ADMISSIONS INFORMATION

The College Serves Students of All Ages

ADMISSIONS POLICY (CREDIT CLASSES)

College of Marin has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are 18 years old on or before the first day of instruction for the term which you are applying.
- You are a high school graduate.
- You are equivalent to a high school graduate, i.e., you have passed the G.E.D. or a state's high school proficiency examination.

Note: The above requirements are general; other factors may determine eligibility.

Visit our website at www.marin.edu/admissions/ or call the Office of Enrollment Services at 415-457-8811 ext. 8822 for more information.

ADMISSION AS A CONCURRENTLY ENROLLED HIGH, MIDDLE OR ELEMENTARY SCHOOL STUDENT

College of Marin welcomes students under the age of 18 years who have not yet earned a high school diploma or equivalent and are currently attending high, middle or elementary school.

For more information pertaining to admissions and enrollment policies for high school students or younger, please visit website at http://www.marin.edu/admissions/.

INTERNATIONAL STUDENT ADMISSIONS

International students seeking admission to College of Marin must provide the following:

1. If native language is not English, provide evidence of English proficiency.
   a. Applicants living outside the San Francisco Bay Area must provide an acceptable score on the TOEFL (Test of English as a Foreign Language) of 500 on the written test, 173 on the computer test, or 61 on the Internet-based test.
   b. Students living within the San Francisco Bay Area may take College of Marin's TOEFL Test in lieu of the official TOEFL. Please call (415) 485-9469 for dates and times of testing. (Institutional TOEFLs from other schools will not be accepted.)
   c. Provide an acceptable score on the IELTS (English for International Opportunity). A score of 6.0 is required. www.ielts.org

2. Verify means of adequate financial support by completing the "Official Certification of Personal or Family Funds" form.

3. Submit $50 Application Processing Fee (non-refundable). The amount must be in U.S. dollars (no cash please). Make check or money order payable to “College of Marin.”

4. Provide an “Enrollment Status Form” completed by the last school attended in the United States.

5. Provide evidence of high school graduation and transcripts from all colleges/universities attended in the United States.

6. Completed International Student Admissions Application.

   International students are subject to $209 per unit international student tuition fee, an enrollment fee of $46 per unit, a $50 international student admissions application fee, a health fee of $19 for fall and spring semesters or $12 for the summer session, a $1 student representation fee, and an $8 student activities fee (optional). All fees must be paid in full at the time of registration. International student admissions applications and all other required documents will be accepted February through the end of July. All documents submitted after the end of July will not be accepted.

INTERNATIONAL STUDENT MEDICAL INSURANCE

Medical insurance is required and payable with class registration. The cost of annual medical insurance will be approximately $1,340. A refund, less a service fee, of the medical insurance will be issued for students who withdraw from the college through the second week of the semester as long as no benefits were used.

STUDENT IDENTIFICATION NUMBER

Students will be assigned a College of Marin Identification Number. Students are requested to disclose their Social Security Number for purposes of printing the SSN on their 1098 T tax credit form and their official academic transcript.

Note: students applying for Federal and/or state financial assistance and students employed by the college must report their SSN on their Application for Admissions.

RESIDENCY REQUIREMENTS

California Residence

Under the State of California Education Code, to establish California residency, a person must pair his or her physical presence in California with the following provisions:

- Objective proof of physical presence one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Schedule of Important Dates and,
- Intent to make California his/her home for other than a temporary purpose.

There are other factors to be considered for non-resident students holding various types of visas. These students are advised to contact the Office of Enrollment Services at (415) 457-8811 ext. 8822 for clarification.

Evidence of intent to make California their home for other than a temporary purpose could include but is not limited to a minimum of two (2) of the following:

- Voting in California elections.
- Obtaining a California driver’s license.
- Paying state income tax.
- Registering a motor vehicle in California.
- Maintaining continuous residence in California.

Act of intent must be accomplished for one full year.

College of Marin may determine at the time of admission or at a later date that such students may not have met the aforementioned residency requirements set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical
presence in California one year and one day prior to the first day of instruction for the term for which the minor has applied with the objective evidence that physical presence is with the intent to make California the home for other than a temporary purpose.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at College of Marin (with the exception of international students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Enrollment Services for residency verification and adjustments.

Residency Adjustments
Residency adjustments are not automatic. It is the student’s responsibility to initiate a residency inquiry and to provide proof of California residency.

Residency Appeals
Students may appeal their residency status as determined by College of Marin through the following procedures:

- Requests must be addressed, in writing, to the Dean of Enrollment Services, within two weeks of receipt of the notification.
- If further review is required, a meeting with the Dean of Enrollment Services may be requested.
- Students are required to provide ALL documents required to verify their residency status.

Nonresident Tuition Waiver under AB540
As a nonresident, you may be eligible to pay the $46 per unit California resident enrollment fee.

What is AB540? AB540 is a state law that exempts certain students who are not residents of California from paying non-resident tuition at the California Community Colleges, California State Universities and Universities of California.

Who is eligible? Students who meet all of the following requirements:

1. You attended a California high school for three or more years.
2. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., G.E.D. or California Proficiency Exam).
3. You registered in the spring of 2002 or later.
4. You complete a California Nonresident Tuition Exemption form.

If you have been determined to be a nonresident of California and meet all of the above requirements please complete the California Nonresident Tuition Exemption form and submit it to the Office of Enrollment Services. Please contact the Office of Enrollment Services if you need help filling out the form.

PREREQUISITES, COREQUISITES, AND ADVISORIES
College of Marin affirms that students are entitled to pursue intellectual, physical, social, ethical, and career development, and that prerequisites, corequisites, advisories, and certain enrollment limits should be established only on a course-by-course basis, only where they are appropriate, and never if they constitute unjustifiable obstacles to student access. Therefore, College of Marin adopts the following policy in order to provide for the establishing, reviewing, and challenging of these course requirements in a manner consistent with law, safety, and good practice.

Definitions
1. 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. Examples of courses that may require prerequisites are:
   - 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; and
   - Technical or vocational courses or programs that require special preparation.

2. 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 that may require corequisites include:
   - Courses that are part of a closely related lecture-laboratory pairing requiring concurrent enrollment.

3. 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.

4. Limitations to Enrollment: 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.

The college requires students to complete prerequisites with a grade of C or higher prior to registering in the course requiring the prerequisite. Likewise, students are to register in all required corequisites as pre-enrollment preparation.

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

Prerequisite Recency Requirement
To ensure student success, some prerequisites for certain courses in Chemistry and Physics must have been completed within 5 years of enrolling in the target course. Students may opt to test out of this requirement. Please see the Chemistry and Physics headings in Section 6 for more information.

Prerequisite Challenge
Students have the right to challenge prerequisites and corequisites on certain, specified grounds:

1. The prerequisite or corequisite has not been established in accordance with the district’s process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.