Tool Technology Club
- Marin Art and Music Alliance (MAMA)
- Math Club
- Model UN Club
- Multi-Media Association
- Muslim Student Association
- Performing Arts Club
- Phi Theta Kappa Honor Society
- Puente Club
- Rainbow Alliance: Gay/Lesbian Support
- Sculpture Club
- Student Art Association
- Student Nurses Association
- Students for Social Responsibility
- Transfer Club
- Veterans Club
- We Like Pi

VOTER REGISTRATION
College of Marin students are encouraged to exercise their constitutional right to vote. Register using the link on the MyCOM Portal or find Voter Registration forms at the Offices of Admissions and Records.
Student Services

For office locations, phone numbers, and hours of operation, please see the Directory on pages 36–37.

Admissions and Records Offices
Contact Admissions and Records for information regarding admission, registration, academic records, verifications, transcripts, class adds/drops, student petitions, name/address/SS number changes, and refunds. Email admissions@marin.edu with questions regarding Admissions and Records.

It is the student's responsibility to keep the college informed of changes in address and/or telephone number(s). Log onto the MyCOM portal to update information.

Assessment and Testing Office
The Assessment and Testing Office, located on the Kentfield campus, provides assessment testing for placement in math, English, chemistry, and ESL. Testing services are available on both campuses; please see www.marin.edu/student_services/AssessmentAndTesting/for monthly placement test schedules and other information. Testing is by appointment only and picture identification is required.

Bookstore
Textbooks, supplies, art materials, snacks, college clothing, and memorabilia are sold in the Bookstore. As an added convenience, students are able to rent course materials in the store and on the store website. To order books online, follow this link: http://marin.bncollege.com.

CalWORKs
College of Marin, in partnership with the county, provides education and support services to students who are participants in the CalWORKs program. To participate, one must be identified and referred by the Marin County CalWORKs office. Services may include educational programs, internship opportunities, books, and parking vouchers, and are intended to support student success and entry in the workforce.

Campus Police Services
In case of emergency dial 911
http://www.marin.edu/police/index.html

Lost and Found services are located in the Police services offices on both campuses.

At either campus, if you wish to have an officer contact you, call dispatcher at 415.485.9696.

The College of Marin Board of Trustees and Administration are committed to maintaining a safe campus environment. Professional and highly trained police officers are available to patrol both campuses 24 hours each day. They provide crime prevention education, respond to medical emergencies, and all other incidents requiring police assistance.

The Department also sponsors a Police Cadet Program to assist with traffic related matters and to provide concerned students with an escort to and from parking lots when available. These services can be arranged by contacting the Police Department at 415.485.9455.

Parking Information
Parking permits are required at all times, including evenings (except Saturdays, Sundays, and school holidays).

Daily Parking Permits - $3
Daily parking permits 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 subject to change. Daily permits must be visible on the driver’s side of the vehicle dashboard.

Summer Session Parking Permits
A summer session permit is much more convenient, and will save money, compared to a daily permit. Summer session permits are $20 (subject to change) and are available for purchase online via the MyCOM Portal. This convenient option is offered through Parking Plus for a nominal handling fee.

In person purchase of parking permits at Admissions and Records office begins the first day of the session. In person parking permits are ordered at designated kiosk computers in the Admissions lobbies, then paid for and picked up at the Admissions counter.

Disabled Students Parking with Placards
No parking permits are required for disabled students.

Note: Due to construction, parking lot closures are in effect on the Kentfield Campus. Please refer to the Kentfield Campus map located on page 38 for lot closure information. Your patience is appreciated.

Child Development Program
The Child Development Program provides early education for the infants, toddlers, and preschool age children of COM students, with priority going to low-income student families. Centers are located on both campuses and provide child care during fall and spring semesters. They are open M–R, 7:45am–5pm, and on F, 7:45am–1pm.

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

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.camarin.org/headstart.html to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

Preschool Centers
The COM Children's Centers are California State Preschool Programs and provide part– and full–day preschool on both campuses for the preschool age children of COM students. A limited number of full–cost slots are available for COM faculty and staff.

Eligibility for enrollment in the Preschool Centers is based on several factors:

1. Child’s age: Children must be three years of age by December 2 of the academic year to be eligible for enrollment.

2. Family need for child care: At least one parent must be either an employee of COM or a COM student. Student parents must be enrolled in at least 6 credit units or at least 9 hours of non–credit ESL each semester. All courses must lead to a vocational or educational goal, such as an associate degree, a skills certificate, or transfer to a four–year university. COM student parents must make academic progress every semester to continue to be eligible for child care services.

3. Family income: Child care fees are based on family income and may be subsidized or full cost.
Intensive English Program Class Schedule
Classes taught in Novato, California
Welcome au pairs, residents, and F-1 Students!
The Intensive English Program is an international community of English language learners located at the beautiful, naturally landscaped Indian Valley Campus in Novato, California. Small classes, excellent instructors, and fun, but rigorous coursework are key to our 30 years of success in Marin County. Come learn English with us at our wonderful Indian Valley Campus!
For information about classes, please call 415.883.2211, ext 8579, or write sara.oser@marin.edu. Visit our web site at www.marin.edu/iep or www.marin.edu and click on “Intensive English Program.” Program schedule is subject to change.

Time Tuesday Wednesday Thursday Friday
9:10 am- 11:35 am Writing with Reading Speaking / Listening / Pronunciation Writing with Reading Speaking / Listening / Pronunciation
11:35 am- 12:30 pm LUNCH BREAK
12:30 pm- 2:45 pm Grammar for Oral and Written Communication Idioms and TOEFL Preparation Grammar for Oral and Written Communication Idioms and TOEFL Preparation

16-Week Course August 20–Dec. 6, 2013
8-Week Course Session A August 20–October 11, 2013
8-Week Course Session B October 15–Dec. 6, 2013

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• I-20s available for F-1 students and F-1 transfers. Contact rebecca.freeland@marin.edu
• TOEFL iBT/Institutional Prep and Testing
• Au pairs and professionals welcome!
• Non F-1 students—including au pairs—choose from one 16-week course or two 8-week courses
• Field trips and cultural activities to enhance learning and build community.

Counseling Services
If you need help in planning for your educational goals, you are urged to make an appointment with a counselor.
Counselors’ hours and schedules vary throughout the year. There are also a limited number of counselors available on a “same day” basis. Please check at the KTD Counseling Services Office for the current schedule.
www.marin.edu/Counseling/

Disabled Students Programs and Services (DSPS)
The Disabled Students Program provides services for students with learning, physical, communicative, and psychological disabilities. Services include academic, vocational, career, and personal counseling as well as diagnostic testing/remediation for the learning disabled. The program also offers accommodations such as readers, note-takers, and interpreters, and provides adaptive equipment loan, and special classes. Please contact DSPS for information on Adapted Physical Education, Study Skills, and other special classes, as well as services at the Indian Valley Campus.
**English as a Second Language (ESL)**

College of Marin offers three ESL programs depending on students’ academic goals and language levels.

1. **Noncredit ESL**—This program provides free morning, evening, and Saturday classes, on and off the Kentfield Campus, for students at beginning levels of English. Classes are open-entry/open-exit throughout the semester. For more information on registration call 415.485.9642.

2. **Credit ESL**—These English courses are for intermediate to advanced English speakers. For more information call 415.485.9642.

3. **Intensive English Program (IEP)**—This program is fee-based with high quality classes in academic English on the Indian Valley Campus for international students. Full program meets Tuesday through Friday, 9 am to 2:45 pm. Part-time programs are also available. Tuition is payable before classes start. For more information, call 415.883.2211 ext. 8579.

**Extended Opportunity Programs and Services (EOPS)**

EOPS offers assistance to students who meet the EOPS state guidelines for eligibility. Support services may include counseling (academic, personal, and career to assist EOPS students in planning their educational or career goals), tutoring, book grants, priority registration, and peer advisement.

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

**Financial Aid**

A complete description of Financial Aid services is found on page 10.

**Fresh and Natural Cafe**

The Cafe is located on the Kentfield campus and has an extensive and healthy menu including daily specials, salad bar, pre-made sandwiches, baked goods, drinks and snacks. Food and drink vending machines are also available on both campuses.

**Health Center**

The Student Health Center is available to all currently registered students during the term. First aid, health education, treatment for short-term medical concerns, OTC and some prescription medications, immunizations, TB testing, voluntary insurance plans, physical exams for COM academic programs and college entrance, flu shots, physician appointments, and more are provided. Personal counseling is available through the Counseling Department by calling 415.485.9432 for an appointment.

**Intercollegiate Athletics**

The Mission of the Athletic Department is to provide a broad based intercollegiate athletics program that fosters the physical, intellectual, social, and emotional development of a diverse and highly skilled group of student-athletes. To find out more about the COM Athletic department or to contact one of the coaches please visit www.marin.edu/departments/Athletics.

**Job Placement/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.

**Libraries**

Registered students and community members may apply at the Library Loan Desk on either campus for a free library card, which enables cardholders to check out circulating materials and use databases from off-campus. Students currently enrolled at either campus may borrow books and other materials from either campus through Intra/Library Loan (ILL).

All students are also encouraged to contact the online reference service at askthelibrary.edu. Please contact the Library website for details.

Wireless access is available in the Libraries, and both campus locations have computers in the library for limited use by students and visitors. From any location, students can access the online catalog for books, databases, and the Internet. To access these resources visit www.marin.edu/lrc.

**Media Center/Language Lab**

The Media Center-Language Lab is an all access, wireless computer lab where students have access to DVDs to support courses. Also available for student use are IBM–compatible computers with CD–ROM burners; there are also two Mac G5s available for student use at the Kentfield Campus. These computers have Microsoft Office 2010 software installed. Printers are also available for student use.

**Outreach and School Relations**

The Office of Outreach and School Relations develops and nurtures contacts with high schools in and outside of Marin County; community based organizations; and K-8 schools to share information with prospective students and their parents. Student Ambassadors act as a primary recruitment tool as they develop and produce events that highlight college programs and opportunities for potential students; 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.

**Puente Program**

The Puente Project is a national award-winning program that for 30 years has improved the college-going rate of tens of thousands of California’s students. Its mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees, and then return to the community as mentors and leaders to future generations. Enrollment is open to all eligible students.

**Single Stop**

Single Stop services are located on the Kentfield campus and 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. Tax preparation by IRS certified tax preparers, benefits screening and enrollment assistance, financial counseling, and legal assistance by a licensed attorney are some of the services they provide. If deemed eligible, benefits screening can provide access to food services, health insurance, reduced utility bills, cash aid, affordable childcare, and low-cost housing. All Single Stop services are FREE.

**Student Affairs Office**
A complete description of student clubs and activities is listed on page 27.

**Transfer and Career Center**
The Transfer and Career Center provides information and resources to explore majors, college choices and careers. Students receive help planning for successful transfer to a college or university. An extensive library of resources regarding jobs, labor markets, emerging careers, and effective job search strategies is maintained. Information on public and private colleges, transfer agreements, online and study abroad programs, short-term and certificate training, and computerized career exploration tools are available. Visits with college representatives and college application workshops are scheduled through the center. For more information visit: www.marin.edu/student_services/transfer.htm

**Tutoring and Learning Center (TLC)**
The Tutoring and Learning Center (TLC) offers FREE drop-in peer tutoring for currently enrolled COM students in a wide range of academic subjects. All tutoring sessions are small groups and schedules are posted in the Learning Resource Centers at both campuses, and online at www.marin.edu under Student Services/Tutoring. 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.

**Veterans Admissions Services**
College of Marin is approved as an educational facility for veterans and their dependents.
- Eligible new and returning veterans/dependents are required to complete the Veteran Application Packet (available from the Office of Admissions and Records). The completed packet must be submitted to the VA School Certifying Official (SCO) in the Office of Admissions and Records.
- New and returning veterans/dependents are required to make an appointment with the College of Marin designated veteran counselor. Students must declare a College of Marin, VA-approved educational objective prior to VA certification.
- Each term, continuing veterans/dependents are required to submit a Veteran Benefit Card to the CSO in the Office of Admissions and Records. If the veteran’s/dependent’s original educational objective changes, the student is required to meet with the College of Marin designated veteran counselor to report the new objective prior to VA certification.

**U.S. Department of Veterans Affairs Contact Information:**
www.gibill.va.gov
VA Education: 1.888.442.4551
Other VA Benefits: 1.800.827.1000
TTD: 1.800.829.4833
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

Discriminación positiva

De conformidad con el Título IX de las Enmiendas de Educación de 1972, la Ley de Igualdad de Oportunidades en el Empleo de 1972 (Título VII de la Ley de Derechos Civiles de 1964 como ha sido enmendada), la Ley de Derechos de 1991 y el Apartado 504 de la Ley de Rehabilitación de 1974 y la Ley de Americanos con Discapacidades, es norma del Distrito asegurar igualdad de oportunidades en todos sus programas y actividades educativas y de empleo, sus normas, prácticas y procedimientos. Los estudiantes tienen derecho a presentar una queja interna o una queja a la Oficina de Derechos Civiles.

El College of Marin, de conformidad con la Ley de Igualdad de Revelación en Deportes, ofrece información concerniente al funcionamiento de su programa intercolegial de deportes. En la Oficina de Ingresos y Expedientes, en la Biblioteca y en el Departamento de Deportes está disponible un informe completo para la consideración del público.

La norma 5.004 de College of Marin prohíbe el acoso verbal, físico, visual y sexual de cualquier solicitante, empleado o estudiante por cualquier empleado del Distrito en base a cualquier categoría o combinación de categorías discriminatorias prohibidas por ley estatal o federal. Quienes no sean empleados, mientras estén en propiedad del distrito, se espera que sigan estas recomendaciones. Es además norma de este Distrito asegurar igualdad de oportunidades en todos sus programas y en todos los aspectos de sus empleos. La falta de dominio del idioma inglés no será obstáculo 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 y Horario de Clases, o anunciados en Internet en www.marin.edu. Clases pueden ser canceladas por insuficiente matrícula a discreción del colegio.

Contactos

Coordinador de ADA / Oportunidades Equitativas de Empleo
Anita L. Morris
Decano Ejecutivo, Recursos Humanos (o designado)
Centro Administrativo, Campus Kentfield
415.485.9504

Coordinador de Título IX / Sección 504 (Discapacidad)
Arnulfo Cedillo
Director de Asuntos Estudiantiles
Centro SS, Aula 251, Campus Kentfield
415.485.9375

Coordinador de Género y Equidad
David Cook
Director Ayuda Financiera
Centro SS, Aula 263, Campus Kentfield
415.485.9405

Política de matrícula abierta

Es norma del College of Marin que a menos que sea específicamente exento por ley, todos los cursos, o parte de un curso o clase, cuya asistencia deba ser comunicada para ayuda estatal, estarán completamente abiertos para matrícula y participación de cualquier persona que haya sido admitida al Colegio y que reúna los requisitos esenciales según se hayan establecido con arreglo al Capítulo II, División 2, Parte VI, Título 5 del Código de California.

Número de Teléfono Importantes

Solicite una persona que hable español

Ingresos y Expedientes: 415.457.8811, ext. 7722

Orientation con un Consejero Académico: 415.485.9432

Inglés como Segunda Lengua (ESL): 415.485.9642

Policía (emergencia): 911

Ayuda financiera para estudiantes

Todos los estudiantes matriculados y aquellos que deseen matricularse en un programa académico o vocacional del College of Marin pueden solicitar ayuda financiera. Los estudiantes que reúnen los requisitos económicos, así como otras condiciones, reciben fondos que provienen de varios programas federales, estatales y de la propia comunidad, que ayudan a cubrir el costo de los estudios y los gastos necesarios para vivir. El College of Marin ofrece a los estudiantes fondos de los siguientes programas.

Plazos para la presentación de solicitudes

1 de marzo

Los estudiantes que soliciten subvenciones de Cal Grants y becas del Marin Education Foundation necesitan presentar la solicitud de ayuda estudiantil federal (llamada Federal Student Aid Application) y formularios suplementarios antes del 1 de marzo para el año escolar 2013–14.

Solicite una persona que hable español
Formas de Costear la Educación Universitaria

Programas de ayuda financiera

Subvenciones y becas

Becas Federales Pell: Conceden entre $400 y $5350 por año, según el caso individual.

Becas SEOG (Federal Supplemental Educational Opportunity Grants): Subvenciones de entre $400 y $2,000 para los estudiantes más necesitados económicamente, que además califiquen para Pell Grants.

Becas EOPS (Extended Opportunity Programs & Services Grants): Este programa proporciona fondos para libros así como servicios de orientación para aquellos estudiantes que califiquen. (Para mayor información, ver la páginas 10 and 100.)

Becas BOGG (Board of Governors Fee Waivers): Los residentes de California que se califiquen no tienen que pagar la matrícula. Ver información adicional en la página 9 y, para su conveniencia, hay un formulario BOGW en http://www.marin.edu/WORD-PPT/2012-2013_bog_fw_app.

Cal Grants: El estado de California conduce subvenciones que oscilan entre $530 y $1,550 por año a estudiantes que califiquen.

Becas MEF (Marin Education Fund Grants): Los residentes del Condado de Marin pueden solicitar subvenciones MEF, que conceden entre $400 y $4,000 por año. Para más información llame al 415.459.4240.

Becas College of Marin Foundation: La fundación benéfica del College of Marin recauda fondos dentro de la propia comunidad para conceder becas a estudiantes que reúnan los requisitos académicos y económicos. Las becas oscilan entre $250 y $1,000 por año y están disponibles tanto para los estudiantes que se transfieran a una institución de cuatro años de estudios como para los que prosgían en el College of Marin. Para más información llame al 415.485.9382.

Préstamos federales para estudiantes

Los préstamos para estudiantes se tienen que reembolsar. Antes de considerar un préstamo estudiantil, es importante haber planeado una estrategia financiera para la carrera universitaria, que tome en cuenta el monto total de la deuda que el individuo podrá ser capaz de afrontar cuando termine de estudiar.

Préstamos para estudiantes Stafford con subsidios (Subsidized Stafford Student loans): Los estudiantes que reúnen los requisitos de necesidad económica pueden pedir prestado hasta $3,500 para el primer año de estudios y hasta $4,500 para el segundo. La tasa de interés es variable. El reembolso del capital y el interés se posterga hasta que hayan transcurrido seis meses a partir del último día de matriculación como estudiante a medio tiempo (o más) en un programa educativo.

Préstamos para estudiantes Stafford sin subsidios (Unsubsidized Stafford Student loans): Los estudiantes que no reúnen los requisitos de necesidad económica para un Préstamo Stafford sin subsidios, o que necesiten otros préstamos adicionales, pueden pedir prestada toda o parte de la cantidad que necesiten a través del Programa de préstamos para estudiantes Stafford sin subsidios, hasta $6,000 por año. El interés es pagadero desde que se recibe el préstamo. El reembolso del capital se posterga hasta que hayan transcurrido seis meses después del último día de matriculación como estudiante a medio tiempo (como mínimo) en un programa educativo.

Programas de trabajo

Programa federal de trabajo combinado con estudios universitarios: Hay fondos federales para proporcionar un número limitado de trabajos a tiempo parcial dentro de los campus de la universidad para estudiantes que califiquen, así como algunos trabajos fuera de la universidad. Los estudiantes trabajan hasta 25 horas por semana durante el año lectivo y a tiempo completo durante el verano.

Oficina de colocaciones (Job Placement Office): Esta oficina ofrece a los estudiantes información sobre una gran variedad de empleos disponibles a través de toda la comunidad.

Experiencia laboral (Work Experience): Los estudiantes se pueden matricular en una clase llamada “Work Experience” para obtener crédito lectivo por el trabajo que desempeñen durante el mismo semestre.

Ayuda financiera adicional

Préstamos de emergencia del College of Marin: ASCOM y College of Marin Foundation han provisto fondos para el programa de préstamos de emergencia. Hay disponibles préstamos por treinta días de hasta $100.

Subsidio para estacionamiento: Los estudiantes que califiquen para ayuda financiera califican además para un descuento del 30% en las tarifas de estacionamiento.

Procedimiento para presentar la solicitud

El estudiante tiene que presentar una solicitud (Free Application for Federal Student Aid). Ciertos programas, por ejemplo MEG, las becas de la fundación benéfica, las Cal Grants y los programas de préstamos) pueden tener formularios de solicitud adionales. Una vez que se haya presentado la solicitud, la Oficina de Ayuda Financiera (Financial Aid Office) solicitará los formularios adicionales y la documentación de prueba. Los formularios de solicitud están disponibles en la Oficina de Ayuda Financiera. Los formularios para el año lectivo siguiente se pueden pedir en enero.

Información adicional

Para formularios de solicitud e información adicional, comuníquese con la Oficina de Ayuda Financiera de los Campus de Kentfield o de Indian Valley.

Crédito de impuesto

Para información sobre crédito de impuesto vea la página 8.
College Policies

Enrollment Priority
In September 2012 the California Community Colleges Board of Governors approved a regulation to establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer to a four-year university and to reward students who make progress toward their educational goals.

Beginning Fall 2014, new students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing will now have priority over students who do not meet these criteria. To be in good academic standing, a student cannot be on Academic Probation or Progress Probation for two consecutive terms. In addition, students who have accumulated 100 or more units—excluding most basic skills English and math—will lose enrollment priority. Students who feel they may be at risk of losing priority status are strongly encouraged to seek counseling to discuss their educational plans. College of Marin’s revised enrollment priorities can be found in Administrative Procedure 5055, located on the web at: http://www.marin.edu/college/ODP/Chapter5StudentServicesAP.htm.

Philosophy
The Marin Community College District has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. The process of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. The institution is committed to a healthy environment for learning and living. Students are specifically reminded that they are guided by the Student Conduct Policy which states the following to be incompatible with an institution of higher education:

• The use, possession, sale, or distribution of narcotics or other dangerous or illegal drugs (as defined in California statutes) on college property or at any function sponsored or supervised by the college.
• The possession or use of alcoholic beverages on college property, or at any function sponsored or supervised by the college, with the exception when alcoholic beverages are produced in connection with an authorized class.

Legal Sanctions—Illegal Drugs and Alcohol
Students and employees are reminded that state, and federal laws provide for a variety of legal sanctions when alcoholic beverages are produced in connection with an authorized class.

Changes May Occur Without Notice
College of Marin has made every reasonable effort to determine that information stated in its publication are not harmful to self or others. College of Marin will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual’s responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well being of its community members.

Smoking Policy
In order to provide a safe learning and working environment for students and employees, smoking is prohibited anywhere on campus, except for designated smoking areas clearly indicated by “Designated Smoking Area” signage. Violation of this policy could lead to disciplinary action under applicable disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, or a copy of the Student Discipline Procedure, contact the Director of Student Affairs and Health Center, Rm SS 251, Phone 415.485.9375.

Drug and Alcohol Policy—Students
It is the policy of the Marin Community College District to maintain a drug and alcohol-free workplace for employees.

• The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcoholic beverages are prohibited on any District property. The term “controlled substance” is defined in Health and Safety Code 11007. An exception to the above is when alcoholic beverages are produced in connection with an authorized class.

Drug and Alcohol Policy—Students
College of Marin does not permit or condone the consumption of alcoholic beverages by any individual. All local, state, and federal laws concerning the possession or use of any controlled substance are enforced. The institution is committed to a healthy environment for learning and living.

Equal Opportunity
The Marin Community College District is committed by policy not to discriminate on the basis of national origin, religion, age, gender, race, color, gender identity, gender expression, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, genetic information, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics in any of its educational and employment programs and activities, its policies, practices and procedures.

Contacts
Equal Opportunity Employment/A.D.A.

Kristina Combs
Executive Director, Human Resources and Labor Relations (or Designee), KTD, Administrative Center
415.485.9504

Title IX/Section 504 (Disability) Coordinator
Arnulfo Cedillo
Director of Student Affairs and Health Center, KTD, SS 251; 415.485.9375

Gender, Equity Coordinator
David Cook
Director of Financial Aid, KTD, SS 263
415.485.9409

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. College of Marin crime statistics and additional information about crime awareness can be found on the college website at http://www.marin.edu/police/CrimeAwareness-ClerlyInfo.htm or at the Campus Police Department located in TB-1.
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 are 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.

Student Conduct

Upon enrolling in the College, students assume an obligation to conduct themselves in a manner compatible with the educational purposes of the College. If this obligation is neglected or ignored by students, the College shall in the interest of fulfilling its function, institute appropriate disciplinary action.

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 actions.
• 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.
• Stealing or attempting to steal District property or 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.
• Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
• Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
• 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 type-written class notes, except as permitted by any District policy or administrative procedure.

Student Conduct Regarding Academic Honesty

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:

• Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
• Copying, in part or whole, another student’s quiz or examination answers.
• Submitting work previously submitted in another course, if contrary to the rules of either course.
• Altering or interfering with grading.
• Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
• Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
• 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.
• Purposefully allowing another student to copy answers during a test.
• Knowingly providing homework, a term paper, or other academic work for another student to plagiarize.
• Having another person submit any work in one’s name, for purposes of deceiving the instructor to obtain a higher grade.
• Lying to an instructor or District official to obtain a higher grade.
• Altering graded work after it has been returned and re-submitting the work for grading without the instructor’s permission.
• Removing tests or examinations from the classroom without the permission of the instructor.
• Stealing tests or examinations.
KTD Services for Students

SUMMER HOURS - Both campuses are closed on Fridays tentatively June 7–Aug. 9, 2013

Admissions and Records
SS 254; 415.457.8811 ext. 8822
M-Th, 8am–4:30pm

Assessment and Testing Office
SS 238; 415.485.9469
M, Tu, Th, 9am–4pm; Test sessions begin at 9am and 1pm
W, 9am–7pm; Test sessions begin at 9am, 1pm, 4pm

Bookstore
LC, First Floor; 415.485.9394
M–Th, 8am–7pm; F 8am–3pm

CalWORKs
LC 160; 415.485.9605
M, W, Th, F, 9am–4:30pm; Tu 9am–7pm

CalWORKs Employment Counseling
LC 31; 415.485.8811 ext. 7616
M, Tu, 6:30am–4:30pm; Th, 6:30am–12pm

Campus Police
TB 1, Rm. 105; Lost and Found and other non-emergencies 415.485.9455
In case of emergency, dial 911

Child Study Center
415.485.9468
Closed for summer. Please refer to http://www.marin.edu/student_services/child_care.htm for more information.

Counseling
SS 212; 415.485.9432 (appointments)
415.485.9431; M, Tu, F, 8am–4pm
W, Th, 8am–7pm

Disabled Students Program and Services (DSPS)
LC 115; 415.485.9406
M, Tu, W, F, 8:30am–4:30pm; Th, 8:30am–7pm

Distance Education Support Center (DESC)
LC 121; 415.485.8811 ext. 7953
M, 8am–6:30pm; Tu, 12:30–7pm
W, 8am–4pm; Th, 12:30pm–7pm

Emeritus (ESCOM)
SS 146; 415.485.9652

English as a Second Language (ESL)
SC 137; Credit/Noncredit ESL; 415.485.9642
M–Th, 8:30am–6:30pm; F, 8:30am–3pm; Sat, 9am–1pm

English Lab/Writing Center
LRC 120; 415.485.9609

Extended Opportunity Programs and Services (EOPS)
LC 160; 415.485.9605
M, W, Th, F, 9am–4:30pm; Tu 9am–7pm

Financial Aid
SS 236; 415.485.9409
M, Tu, 9am–4pm; W, Th, 9am–7pm
F, 9am–12p

Food Service
SS 1st Floor; Fresh & Natural Café; 415.456.7661
M–Th, 7:30am–7pm; F, 7:30am–1pm

Health Center
HS; 415.485.9458
M, Tu, 8:30am–4pm; W, 8:30am–6pm

Instructional Technology, Distance Education
LC 126; 415.485.9540
M–F, 9am–3pm, and by appointment

Intercollegiate Athletics
PE 16; 415.485.9580
M–F, 7:30am–4:30pm

International Student Admissions
SS 254; 415.883.2211 ext. 7719
M, Tu, F, 8am–4:30pm; W, Th, 8am–7pm

Job Placement
SS 206; 415.485.9410
W, 10:30am–6pm; Tu, Th, F, 10:30am–4pm

Library
LC 2nd Floor; 415.485.9656
M–Th, 8am–8pm

Math Lab
SMN 129; 415.485.9608

Media Center/Language Lab
LC 110; 415.485.9645
M–Th, 8am–8pm

Outreach and School Relations
SS 232; 415.485.9663
M, Tu, Th, 8am–4:30pm; W, 8am–6pm
F, 1pm–4:30pm

Puente Program
SS 241; 415.485.9375
415.485.9432 counseling appointments
M–F, 8am–4pm

Single Stop
SS 124; 415.457.8811 ext. 7761
M–F, 10am–6pm

Student Affairs
SS 250; 415.485.9376
M, Tu, Th, F, 8am–4pm; W, 8am–7pm

Student Ambassadors (Campus Tours)
SS 232; 415.457.8811 ext. 7860

Transfer and Career Center
SS 202; 415.485.9671
M, Tu, Th, F, 8:30am–4pm; W, 11am–7pm

Tutoring and Learning Center (TLC)
LC 160, 415.485.9620
M, W, Th, F, 9am–4:30pm; Tu 9am–7pm

Veterans Admissions Services
SS 254; 415.457.8811 ext. 7719
M, Tu, F, 8am–4:30pm; W, Th, 8am–7pm

BUILDINGS AND FACILITIES

Library

Maintenance & Operations

Olney Hall and Auditorium

Performing Arts/Drama/Music

Physical Education Center

Police/Lost and Found

Portable Village

Registration/Admissions

Science/Math/Nursing

Science Center

Student Services Building

Theatre

LEGEND

- Designated Smoking Area
- Bridge
- Parking Lot
- Ticket Dispensing Machine
- Bus Stop
- Accessible Parking
- Emergency Evacuation Areas
IVC Services for Students

SUMMER HOURS
Both campuses are closed on Fridays tentatively June 7–Aug. 9, 2013

Admissions and Records
Bldg. 27, East Hall, 1st Floor
415.457.8811 ext. 8822
M–Th 8am–4:30pm

Assessment and Testing Office
Bldg. 27, Rm. 125; 415.457.8811 ext. 7469
F, 9am–4pm

Bookstore
415.457.8811 ext. 7394
Bldg. 17, Rm. 104
Call for Hours

CalWORKs
Bldg. 27, Rm. 104; 415.457.8811 ext. 7605
Call for appointment

CalWORKs Employment Counseling
Bldg. 17, Rm. 101; 415.457.8811 ext. 7616
Call for appointment

Campus Police
Bldg. 22, C3 104; Lost and Found and other non-emergencies 415.485.9696
In case of emergency, dial 911

Computer Labs
Career Study Center, Bldg. 17
M–TH, 8am–7:30pm, F, 8am–5pm
IVC Library, Bldg. 27
M, Tu, Th, F, 8:30am–4:30pm, W, 8:30am–7pm

Child Development Center
Bldg. 12, Rm. 105; 415.457.8811 ext. 8170
Closed for the summer. Please refer to http://www.marin.edu/student_services/child_care.htm for more information.

Counseling
Bldg. 27, Rm. 105 and 106
415.457.8811 ext. 7432
M, Tu, 9am–7pm; W, Th, 9:30am–3pm
F, 9am–2pm

Disabled Students Program and Services (DSPS)
Bldg. 27, Rm. 104; 415.457.8811 ext. 7406
M, 1pm–7pm

Early Head Start Infant Toddler Center
Bldg. 12; Rm. 120 and 121
415.457.8811 ext. 8171
M–Th, 7:45am–5pm; F, 7:45am–1pm

Emeritus (ESCOM)
Bldg. 10; Rm. 140; 415.457.8811 ext. 8322

Extended Opportunity Programs and Services (EOPS)
Bldg. 27, Rm. 104; 415.457.8811 ext. 7605
Call for appointment

Financial Aid
Bldg. 27, Rm. 107;
415.457.8811 ext. 8118
M, 11:30am–7pm; Tu, W, Th, 9:30am–3pm

Food Service
Bldg. 27; Vending machines

Health Center
Bldg. 9, Rm. 121; 415.457.8811 ext. 7458
M, 9am–12pm; Tu, 4pm–7pm

Instructional Technology, Distance Education
Bldg. 17, Rm. 106; 415.485.9540
Th, 4pm–7pm

Intensive English Program (IEP)
Bldg. 3, Rm. 258; 415.457.8811 ext. 8579

International Student Admissions
Bldg. 27, 1st Floor East Hall
415.457.8811 ext. 8114
M, Tu, 8am–7pm; W–F 8am–4:30pm

Job Placement
Bldg. 27, Rm. 103; 415.457.8811 ext. 8117
M, 11am–7pm

Library
Bldg. 27, Rm. 124; 415.457.8811 ext. 8505
M–Th 8:30am–4:30pm

Media Center
Bldg. 27, Rm. 124; 415.457.8811 ext. 8505
M–Th 8:30am–4:30pm

Outreach and School Relations
Bldg. 17, Rm. 106; 415.457.8811 ext. 7663
F 8am–4pm; Call for campus tours

Puente Program
Bldg. 27, Rm. 120; 415.485.9375
415.485.9432 counseling appointments
M, 3pm–7pm

Student Affairs
Bldg. 27, Rm. 120; 415.457.8811 ext. 7376
M, 3pm–7pm

Transfer and Career Center
Bldg. 27, Computer Area
415.457.8811 ext. 7671; Call for hours

Tutoring and Learning Center (TLC)
Bldg. 17, Rm. 101; 415.457.8811 ext. 7620

Veterans Admissions
Bldg. 27, East Hall, 1st Floor
415.457.8811 ext. 8114
M, Tu, 8am–7pm; W, Th, F, 8am–4:30pm
Driving Directions

Directions from Highway 101
To Kentfield Campus
835 College Avenue
Kentfield, CA 94904
From Highway 101, take the San Anselmo exit (northbound) or the Sir Francis Drake Blvd. exit (southbound) and follow Sir Francis Drake Blvd. to College Ave. (seventh stoplight). For the Physical Education complex, Portable Village, the Science Center, the Learning Resources Center (library) and the Student Services Center (Admissions & Records), turn left on College Ave. For Harlan Center, stay on Sir Francis Drake Blvd., crossing the College Ave. intersection, and turn right on Maple Ave. to parking lot. For the Fine Arts Building and Fusselman Hall, stay on Sir Francis Drake Blvd., turning left on Laurel Ave. Park in college parking lots.

Please reference online campus maps for parking lot closures due to construction.

To Indian Valley Campus
3800 Ignacio Blvd.
Novato, CA 94949
From Highway 101, take the San Anselmo exit (northbound) or the Sir Francis Drake Blvd. exit (southbound) and follow Sir Francis Drake Blvd. 10 College Ave. (seventh stoplight). For the Physical Education complex, Portable Village, the Science Center, the Learning Resources Center (library) and the Student Services Center (Admissions & Records), turn left on College Ave. For Harlan Center, stay on Sir Francis Drake Blvd., crossing the College Ave. intersection, and turn right on Maple Ave. to parking lot. For the Fine Arts Building and Fusselman Hall, stay on Sir Francis Drake Blvd., turning left on Laurel Ave. Park in college parking lots.

Please reference online campus maps for parking lot closures due to construction.

Public Transportation Directions
Golden Gate Transit (GGT) provides bus service to Sonoma, Marin, and San Francisco Counties. For more detailed information than that given below, visit the GGT web site at www.goldengate.org, call 415.455.2000 (Marin County), 707.541.2000 (Sonoma County), or 415.923.2000 (San Francisco).

You may also pick up a copy of their Transit Guide and Map from any GGT bus.

To Kentfield Campus
The Kentfield campus of College of Marin is served by GGT Routes 18, 22, 24, and 29.

To Indian Valley Campus
The Indian Valley College Campus is served by GGT Route 51.

Parking Information

Summer 2013 Kentfield Parking Notice
While our Kentfield campus is under construction, parking lot 3 is closed this semester. Lots 12 and 15 typically have spaces available, and lot 13 remains a free lot. We appreciate your patience during our construction.

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 term parking (subject to change) and is available to enrolled students.

Term Parking Permits Online
College of Marin is pleased to offer the option of purchasing term parking permits online via the MyCOM Portal. This is offered through Parking Plus for a nominal handling fee of $3.50. Term parking permits can be purchased online beginning with the first day of registration.

Term Parking Permits In Person
Term parking permits will not be available for purchase in person until the first day of the term.

Disabled Students Parking
No parking permits are required for disabled students. A disabled placard or license plate issued by the State of California Department of Motor Vehicles must be displayed.

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.

Lost or Stolen Permits will not be replaced.

Please see page 9 for the Parking Permit Refund Policy.

IMPORTANT NOTE: Due to construction parking closures are in effect on the Kentfield campus. Please refer to the Kentfield campus map for lot closures.

We appreciate your patience.

Get parking permits online

THREE EASY STEPS to get your parking permit decal
1. Log onto MyCOM portal & order Parking permit decal.
2. Print Temporary Permit.
3. Put it on your dashboard until the real permit arrives.

NO HASSLES. NO LINES. NO TICKETS!
About College of Marin

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.

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.

Our Vision
College of Marin will be a premier educational and cultural center that provides programs of the highest caliber to meet the needs of an increasingly interconnected global society. Our vision will be guided by our values.

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.

Our Legacy
College of Marin has been providing exceptional educational opportunities since 1926. The College has earned a reputation as a quality educational institution that provides a pathway for achievement and success for students of all ages and backgrounds.

Enrollment
College of Marin serves approximately 10,400 credit and noncredit students each semester.

Statement of Values
Student and Community Centered Education
We promote student success by providing programs and services that are learner centered and reflect the changing needs of our students and surrounding community.

Academic Excellence and Innovation
We are dedicated to academic excellence and encourage innovation. We foster intellectual inquiry by encouraging critical thinking, information literacy, and technical competence. We continually evaluate the effectiveness of our programs.

Collaboration and Open Communication
We cultivate a culture of mutual respect, open communication, collaborative working relationships, and participation in decision making among students, faculty, staff, and the communities we serve.

Diversity
We cherish a learning environment that celebrates diverse backgrounds and recognizes the knowledge and experiences among its students, faculty, and staff. We will provide open access and strive to remove barriers to student success.

Sustainability
We will apply environmentally sustainable and green principles in our college community to ensure the future of our planet.

Accountability
We will be accountable for our decisions and actions on behalf of the students, college, and community. Our decisions will be academically, fiscally, and environmentally responsible.

10 Reasons to Attend College of Marin
1. Transfer to a University
2. Workforce Preparation and Job Training
3. Affordable Enrollment Fees
4. University-Caliber Faculty
5. Personal Attention and Small Class Size
6. Excellent Counseling and Support Services
7. Close to Home
8. Financial Aid is Available
9. Student Life: Clubs, Sports, and Activities
10. Open Enrollment

For more information visit www.marin.edu, or make an appointment with a counselor by calling 415.485.9432.