

COLLEGE *of*

# marin

## COM Student Ambassadors Lead the Way

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**CREDIT/NONCREDIT  
CLASSES**

**SUMMER 2011  
JUNE 20-JULY 29**

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# President's Welcome



## Dear Students, Prospective Students, and Community Members:

Featured on the cover of this class schedule are three College of Marin Student Ambassadors. These Student Ambassadors serve as liaisons between the college and local schools; lead campus tours; and assist with on-campus activities such as Saturday Services, International Students Orientation, Job Fairs, Transfer Days, Peer Summits, and other events. We are very proud of these outstanding students for providing valuable support to their peers and prospective students. You may read more about our Student Ambassador program on page 51.

At College of Marin, teaching and learning are at the heart of what we do. Here you can explore a wide range of programs to fit your goals and pursue your dreams. You may choose to complete the first two years of a bachelor's degree, prepare for a career, learn new skills, or pursue your passions.

College of Marin faculty members are recognized for their excellence in the classroom. In addition, the college offers a variety of first-rate support services to help you get started and keep you on track, including academic counseling, career counseling, tutoring, and more. I invite you to become part of our continuing success story and join our diverse community of students who are improving their lives through higher education.

*David Wain Coon*

Sincerely,  
David Wain Coon, Ed.D.  
Superintendent/President

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# Important Dates

## April 18

Athletes, EOPS, DSPS, and Veterans  
Students register, [mycom.marin.edu](http://mycom.marin.edu)

## Beginning April 19

Continuing Students begin registering  
according to priority, [mycom.marin.edu](http://mycom.marin.edu)

## Beginning May 24

New and Readmit Students register for  
classes, [mycom.marin.edu](http://mycom.marin.edu)

## May 30

Holiday — campuses closed

## Beginning June 13

Concurrently enrolled high school students  
register, in-person only, Kentfield or Indian  
Valley Campus

## June 19, 2010

California Residency Determination Date

## Monday, June 20

Credit Classes Begin

## June 23

Last day for dismissed students to file a  
Petition to Return

## June 20 – July 18

File application for summer graduation

## July 4

Holiday — campuses closed

## Aug 11

Final Grades available: [mycom.marin.edu](http://mycom.marin.edu)

## NOTE: Please consult the Summer Classes

Deadline Dates on pages 16-17 of this  
Schedule for Last Day to Add; Last Day to  
Drop without a "W"; Last Day to Select P/  
NP or Change Grading Option; and Last  
Day to Drop with a "W".

COVER PHOTO: Tim Porter

ON THE COVER: COM Student Ambassadors

Photo from left: Tsedal "Sadie" Agidew will be  
transferring to Mills College in fall 2011, pre-med  
student Brian Santa Cruz will be transferring to  
San Francisco State University in fall 2011, and  
Juliann Tumamait will be transferring to Dominican  
University in 2012.

COLLEGE OF MARIN  
835 COLLEGE AVENUE,  
KENTFIELD, CA 94904-2590  
INDIAN VALLEY CAMPUS  
800 IGNACIO BLVD.,  
NOVATO, CA 94949  
415.457.8811  
[WWW.MARIN.EDU](http://WWW.MARIN.EDU)

## 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.

Course ID	CRN	Start Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
BIOL 110	60424	06/11/11	06/14/11	06/21/11	07/16/11
BIOL 110L	60427	06/11/11	06/16/11	06/23/11	07/16/11
BIOL 224	60063	06/15/11	06/21/11	06/27/11	07/21/11
DENT 192	60030	06/01/11	06/02/11	06/07/11	06/16/11
DENT 192A	60031	06/01/11	06/01/11	06/01/11	06/15/11
DENT 192AL	60032	06/01/11	06/01/11	06/01/11	06/15/11

## 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.

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

- Student Associations
- Student Senate
- Student Senate 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 business, arts, and entertainment groups. Call 415.485.9390 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. Voter registration materials are available in the Offices of Admissions and Records or by calling the toll-free voter registration hot line. 1.800.345.VOTE.*

**Associated Students  
College of Marin (ASCOM)**  
Kentfield Campus  
Student Services Bldg. 241  
415.485.9390

**Office of Student Affairs**  
Kentfield Campus  
Student Services Bldg. 250  
415.485.9376

**Emeritus Students College of Marin (ESCOM)**  
Kentfield Campus  
Student Services Bldg. 146  
415.485.9652  
Indian Valley Campus  
Administrative Center 140  
415.457.8322

## List or find services on Information Boards

### Sponsored by the Associated Students

For information to post or for posting approval, contact the Student Affairs Office, KTD/SS Center 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 415.485.9376 or the ASCOM office on the Kentfield Campus at 415.485.9390.

# How to Enroll

## Continuing Student Priority Registration Begins April 19, 2011

Students may register online at mycom.marin.edu, by fax 415.460.0773, or in person. After the initial registration 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 and Readmitted Student Priority Registration Dates

To determine your continuing or readmitted student priority registration date please log into your MyCOM Portal account and click on the Student Tab, then click on the Registration Status link list under the Registration Tools channel.

## 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

#### Complete an Application for Admission.

Online at: mycom.marin.edu;

**\*Note:** Processing your Application for Admissions online will expedite your registration and greatly increase your chances of enrolling in the classes of your choice. Please allow two business days following submission for processing.

#### **\*\*Note to Readmitted Students:**

Students who have been issued a MyCOM user name and password can use the same user name & password to log into the MyCOM portal. If you have forgotten your user name and password, please contact the Office of Admissions and Records at 415.457.8811 ext. 8822

- Or fax your application to 415.460.0773;
- Or mail your application to:
- Office of Admissions and Records  
College of Marin  
835 College Avenue  
Kentfield, CA 94904

- Or submit your application in person to the Office of Admissions and Records at either the Kentfield Campus or the Indian Valley Campus. You may download an Application for Admissions at [http://www.marin.edu/PDFs/85\\_Cr\\_Apln\\_05\\_08.pdf](http://www.marin.edu/PDFs/85_Cr_Apln_05_08.pdf)

**Important:** If you choose to submit your Application for Admissions in person, by fax, or by mail; allow five business days following submission for processing.

#### **Student Identification Number:**

Students will be assigned a College of Marin Student Identification Number

**Note:** 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 Orientation and Placement Test

##### **For Native English Speakers:**

- Obtain a College of Marin Student ID Number.
- Complete the Online Orientation at [www.marin.edu/orientation](http://www.marin.edu/orientation)
- Print out the Certificate of Completion.
- Fax certificate to 415.456.7770 or bring it to Counseling Services at KTD, SS 211.
- Call the Testing Office at 415.485.9469 or Counseling Services at 415.485.9436 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](http://www.collegeboard.com/student/testing/accuplacer/index.html).

##### **For Credit ESL Students:**

- Obtain a College of Marin Student ID Number.
- Call the Testing Office at 415.485.9469 to make an appointment for one of the ESL Workshops listed on page 7.

### STEP 3

#### Meet with an Academic Counselor

- Call Counseling Services (415.485.9432) or come to 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; or
- Have completed 15 units or more at COM or from another college/university.

### STEP 4

#### Register for classes

New Student Registration begins May 24, 2011. Once you have submitted an application for admissions, you will receive a COM Welcome Letter with your username and temporary password for creating a MyCOM portal account. New students can register anytime on or after May 24, 2011. The Welcome Letter will be sent via E-mail or by US mail if no e-mail address is provided.

**Note:** you must provide a valid e-mail address to create a student portal account.

### STEP 5

#### 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. **NEW WAITLIST FEATURES:**

- You should meet course prerequisites prior to placing yourself on a waitlist.
- You have 72 hours to respond to email with registration opportunity.
- Failure to act by the 72 hour deadline will result in your name being removed from the waitlist.
- Please see IMPORTANT Waitlist information on page 5

### STEP 6

#### Pay your fees

- Online at mycom.marin.edu;
- Or in person with a MC/VISA credit card, MC/VISA debit card, personal check, cash, cashiers check, or money order.

## 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 the Student Portal at [mycom.marin.edu](http://mycom.marin.edu).

## Open Enrollment/Add Period

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 the Student Portal at [mycom.marin.edu](http://mycom.marin.edu), using the add authorization code by the deadline date. Please refer to Summer Classes Deadline Dates listing on pages 18-19 for Last Day to Add.

## 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 attempt to add a class and you receive the following message:

***"You may not add or drop classes due to holds on your record"***

You may view the hold(s) by clicking on 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 & Staff Directory page on our website for contact information: <http://www.marin.edu/EmployeeDirectory>

#### 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 on pages 18-19 for drop deadlines.

### Dropping Classes

Students may drop a class online at [mycom.marin.edu](http://mycom.marin.edu).

**Note:** Students must provide a valid e-mail address to create a student portal account. See Summer Classes Deadline Dates on pages 16-17 for drop deadlines.

**Not attending a class does not constitute an automatic drop.** Students are also responsible for any outstanding fees for courses they did not attend, but did not drop by the refund deadline.

### 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.

### Closed Classes

Classes are closed when they reach the enrollment limit. Students may choose to place themselves on a wait-list and attend the first class meeting to see if there's space available.

## NEW 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 day that the class meets, you will be notified by e-mail that is sent to your MyCOM.marin.edu email account. NEW WAITLIST FEATURES:

- You must meet course prerequisites prior to placing yourself on a waitlist.
- You have 72 hours from the date/time that the space availability e-mail is sent to enroll.
- If you do not enroll by the 72 hour deadline, you will automatically be dropped from the waitlist. It is important that you log onto 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 e-mail.
- 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

As a general rule, the State of California prohibits student's attendance in two or more courses which meet at the same or overlapping time for which a California community college will claim funding for that student's attendance. However, it is recognized that without an occasional overlap in schedule, students could be denied the opportunity to complete their studies in a reasonable period of time. In order to accommodate this possibility, College of Marin will permit a student to enroll in overlapping courses if: (a) rationale justification (scheduling convenience in not considered one) on a student-by-student basis can be established and can be documented by the college, and (b) the college maintains documentation that each student made up the hours of overlap in the course (partially or wholly not attended as scheduled) at some other time during the same week under the supervision of the instructor of the course. Students must complete and submit a Time Conflict Petition to the office of Admissions. (Available online on the Admissions page at [www.marin.edu](http://www.marin.edu) or at the Admissions Offices at either campus)

## Registration Hours

### Web Registration

24 hours a day, 7 days a week  
[mycom.marin.edu](http://mycom.marin.edu)

### Fax Registration

Processed during normal business hours  
415.460.0773

### Kentfield Campus Walk-in Registration

Student Services Building  
M,T, F 8 am - 4:30 pm  
W,Th 8 am - 6 pm  
Closed Fridays June 4 - August 5,  
Evenings June 27 - August 5 & July 4

### Indian Valley Campus Walk-in Registration

Building 27, East Hall  
M-T 8 am - 6 pm  
W,Th,F 8 am - 4:30 pm  
Closed Fridays June 4 - August 5,  
Evenings June 27 - August 5 & July 4



# Cómo matricularse

## La matriculación de prioridad para los estudiantes que continúan comienza el 19 de abril de 2011

Los estudiantes pueden matricularse por Internet en [mycom.marin.edu](http://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 tendrá más posibilidades de conseguir los cursos que desee.

## 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 entre 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](http://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

- O envíe su solicitud por fax al 415.460.0773;
- O por correo a: Oficina de Admisión, College of Marin, 835 College Avenue, Kentfield, CA 94904
- O 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](http://www.marin.edu/PDFs/85_Cr_Apln_05_08.pdf)

**Importante:** Si presenta su solicitud de admisión en persona, por fax o por correo, deje pasar aproximadamente 5 días después de presentarla antes de inscribirse en las clases. **Nº de identificación del estudiante:** Se les 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 Nº de identidad del College of Marin.
- Complete la orientación por Internet en [www.marin.edu/orientation](http://www.marin.edu/orientation)
- Imprima un Certificado de Conclusión
- Envíelo por fax (415.456.7770) o llévelo a Servicios de Consejeros en KTD, SS 211.
- Llame a la oficina de Pruebas (415.485.9469) o a Servicios de Consejeros (415.485.9436) 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](http://www.collegeboard.com/student/testing/accuplacer/index.html).

#### Para los estudiantes de ESL por crédito:

- Obtenga un Nº 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

#### Reúnase 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.

### PASO 4

#### Matricúlese en los cursos.

La matriculación de los nuevos estudiantes comienza el 24 de mayo de 2011. 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 en MyCOM. Los nuevos estudiantes pueden matricularse en cualquier momento a partir del 24 de mayo de 2011. La carta de bienvenida se le enviará por e-mail, o por correo si no provee una dirección de e-mail.

Por favor note: debe proveer una dirección de e-mail válida para crear una cuenta de portal estudiantil

### PASO 5

#### 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](http://MyCOM.marin.edu). Nuevas características de la Lista de Espera:

- Debe satisfacer los requisitos previos para el curso antes de poner su nombre en la lista de espera.
- Para tener la oportunidad de matricularse tiene que responder al e-mail en menos de 72 horas.
- Si no responde en las 72 horas de plazo su nombre será borrado de la lista de espera.
- Por favor vea información **IMPORTANTE** sobre la lista de espera en la página 5.

**PASO 6****Pague los gastos de matrícula:**

- Por Internet en mycom.marin.edu;
- O personalmente, con tarjeta de crédito VISA o MC, con tarjeta de débito VISA o MC, 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 verano dadas en las páginas 16 y 17.

**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.

# Student Success Workshop Schedules

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

The Credit ESL Student Workshop is an orientation to College of Marin and a Credit English as a Second Language (ESL) Test.

- Please complete a College of Marin Admissions Application and receive your Student ID # before you schedule your appointment.
- You must sign up for a Credit ESL Student Workshop in advance:
- By Phone at 415.485.9642 (ESL Office), or 415.485.9432 (Counseling Office), or 415.485.9469 (Assessment and Testing Office) OR
- In Person at the ESL Office (Harlan Center 101), or at the Counseling Office (Student Services 212), or Assessment and Testing Office (Student Services 238)

<b>CREDIT ESL STUDENT SUCCESS WORKSHOP SCHEDULE (Intermediate to Advanced ESL Students)</b>		
<b>DATE</b>	<b>CAMPUS / ROOM*</b>	<b>TIME</b>
Wednesday, April 20th	KTD / TB 101	5-9 pm
Saturday, May 21st	KTD / FH 120	9 am-1 pm
Tuesday, June 14th	KTD / FH 120	9 am-1 pm
Wednesday, July 20th	KTD / FH 120	5-9 pm
Wednesday, August 3rd	KTD / FH 120	9 am-1 pm
Tuesday, August 9th	KTD / FH 120	5-9 pm

Check in for test 15 minutes before it is scheduled to begin. \*Room number subject to change.

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

The Noncredit ESL Workshop is an orientation to College of Marin and a Noncredit (English as a Second Language (ESL) Test.

- No appointment is necessary for this workshop
  - Arrive early as there is limited seating
  - Please see the Noncredit ESL class listing in the back of this schedule
  - For more information please call 415.485.9642
- Examen de Inglés como Segundo Idioma Sin Crédito (para estudiantes de nivel principiante hasta nivel intermedio bajo)
- Examen de Inglés como Segundo idioma y orientación sobre College of Marin
  - No es necesario solicitar una cita
  - Favor de llegar temprano ya que el cupo es limitado
  - Favor de ver las clases de Inglés como Segundo Idioma Sin Crédito en la parte posterior de este horario
  - Para más información favor de llamar al 415.485.9642

<b>NONCREDIT ESL STUDENT SUCCESS WORKSHOP SCHEDULE (Beginning to Low-Intermediate ESL Students)</b>		
<b>DATE</b>	<b>CAMPUS / ROOM*</b>	<b>TIME</b>
Saturday, June 4th, Sábado, 4 de Junio	KTD** / FH 120	9-11:30 am
Wednesday, June 8th, Miércoles, 8 de Junio	KTD / FH 120	6-8:30 pm
Tuesday, July 26th, Martes, 26 de Julio	KTD / FH 120	6-8:30 pm
Saturday, July 30th, Sábado, 30 de Julio	KTD / FH 120	9-11:30 am
Wednesday, August 3rd, Miércoles, 3 de Agosto	KTD / FH 120	6-8:30 pm

\*Room number subject to change. \*El aula puede cambiar sin previo aviso. \*\*KTD = Kentfield Campus

# Fees, Fee Exemptions, and Waivers

## New 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. Additionally, no interest or finance charges are assessed and there is no credit check.

The cost to budget monthly payments is a \$20 per semester nonrefundable enrollment fee. The enrollment fee is automatically deducted from your account within 14 DAYS of your agreement being posted to the FACTS/NBS system.

Your payment will be automatically deducted on the 5th of each month from a checking or savings account.

To enroll in this convenient payment plan, simply register online through your MyCOM portal account. For additional information regarding paying your enrollment fees please go to <http://www.marin.edu/Admissions/reginfo.htm> or call Nelnet Business Solutions/FACTS at 800.609.8056.

## 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 cashiers check.

### Registration Fees

Enrollment Fee .....	\$26/unit
Health Fee .....	\$12
International Student Application Fee (nonrefundable) .....	\$50
Materials Fee .....	varies
Nonresident, U.S. Citizen	
Tuition Fee .....	\$194/unit
Nonresident, Non-U.S. Citizen	
Tuition Fee .....	\$198/unit
Student Representation Fee .....	\$1
Student Activities Fee (Optional) .....	\$8

### Fees for Other Services

Credit by Exam .....	\$26/unit
Document/Verification Fee .....	\$6
Rush Document/Verification Fee .....	\$15
Parking Fee .....	\$3/daily, \$25/summer

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.

### 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 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 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.

## Enrollment Fee Waivers

### Board of Governors

See page 11 for BOGW form. Students required to pay out-of-state fees or who receive an AB 540 fee exemption 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 and meet one or more of the following criteria:

1. Student or student's family receives TANE, SSI, or General Assistance benefits.
2. Income for 2009 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.

### 2010/2011 Income Standards\* for BOGFW Part B Eligibility

Family Size	2009 Income
1	\$16,245
2	\$21,855
3	\$27,465
4	\$33,075
5	\$38,685
6	\$44,295
7	\$49,905
8	\$55,515
For each additional family member	Add \$5,610

\*These standards are based upon the federal poverty guidelines as published each year by the U.S. Department of Health and Human Services. Per Title 5 of the California Code of Regulations, the Income Standards for the bogfw program equal 150 percent of the federal poverty guidelines for the base year. Additional information on the poverty guidelines can be obtained from <http://aspe.hhs.gov/poverty/00poverty.htm>



## 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 will be granted if the class is dropped before completion of 10 percent of the course. See Summer Classes Deadline Dates on pages 16–17.

### Materials Fees

Provided that no materials have been used, refund of materials fees will be granted before completion of 10 percent of the class 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

See Summer Classes Deadline Dates on page 16-17 for refund deadlines.

### 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. Note: The Parking Permit Sticker must be returned to the Office of Admissions & Records when requesting the refund.

## 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](http://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](http://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](mailto:financial.aid@marin.edu).

## 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 Application Deadlines

### March 2

Students applying for Cal Grants, 10,000 Degrees, and College of Marin Foundation Scholarships must submit a Federal Student Aid Application and supplemental forms prior to March 2 for the fall 2011 term.

Apply for Financial Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Financial Aid Programs/ Grants and Scholarships

### Federal Pell Grants

Grants range from \$400 to \$5,550 per year depending on eligibility.

### 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 & Services Grants (EOPS)

This program provides book grants and counseling services to students who qualify. (See page 100 for additional information.)

### Board of Governors Fee Waivers (BOGW)

Eligible California residents receive a waiver of enrollment. See additional information on page 8, and for your convenience a BOGW form is on page 11.

### Cal Grants

The State of California provides grants ranging from \$530 to \$1,550 per year for eligible students.

## Apply online for Financial Aid

Free application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

### 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.

## 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 \$3,500 per year for freshman year and up to \$4,500 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.

## Work Programs

### 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 Federal Student Aid Application [Free Application for Federal Student Aid (FAFSA)]. Some programs [10,000 Degrees, COM Foundation Scholarships, Cal Grants, loan programs] 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](http://www.fafsa.ed.gov). Forms for the next academic year are available in January.

### 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.

## California Community Colleges 2010-2011 Board of Governors Fee Waiver Application

*This is an application to have your **ENROLLMENT FEES WAIVED**. This **FREE WAIVER** is for California residents only. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)** immediately. Contact the Financial Aid Office for more information. **The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Financial Aid Office.***

**Note:** Students who are exempt from paying nonresident tuition under **Education Code Section 68130.5 (AB 540)** are NOT California residents. If you are NOT a California resident, you are not eligible for a fee waiver. Do not complete this application. You may apply for financial aid by completing the FAFSA.

Name: _____	Student ID # _____
<i>Last                      First                      Middle Initial</i>	
Email (if available): _____	Telephone Number: (____) _____
Home Address: _____	Date of Birth: ____/____/____
<i>Street                      City                      Zip Code</i>	
Has the Admissions or Registrar's Office determined that you are a California resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### IMPLEMENTATION OF THE CALIFORNIA DOMESTIC PARTNER RIGHTS AND RESPONSIBILITIES ACT

The California Domestic Partner Rights and Responsibilities Act extends new rights, benefits, responsibilities and obligations to individuals in domestic partnerships registered with the California Secretary of State under Section 297 of the Family Code. If **you** are in a Registered Domestic Partnership (RDP), you will be treated as an Independent married student to determine eligibility for this Enrollment Fee Waiver and will need to provide income and household information for your domestic partner. If you are a dependent student and your parent is in a Registered Domestic Partnership, you will be treated the same as a student with married parents and income and household information will be required for the parent's domestic partner.

**Note: These provisions apply to state student financial aid ONLY, and not to federal student financial aid.**

Are you or your parent in a Registered Domestic Partnership with the California Secretary of State under Section 297 of the Family Code? (Answer "Yes" if you or your parent are separated from a Registered Domestic Partner but have **NOT FILED** a Notice of Termination of Domestic Partnership with the California Secretary of State's Office.)      ☐ Yes    ☐ No

If you answered "Yes" to the question above treat the Registered Domestic Partner as a spouse. You are required to include your domestic partner's income and household information or your parent's domestic partner's income and household information in Questions 4, 11, 12, 13, 14, 15, 16, 17.

Student Marital Status:    ☐ Single    ☐ Married    ☐ Divorced    ☐ Separated    ☐ Widowed    ☐ Registered Domestic Partnership

### DEPENDENCY STATUS

The questions below will determine whether you are considered a Dependent student or Independent student for fee waiver eligibility and whether parental information is needed. If you answer "Yes" to **ANY** of the questions 1-10 below, you will be considered an **INDEPENDENT** student. If you answer "No" to all questions, you will be considered a Dependent student thereby reporting parental information and should continue with Question 11.

1. Were you born before January 1, 1987? (If "Yes," skip to question 13) ☐ Yes    ☐ No
2. As of today, are you married **or** in a Registered Domestic Partnership (RDP)?  
(Answer "Yes" if you are separated but not divorced or have not filed a termination notice to dissolve partnership. Also, if you answer "Yes," skip to question 13.) ☐ Yes    ☐ No
3. Are you a veteran of the U.S. Armed Forces **or** currently serving on active duty for purposes other than training? (If "Yes," skip to question 13) ☐ Yes    ☐ No
4. Do you have children who will receive more than half of their support from you between July 1, 2010-June 30, 2011, **or** other dependents who live with you (other than your children and spouse/RDP) who receive more than half of their support from you, now and through June 30, 2011? (If "Yes," skip to question 13) ☐ Yes    ☐ No
5. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? (If "Yes," skip to question 13) ☐ Yes    ☐ No
6. Are you or were you an emancipated minor as determined by a court in your state of legal residence? (If "Yes," skip to question 13) ☐ Yes    ☐ No



**DEPENDENCY STATUS (Continued)**

7. Are you or were you in legal guardianship as determined by a court in your state of legal residence?  
(If "Yes," skip to question 13) ☐ Yes ☐ No
8. At any time on or after July 1, 2009, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless? (If "Yes," skip to question 13) ☐ Yes ☐ No
9. At any time on or after July 1, 2009, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?  
(If "Yes," skip to question 13) ☐ Yes ☐ No
10. At any time on or after July 1, 2009, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?  
(If "Yes," skip to question 13) ☐ Yes ☐ No

• If you answered "Yes" to any of the questions 1 - 10, you are considered an **INDEPENDENT** student for enrollment fee waiver purposes and must provide income and household information about yourself (and your spouse or RDP if applicable). Skip to Question #13.

• If you answered "No" to all questions 1 - 10, complete the following questions:

11. If your parent(s) or his/her RDP filed or will file a 2009 U.S. Income Tax Return, were you, or will you be claimed on their tax return as an exemption by either or both of your parents? ☐ Will Not File ☐ Yes ☐ No
12. Do you live with one or both of your parent(s) and/or his/her RDP? ☐ Yes ☐ No

• If you answered "No" to questions 1 - 10 and "Yes" to either question 11 or 12, you must provide income and household information about your PARENT(S)/RDP. Please answer questions for a **DEPENDENT** student in the sections that follow.

• If you answered "No" or "Parent(s) will not file" to question 11, and "No" to question 12, you are a dependent student for all student aid except this enrollment fee waiver. You may answer questions as an **INDEPENDENT** student on the rest of this application, but please try to get your PARENT information and file a FAFSA so you may be considered for other student aid. You cannot get other student aid without your parent(s') information.

**METHOD A ENROLLMENT FEE WAIVER**

13. Are you (the student **ONLY**) currently receiving monthly cash assistance for yourself or any dependents from:
- TANF/CalWORKs? ☐ Yes ☐ No
- SSI/SSP (Supplemental Security Income/State Supplemental Program)? ☐ Yes ☐ No
- General Assistance? ☐ Yes ☐ No
14. If you are a dependent student, are your parent(s)/RDP receiving monthly cash assistance from TANF/CalWORKs or SSI/SSP as a primary source of income? ☐ Yes ☐ No

• If you answered "Yes" to question 13 or 14 you are eligible for an **ENROLLMENT FEE WAIVER**. Sign the Certification at the end of this form. You are required to show current proof of benefits. Complete a FAFSA to be eligible for other financial aid opportunities.

**METHOD B ENROLLMENT FEE WAIVER**

15. **DEPENDENT STUDENT:** How many persons are in your parent(s)/RDP household? (Include yourself, your parent(s)/RDP, and anyone who lives with your parent(s)/RDP and receives more than 50% of their support from your parents/RDP, now and through June 30, 2011.) \_\_\_\_\_
16. **INDEPENDENT STUDENT:** How many persons are in your household? (Include yourself, your spouse/RDP, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2011.) \_\_\_\_\_
17. **2009 Income Information**

	<b>DEPENDENT STUDENT: PARENT(S)/ RDP INCOME ONLY</b>	<b>INDEPENDENT STUDENT: STUDENT (&amp; SPOUSE'S/ RDP) INCOME</b>
(Dependent students should not include their income information for Q 17 a and b below.)		
a. Adjusted Gross Income (If 2009 U.S. Income Tax Return was filed, enter the amount from Form 1040, line 37; 1040A, line 21; 1040EZ, line 4).	\$ _____	\$ _____
b. All other income (Include <b>ALL money</b> received in 2009 that is not included in line (a) above (such as disability, child support, military living allowance, Workman's Compensation, untaxed pensions).	\$ _____	\$ _____
<b>TOTAL</b> Income for 2009 (Sum of a + b)	\$ _____	\$ _____

The Financial Aid Office will review your income and let you know if you qualify for an **ENROLLMENT FEE WAIVER** under Method B. If you do not qualify using this simple method, you should file a FAFSA.

**SPECIAL CLASSIFICATIONS ENROLLMENT FEE WAIVERS**

18. Do you have certification from the CA Department of Veterans Affairs that you are eligible for a dependent's fee waiver?  
*Submit certification.* ☐ Yes ☐ No
19. Do you have certification from the National Guard Adjutant General that you are eligible for a dependent's fee waiver?  
*Submit certification.* ☐ Yes ☐ No
20. Are you eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient?  
*Submit documentation from the Department of Veterans Affairs.* ☐ Yes ☐ No
21. Are you eligible as a dependent of a victim of the September 11, 2001, terrorist attack?  
*Submit documentation from the CA Victim Compensation and Government Claims Board.* ☐ Yes ☐ No
22. Are you eligible as a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty?  
*Submit documentation from the public agency employer of record.* ☐ Yes ☐ No
- If you answered "Yes" to any of the questions from 18-22, you are eligible for an **ENROLLMENT FEE WAIVER** and perhaps other fee waivers or adjustments. Sign the Certification below. Contact the Financial Aid Office if you have questions.

Date \_\_\_\_\_



# 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 or the Counseling Department.

## 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

Concurrently enrolled high school students will not be charged the Enrollment Fee. 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 19, 2010.

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.

## A 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>



# Summer Classes Deadline Dates

After the semester 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 by the Last Day to Add.

Course ID	CRN	Refund Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
ACRT 160A	60114	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160A	60115	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160B	60116	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160B	60117	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160C	60118	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160C	60119	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160D	60120	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160D	60121	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160E	60122	06/21/11	06/22/11	06/28/11	07/19/11
ACRT 160E	60123	06/21/11	06/22/11	06/28/11	07/19/11
ANTH 102	60001	06/22/11	06/28/11	06/29/11	07/20/11
ART 130	60484	06/21/11	06/27/11	06/29/11	07/19/11
ART 131	60460	06/21/11	06/27/11	06/29/11	07/19/11
ART 170	60073	06/21/11	06/27/11	06/29/11	07/19/11
ART 171	60074	06/21/11	06/27/11	06/29/11	07/19/11
ART 270	60075	06/21/11	06/27/11	06/29/11	07/19/11
ART 271	60076	06/21/11	06/27/11	06/29/11	07/19/11
ART 276	60474	06/21/11	06/27/11	06/29/11	07/19/11
AUTO 110	60135	06/23/11	06/25/11	06/30/11	07/19/11
AUTO 111	60136	06/22/11	06/25/11	06/29/11	07/18/11
AUTO 249B	60360	06/22/11	06/27/11	06/30/11	07/20/11
AUTO 249C	60361	06/22/11	06/27/11	06/30/11	07/20/11
BIOL 110	60059	06/22/11	06/28/11	06/29/11	07/20/11
BIOL 110	60424	06/11/11	06/14/11	06/21/11	07/16/11
BIOL 110L	60060	06/22/11	06/28/11	06/29/11	07/20/11
BIOL 110L	60061	06/22/11	06/28/11	06/29/11	07/20/11
BIOL 110L	60427	06/11/11	06/16/11	06/23/11	07/16/11
BIOL 224	60063	06/15/11	06/21/11	06/27/11	07/21/11
CHEM 114	60068	06/21/11	06/27/11	06/29/11	07/19/11
CHEM 132	60069	06/21/11	06/27/11	06/29/11	07/19/11
CHEM 132E	60070	06/21/11	06/27/11	06/29/11	07/19/11
CIS 101	60486	06/22/11	06/27/11	06/30/11	07/20/11
CIS 110	60010	06/22/11	06/28/11	06/29/11	07/20/11
COMM 160	60479	06/21/11	06/22/11	06/28/11	07/19/11
COUN 115B	60482	06/20/11	06/20/11	06/27/11	07/25/11
COUN 125	60296	06/21/11	06/23/11	06/23/11	07/07/11
COUN 133B	60481	06/23/11	07/14/11	06/23/11	07/07/11
COUR 115F	60355	06/22/11	06/27/11	06/30/11	07/20/11
COUR 115J	60356	06/22/11	06/27/11	06/30/11	07/20/11
COUR 115S	60357	06/22/11	06/27/11	06/30/11	07/20/11
COUR 125F	60364	06/22/11	06/27/11	06/30/11	07/20/11
COUR 125J	60365	06/22/11	06/27/11	06/30/11	07/20/11
COUR 125S	60369	06/22/11	06/27/11	06/30/11	07/20/11
COUR 150F	60380	06/22/11	06/27/11	06/30/11	07/20/11
COUR 150J	60383	06/22/11	06/27/11	06/30/11	07/20/11
COUR 150S	60384	06/22/11	06/27/11	06/30/11	07/20/11

Course ID	CRN	Refund Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
COUR 175F	60390	06/22/11	06/27/11	06/30/11	07/20/11
COUR 175J	60391	06/22/11	06/27/11	06/30/11	07/20/11
COUR 175S	60392	06/22/11	06/27/11	06/30/11	07/20/11
DENT 192	60030	06/01/11	06/02/11	06/07/11	06/16/11
DENT 192A	60031	06/01/11	06/01/11	06/01/11	06/15/11
DENT 192AL	60032	06/01/11	06/01/11	06/01/11	06/15/11
ECE 110	60478	06/21/11	06/23/11	06/30/11	07/19/11
ECON 101	60022	06/22/11	06/28/11	06/29/11	07/20/11
ENGL 098	60298	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 120	60129	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 120	60300	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 150	60131	06/22/11	06/27/11	06/30/11	07/20/11
ENGL 150	60132	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 150	60133	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 150	60342	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 151	60166	06/22/11	06/27/11	06/30/11	07/20/11
ENGL 151	60267	06/21/11	06/27/11	06/29/11	07/19/11
ENGL 151	60343	06/21/11	06/27/11	06/29/11	07/19/11
ESL 060	60079	06/22/11	06/28/11	06/29/11	07/20/11
ESL 079	60367	06/22/11	06/28/11	06/29/11	07/20/11
ETST 112	60023	06/22/11	06/28/11	06/29/11	07/20/11
HED 130	60016	06/22/11	06/27/11	06/30/11	07/20/11
HIST 100	60024	06/22/11	06/27/11	06/30/11	07/20/11
JOUN 160	60480	06/21/11	06/22/11	06/28/11	07/19/11
MATH 095G	60399	06/22/11	07/26/11	06/30/11	07/20/11
MATH 095X	60465	06/22/11	07/26/11	06/30/11	07/20/11
MATH 095Y	60467	06/22/11	07/26/11	06/30/11	07/20/11
MATH 101	60086	06/21/11	06/27/11	06/29/11	07/19/11
MATH 101X	60401	06/22/11	07/26/11	06/30/11	07/20/11
MATH 101Y	60403	06/22/11	07/26/11	06/30/11	07/20/11
MATH 103	60090	06/21/11	06/27/11	06/29/11	07/19/11
MATH 103X	60405	06/22/11	07/26/11	06/30/11	07/20/11
MATH 103Y	60408	06/22/11	07/26/11	06/30/11	07/20/11
MATH 103Y	60409	06/22/11	07/26/11	06/30/11	07/20/11
MATH 104Y	60412	06/22/11	07/26/11	06/30/11	07/20/11
MATH 109	60096	06/21/11	06/27/11	06/29/11	07/19/11
MATH 115	60414	06/21/11	06/27/11	06/29/11	07/19/11
MATH 121	60099	06/21/11	06/27/11	06/29/11	07/19/11
PE 070	60260	06/21/11	06/27/11	06/29/11	07/19/11
PE 072	60261	06/21/11	06/27/11	06/29/11	07/19/11
PE 125H	60327	06/21/11	06/27/11	06/29/11	07/19/11
PE 156	60386	06/21/11	06/27/11	06/29/11	07/19/11
PE 169	60018	06/21/11	06/27/11	06/29/11	07/19/11
PE 169	60483	06/21/11	06/27/11	06/29/11	07/19/11
PHIL 110	60162	06/21/11	06/27/11	06/29/11	07/19/11
POLS 100	60028	06/22/11	06/28/11	06/29/11	07/20/11

Course ID	CRN	Refund Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
SOC 110	60004	06/21/11	06/22/11	06/28/11	07/19/11
SPAN 101	60125	06/21/11	06/27/11	06/29/11	07/19/11
SPAN 101	60126	06/21/11	06/27/11	06/29/11	07/19/11
SPCH 110	60052	06/21/11	06/27/11	06/29/11	07/19/11
SPCH 128	60055	06/21/11	06/27/11	06/29/11	07/19/11



## 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  
Print Production, 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 Collision Repair Technology

Mechanical and Electrical Components, 13.5 units  
Nonstructural Damage Repair, 16 units  
Painting and Refinishing, 12 units  
Structural Damage Repair, 9 units

#### 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

#### Environmental Landscaping

Design, 15 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 Certificate

Environmental Science, 16 units

### Physical Education Department Skills Certificate

Personal Fitness Trainer, 17.5 units

### Social Science Department Skills Certificate

Education, 6 units



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## ANTHROPOLOGY

### ANTH 102 3.0 Units Introduction to Cultural Anthropology

A survey of human behavior using a cross-cultural perspective looking at belief systems, customs, socialization, and related topics with an emphasis upon non-Western societies both contemporary and traditional. Transfer Credit: CSU/UC.

60001 J Park  
Lec TWR 10:30am-1:20pm, KTD/OH105

## ART

### ART 130 4.0 Units Drawing and Composition I

The development of drawing skills, form, light and shadow, composition and perspective. Exploration of graphic approaches and materials; both traditional and experimental means of expression will be examined. Required of all art majors. Transfer Credit: CSU/UC. (Material Fee: \$10)

60484 C Lefkowitz  
Lec MTWR 9:00am-12:00pm, KTD/FA214  
Lab MTWR 12:10pm-1:25pm, KTD/FA214  
A nonobligatory donation of \$20 will be requested at the first meeting to help pay model fees.

### ART 131 4.0 Units Drawing and Composition II

Continued development and refinement of drawing skills, formal elements of drawing and composition, using a variety of subject matter. Exploration of graphic methods and materials including black and white media, color, and collage. Both traditional and experimental means of expression will be examined. Transfer Credit: CSU/UC. (Material Fee: \$10)

60460 C Lefkowitz  
Lec MTWR 9:00am-12:00pm, KTD/FA214  
Lab MTWR 12:10pm-1:25pm, KTD/FA214  
A nonobligatory donation of \$20 will be requested at the first meeting to help pay model fees.

### ART 170 4.0 Units Ceramics I

Introductory course involving the student in technical, functional, and aesthetic aspects of clay object designing. Basic wheel throwing, hand building, and glazing. Transfer Credit: CSU/UC. (Material Fee: \$35)

60073 R Wood  
Lec MTWR 9:00am-12:00pm, KTD/FA131  
Lab MTWR 12:10pm-1:25pm, KTD/FA131

### ART 171 4.0 Units Ceramics II

~Prerequisite: ART 170. Advisory: ART 112 or concurrent enrollment.

A second semester beginning ceramics course for those who wish to continue developing the basic techniques of wheel throwing and slab building methods, with an emphasis on increasingly advanced projects. Direct participation in glaze preparation and kiln firing. It is expected that students will produce work reflecting an intermediate understanding of ceramic design and explore individual project resolutions through drawings and group discussion. Transfer Credit: CSU/UC. (Material Fee: \$35)

60074 R Wood  
Lec MTWR 9:00am-12:00pm, KTD/FA131  
Lab MTWR 12:10pm-1:25pm, KTD/FA131

### ART 270 4.0 Units Ceramics III

~Prerequisite: ART 171.

Advanced and in-depth interpretation of the common class project, with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Transfer credit: CSU (Material Fee: \$35)

60075 R Wood  
Lec MTWR 9:00am-12:00pm, KTD/FA131  
Lab MTWR 12:10pm-1:25pm, KTD/FA131

### ART 271 4.0 Units Ceramics IV

~Prerequisite: ART 270.

Advanced and in-depth interpretation of the common class project, with greater expectations of further technical and conceptual development. Mentoring of beginning students, lab assistance in glaze preparation, kiln loading and firing. Transfer Credit: CSU. (Material Fee: \$35)

60076 R Wood  
Lec MTWR 9:00am-12:00pm, KTD/FA131  
Lab MTWR 12:10pm-1:25pm, KTD/FA131

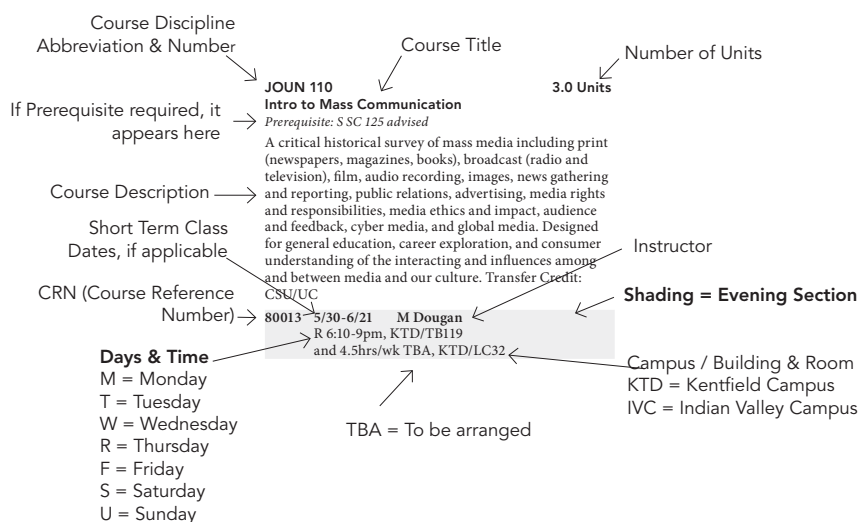
### ART 276 4.0 Units Advanced Wheel Thrown Ceramics

~Prerequisite: ART 171.

Advanced study with a focus on the technical and aesthetic considerations of ceramics as a functional medium. Intended for students already well grounded in forming techniques who would benefit from a more critical assessment of their work. May involve field trips to artists' studios, shows, and conferences. Transfer Credit: CSU/UC. (Material Fee: \$25)

60474 R Wood  
Lec MTWR 9:00am-12:00pm, KTD/FA131  
Lab MTWR 12:10pm-1:25pm, KTD/FA131

## COURSE LISTINGS KEY



## AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

### Learn How to Repair Your Car



### ACRT 160A 1.5 Units Automotive Painting and Refinishing Repair Workshop

In this workshop, students will apply all levels of acquired skills in automotive painting and refinishing repair in an intensive lab experience. Transfer Credit: CSU.

- 60114 R Palmer  
Lec MTW 9:00am-9:35am, IVC/BLDG06/PM108  
Lab MTW 9:45am-12:15pm, IVC/BLDG01/PM103
- 60115 R Palmer  
Lec MTW 1:00pm-1:35pm, IVC/BLDG06/PM108  
Lab MTW 1:45pm-4:15pm, IVC/BLDG01/PM103

### ACRT 160B 1.5 Units Automotive Dent and Damage Repair Workshop

In this workshop, students will apply all levels of acquired skills in automotive dent and damage repair in an intensive lab experience. Transfer Credit: CSU.

- 60116 R Palmer  
Lec MTW 9:00am-9:35am, IVC/BLDG01/PM103  
Lab MTW 9:45am-12:15pm, IVC/BLDG06/PM108
- 60117 R Palmer  
Lec MTW 1:00pm-1:35pm, IVC/BLDG06/PM108  
Lab MTW 1:45pm-4:15pm, IVC/BLDG01/PM103

### ACRT 160C 1.5 Units Automotive Structural Repair Workshop

In this workshop, students will apply all levels of acquired skills in automotive structural repair in an intensive lab experience. Transfer Credit: CSU.

- 60118 R Palmer  
Lec MTW 9:00am-9:35am, IVC/BLDG06/PM108  
Lab MTW 9:45am-12:15pm, IVC/BLDG01/PM103
- 60119 R Palmer  
Lec MTW 1:00pm-1:35pm, IVC/BLDG06/PM108  
Lab MTW 1:45pm-4:15pm, IVC/BLDG01/PM103

## Indian Valley Campus Classes



In the midst of unprecedented growth and facility construction at the College of Marin Indian Valley Campus (IVC), a philosophy of sustainability weaves through the curriculum of workforce development classes.

Students in traditional trade courses such as Auto Technology and Auto Collision Repair Technology have been working with students in electronics classes to design and build alternative-powered vehicles. At the same time, the new Solar Technology program is active with students learning the latest best practices for the industry, while Environmental Landscaping students are learning about sustainable soil and water management practices. A new two-acre organic farm offers students the opportunity to learn and grow at the on-site Center for Sustainable Horticulture.

Indian Valley Campus now offers a variety of classes that will transfer to four-year universities. You can save thousands of dollars on the cost of your baccalaureate degree by attending College of Marin for the first two years of your college education.

**For a complete listing of Summer 2011 IVC classes go to [www.marin.edu](http://www.marin.edu).**

## AUTOMOTIVE TECHNOLOGY

### ACRT 160D 1.5 Units Automotive Mechanical and Electrical Repair Workshop

In this workshop, students will apply all levels of acquired skills in automotive mechanical and electrical repair in an intensive lab experience. Transfer Credit: CSU.

- 60120 R Palmer  
Lec MTW 9:00am-9:35am, IVC/BLDG06/PM108  
Lab MTW 9:45am-12:15pm, IVC/BLDG01/PM103
- 60121 R Palmer  
Lec MTW 1:00pm-1:35pm, IVC/BLDG06/PM108  
Lab MTW 1:45pm-4:15pm, IVC/BLDG01/PM103

### ACRT 160E 1.5 Units Automotive Plastic Repair Workshop

In this workshop, students will apply all levels of acquired skills in automotive plastic repair in an intensive lab experience. Transfer Credit: CSU.

- 60122 R Palmer  
Lec MTW 9:00am-9:35am, IVC/BLDG06/PM108  
Lab MTW 9:45am-12:15pm, IVC/BLDG01/PM103
- 60123 R Palmer  
Lec MTW 1:00pm-1:35pm, IVC/BLDG06/PM108  
Lab MTW 1:45pm-4:15pm, IVC/BLDG01/PM103

## AUTOMOTIVE TECHNOLOGY

### Learn How to do Preventative Maintenance on Your Vehicle



### AUTO 110 3.0 Units Intro to Automotive Maintenance

This course will study safety and basic lab procedures used by entry-level technicians and those interested in developing do-it-yourself skills. Transfer Credit: CSU.

- 60135 06/21-07/28 D Del Grande**  
Lec TR 6:40pm-9:15pm, IVC/BLDG03/PM255  
Lab S 8:10am-6:00pm, IVC/BLDG02/PM210

### AUTO 111 3.0 Units Automotive Maintenance - Intermediate

This course provides training in intermediate repair and service procedures used by entry-level technicians and those interested in developing do-it-yourself skills. Transfer Credit: CSU.

- 60136 06/20-07/29 R Palmer**  
Lec MW 6:10pm-9:00pm, IVC/BLDG06/PM108  
Lab S 8:10am-6:00pm, IVC/BLDG02/PM210

## BIOLOGY

### BIOL 110 3.0 Units Introduction to Biology

~Advisory: Concurrent enrollment in BIOL 110L.

An introduction to the science of biology for nonmajors as well as a prerequisite course for majors courses in biology. Subjects include ecology, human ecology, evolution, molecular, cell biology, genetics, life kingdoms review, and human physiology. Transfer Credit: CSU/UC.

- 60059 F Agudelo-Silva  
Lec TWR 12:40pm-3:30pm, KTD/SC101
- 60424 06/07-07/30 J Williams**  
Lec S 9:10am-12:00pm, IVC/BLDG16/MW214  
Lec T 6:10pm-9:00pm, IVC/BLDG16/MW214  
EARLY START CLASS: Begins Tuesday, June 7th, and ends Saturday, July 30th, 2011.

### BIOL 110L 1.0 Unit Introduction to Biology Laboratory

~Corequisite: BIOL 110.

An introduction to biology experimentation for nonmajors. Experiments and field studies are selected from ecology, molecular, cell biology, genetics, plant anatomy and identification, and human physiology topics. Transfer Credit: CSU/UC.

- 60060 R Webster  
Lab TWR 9:40am-12:30pm, KTD/SC184
- 60061 F Agudelo-Silva**  
Lab TWR 4:10pm-7:00pm, KTD/SC184
- 60427 06/09-07/30 J Williams**  
Lab R 6:10pm-9:00pm, IVC/BLDG06/PM214  
Lab S 12:30pm-3:30pm, IVC/BLDG06/PM214  
EARLY START CLASS: Begins Thursday, June 9th, and ends Saturday, July 30th, 2011.

### BIOL 224 5.0 Units Human Physiology

~Prerequisite: BIOL 110 and 110L and CHEM 110.

This course involves the study of the structure and function of the human body. Emphasis is on the physiochemical and homeostatic mechanisms occurring in the human body. The laboratory will introduce clinical and research techniques for studying and measuring various physiological parameters, along with technical writing skills. Transfer Credit: CSU/UC.

- 60063 06/13-08/04 L Waldman  
Lec MTWR 9:10am-10:25am, KTD/SC185  
Lab MTWR 10:40am-1:20pm, KTD/SC185  
EARLY START CLASS: Begins Monday, June 13th, and ends Thursday, August 4th, 2011.

## CHEMISTRY

### CHEM 114 5.0 Units Introduction to Chemistry

~Prerequisite: Eligibility for Math 103.

One semester of basic principles of inorganic chemistry designed to prepare the student for CHEM 115 or CHEM 131. CHEM 114/115 represent one year of chemistry for health occupations. Transfer Credit: CSU/UC.

- 60068 N Subramanian  
Lec MTWR 7:55am-10:30am, KTD/SC104  
Lab TWR 10:40am-1:30pm, KTD/SC158

### CHEM 132 5.0 Units General Chemistry II

~Prerequisite: CHEM 131.

Second semester of the one-year college chemistry course for science and engineering majors. Transfer Credit: CSU/UC.

- 60069 S Serafin  
Lec MTWR 7:55am-10:30am, KTD/SC125  
Lab TWR 10:40am-1:30pm, KTD/SC155

### CHEM 132E 3.0 Units General Chemistry II, Lecture Only

~Prerequisite: CHEM 131.

Lecture material of the second semester of the one-year college chemistry course for some engineering majors. Transfer Credit: CSU/UC.

- 60070 S Serafin  
Lec MTWR 7:55am-10:30am, KTD/SC125



## COMMUNICATIONS

### COMM 160 3.0 Units Images of Race, Gender, and Class in the Media

In this course we will explore how gender, race, class, sexual orientation, ethnicity, and other social positions affect media coverage, portrayals, production and reception. The course focuses on historical roots of stereotyping, theories, methods of analysis, media representations of various groups, and topics of current interest. Students conduct research projects in their chosen area of interest and develop expertise in media literacy and criticism with respect to issues of multiculturalism and gender. May be taken for credit as COMM 160 or JOUN 160. Students receive credit for only one course. Transfer Credit: CSU/UC.

60479 F Crosby  
Lec MTW 10:10am-1:00pm, KTD/HC165

## COMPUTER INFORMATION SYSTEMS

### CIS 101 1.5 Units Introduction to Personal Computers and Operating Systems

Introduction to the hardware, operating systems, and application software environment of the personal computer for the students with little or no previous experience with microcomputers. Uses Windows 7. Transfer Credit: CSU. (Material Fee \$2)

60486 M Ransom  
Lec W 6:10pm-8:40pm, KTD/LC 038  
Lab 3 hrs/wk, KTD/LC 035

## Study Information Technology—On Campus or Online



### CIS 110 3.0 Units Introduction to Computer Information Systems

A general introduction to computers and information processing for all students, this transfer level course will allow students to work with personal computers using application software for word processing, spreadsheets, and databases. Transfer Credit: CSU/UC. (Material Fee: \$3)

60010 M Ransom  
Lec TWR 10:00am-12:40pm, KTD/LC038  
Lab 4 hrs/wk, KTD/LC035  
and 3 hrs/wk TBA  
Students desiring online support should contact mike.ransom@marin.edu.

## COUNSELING

### COUN 115B 1.0 Unit Planning for Success in College

This course will focus on how to successfully prepare to transfer to UC, CSU, and private universities and colleges. Topics will include developing an educational plan and selecting courses for transfer, admission criteria and the review process, choosing a college major, developing an effective personal statement, completing applications, and use of Internet resources. Transfer Credit: CSU.

60482 06/20-08/01 L Moreno  
Lec M 5:40pm-7:30pm, KTD/TB119

### COUN 125 1.0 Unit How to Study Effectively

Proven study techniques, time budgeting for maximum output, listening, lecture note taking, efficient textbook reading, preparing for exams, improving concentration and memory. Transfer Credit: CSU.

60296 06/21-07/14 N Bradley  
Lec TR 6:40pm-8:30pm, KTD/FH110  
Class is 4 weeks.

### COUN 133B 1.0 Unit Career Exploration

This course provides the student with a practical approach to making career and educational decisions. Self-assessment inventories and assignments will help students discover their interests, values, skills, and personality style. Students will learn to make career decisions that are compatible with their unique personality and interests. Transfer Credit: CSU. (Material Fee: \$40)

60481 06/23-07/14 J Tenison-Scott  
Lec R 5:30pm-9:20pm, KTD/SSA&B  
Meets 4 Thursdays: 6/23, 6/30, 7/7, 7/14.

## COURT REPORTING

In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact: The Court Reporters Board of California; 2535 Capitol Oaks Dr., Suite 230, Sacramento, CA 95833; (916) 263-3660.

The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California.

A MINIMUM OF FOUR UNITS OF MACHINE SHORTHAND IS A REQUIRED COREQUISITE FOR ALL OF THE COURT REPORTING CLASSES OFFERED THIS SUMMER.

COURT REPORTING SUMMER SESSION IS JUNE 20 THROUGH JULY 29.

### COUR 115F 2.0 Units Beginning Machine Shorthand Four-Voice: Level II-F

~Prerequisite: COUR 112. Total of 4 units of machine shorthand required.

Goal: 100 wpm on four-minute unfamiliar 4-Voice tests with at least 90% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60355 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**DENTAL ASSISTING; REGISTERED****COUR 115J 2.0 Units**  
**Beginning Machine Shorthand Jury Charge: Level II-J**

~Prerequisite: COUR 110. Total of 4 units of machine shorthand required.

Goal: 100 wam on four-minute Jury Charge tests with at least 90% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60356 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**COUR 115S 2.0 Units**  
**Beginning Machine Shorthand Literary: Level II-S**

~Prerequisite: COUR 112. Total of 4 units of machine shorthand required.

Goal: 100 wam on four-minute unfamiliar Literary tests with at least 92.5% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60357 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**COUR 125F 2.0 Units**  
**Intermediate Machine Shorthand Four-Voice: Level III-F**

~Prerequisite: COUR 115F. Total of 4 units of machine shorthand required.

Goal: 125 wam on five-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60364 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**COUR 125J 2.0 Units**  
**Intermediate Machine Shorthand Jury Charge: Level III-J**

~Prerequisite: COUR 115J. Total of 4 units of machine shorthand required.

Goal: 125 wam on five-minute Jury Charge tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60365 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**COUR 125S 2.0 Units**  
**Intermediate Machine Shorthand Literary: Level III-S**

~Prerequisite: COUR 115S. Total of 4 units of machine shorthand required.

Goal: 125 wam on five-minute unfamiliar Literary tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60369 06/20-07/29 L Jimenez-Aguirre, K  
Acredolo  
Lec 5 hrs/wk, IVC/BLDG27/228  
Lab 5 hrs/wk, IVC/BLDG27/228

**COUR 150F 2.0 Units**  
**Intermediate Machine Shorthand Four-Voice: Level IV-F**

~Prerequisite: COUR 125F. Total of 4 units of machine shorthand required.

Goal: 150 wam on seven and one-half-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60380 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**COUR 150J 2.0 Units**  
**Intermediate Machine Shorthand Jury Charge: Level IV-J**

~Prerequisite: COUR 125J. Total of 4 units of machine shorthand required.

Goal: 150 wam on five-minute Jury Charge tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60383 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**COUR 150S 2.0 Units**  
**Intermediate Machine Shorthand Literary: Level IV-S**

~Prerequisite: COUR 125S. Total of 4 units of machine shorthand required.

Goal: 150 wam on five-minute unfamiliar Literary tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60384 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**COUR 175F 2.0 Units**  
**Intermediate Machine Shorthand Four-Voice: Level V-F**

~Prerequisite: COUR 150F. Total of 4 units of machine shorthand required.

Goal: 175 wam on ten-minute unfamiliar 4-Voice tests with at least 97.5% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60390 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**COUR 175J 2.0 Units**  
**Intermediate Machine Shorthand Jury Charge: Level V-J**

~Prerequisite: COUR 150J. Total of 4 units of machine shorthand required.

Goal: 175 wam on five-minute Jury Charge tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60391 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**COUR 175S 2.0 Units**  
**Intermediate Machine Shorthand Literary: Level V-S**

~Prerequisite: COUR 150S. Total of 4 units of machine shorthand required.

Goal: 175 wam on five-minute unfamiliar Literary tests with at least 95% accuracy; develop stenotype machine dexterity, and the ability to read stenotype notes fluently. Transfer Credit: CSU. (Material Fee: \$1)

60392 06/20-07/29 C Barr-Vickers, L Jimenez-Aguirre  
Lec 5 hrs/wk, IVC/BLDG27/233  
Lab 5 hrs/wk, IVC/BLDG27/233

**DENTAL ASSISTING;  
REGISTERED****DENT 192 2.3 Units**  
**Dental Assisting Clinical Applications in Dental Offices**

~Prerequisite: DENT 183 and 186. Corequisite: DENT 192A. Advisory: ENGL 98 or ENGL 98SL.

Students actively participate at dental offices or dental clinics to practice their dental assisting chairside skills under the supervision of the dental office employees. Transfer Credit: CSU.

60030 05/31-06/23 G Hom  
Arr MTR 8:00am-5:00pm, HOSP/TBA  
Lec W 1.5hrs/wk TBA, IVC/BLDG27/224  
Class meets: 5/31, 6/2, 6/6, 6/7, 6/9, 6/13, 6/14, 6/16, 6/20, 6/21 and 6/23.



Dentists need trained

## DENTAL ASSISTANTS

- Career mobility, flexibility and variety
- FT and PT employment opportunities
- Financial aid available
- Complete program in just 10 or 19 months

Call 415.485.9327 for an appointment or e-mail [grace.hom@marin.edu](mailto:grace.hom@marin.edu)

### Coming soon

**Summer Pit and Fissure Sealant Certification Weekend Course.**  
Orientation meeting info at [www.marin.edu/dentalassisting](http://www.marin.edu/dentalassisting)

### DENT 192A 0.5 Unit Pit and Fissure Sealants

~Prerequisite: DENT 176. Corequisites: DENT 192 and 192AL. Advisory: ENGL 98 or ENGL 98SL.

This course is designed to give students knowledge in the application of pit and fissure sealants on patients. This course partially satisfies to State Dental Board to earn a Certificate in Pit and Fissure Sealants. Transfer Credit: CSU.

60031 06/01-06/22 G Hom  
Lec W 8:10am-10:00am, IVC/BLDG27/224  
Class meets 6/1, 6/8, 6/15, 6/22.

### DENT 192AL 0.5 Unit

#### Pit and Fissure Sealants Lab

~Prerequisite: DENT 183 and current CPR certification. Corequisite: DENT 192 and 192A. Advisory: ENGL 98 or ENGL 98SL.

This is an educational and participatory course in the application of pit and fissure sealants on patients. This lab course satisfies the laboratory and clinical requirements for earning the Certificate in Pit and Fissure Sealants under the State Board of Dental Examiners. Transfer Credit: CSU. (Material Fee: \$100)

60032 06/01-06/22 G Hom, M Wilgis, K Rooney  
Lab W 10:10am-2:00pm, IVC/  
BLDG27/220  
Class meets: 6/1, 8, 15 & 22. (G Hom: 6/1, 6/8, 6/15 & 6/22, 10:10-4:00pm; M Wilgis: 6/1, 6/8, 10:10-4pm; K Rooney: 6/15, 6/22, 10:10-4pm).

## EARLY CHILDHOOD EDUCATION

### ECE 110 3.0 Units Child Development

This course is a study of the growth and development of children from the prenatal stage through adolescence. For each stage of development, the physical, cognitive, social and emotional aspects of development are discussed, with attention to both typical as well as atypical development. Included are the influences of culture, family, and the environment. Implications of developmental understanding for caregiving strategies are included, with emphasis on practices in early childhood and early elementary education and child rearing. Course meets requirements by Department of Social Services to satisfy licensure requirements for coursework in ECE. It is also required for all levels of the Child Development Permit. Transfer Credit: CSU/UC.

60478 S Johnson  
Lec TR 6:10pm-10:00pm, KTD/HC165

## ECONOMICS

### ECON 101 3.0 Units Principles of Macroeconomics

~Advisory: Eligibility for ENGL 120 and eligibility for MATH 103.

An introduction to macroeconomic analysis. A study of the determinants of GDP, employment, income, savings, and investment. ECON 102 may be taken before ECON 101. Transfer Credit: CSU/UC.

60022 N Pacula  
Lec TWR 9:10am-12:00pm, KTD/BC105

## ENGLISH

ESL classes are listed under English as a Second Language.

The College of Marin offers an English assessment testing service to provide prospective students with information with which to make informed decisions when enrolling in English courses. Students are provided with their own individual test scores. Students registering for English courses who need help in interpreting their individual placement test scores and/or in deciding whether to register for or remain enrolled in an English course can seek assistance from a counselor or their English instructor.

For information about the English Assessment Test, students can call the Testing Office at 415-485-9469 (located in the Student Services Center, Room 238, Kentfield Campus) for test information on both campuses.

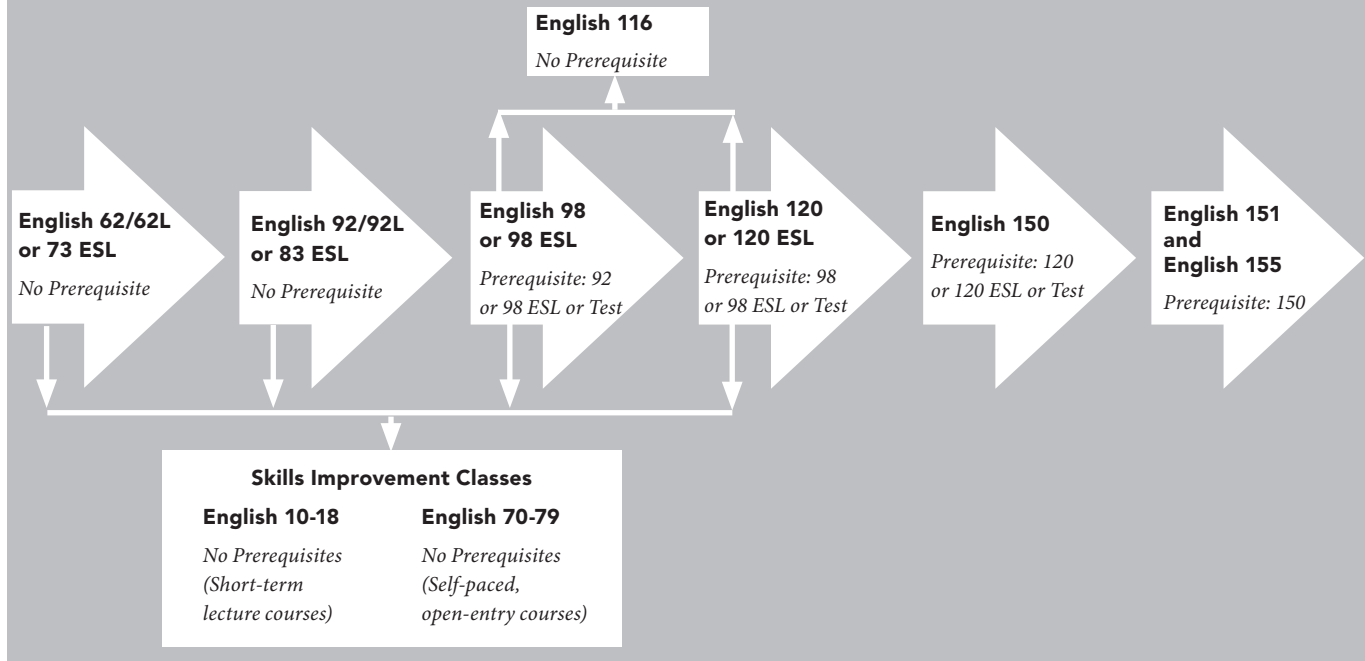
### ENGL 098 3.0 Units Introduction to College Reading and Composition I

~Prerequisite: ENGL 092, or completion of ESL 80-level courses, or English placement test.

Students will practice reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. Course is designed to prepare students for college level academic reading and writing and requires one hour weekly of guided practice in the Writing Center.

60298 K Koenig  
Lec MTWR 9:10am-11:25am, KTD/HC129 and 3hrs/wk TBA, KTD/LC120.  
Students enrolled in English 98, or English 120, will be required to attend three hours of writing lab per week at their convenience during ANY of the times listed in the chart.

## ENGLISH FLOW CHART



### ENGL 120 3.0 Units Introduction to College Reading and Composition II

~Prerequisite: ENGL 098 or 098SL or English placement test.

Students sharpen their skills in reading, writing, and critical thinking to improve reading comprehension and to develop composing techniques for effective academic writing. Course is designed to prepare the students for success in college level academic reading and writing, emphasis being placed on thinking clearly and logically and on the construction of cogent arguments. Requires one hour weekly of guided practice in the Writing Center. Transfer Credit: CSU.

**Note:** English classes scheduled in BC 101, 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.

- 60129 C Statucki  
Lec MTWR 8:00am-10:15am, KTD/BC101  
Lab 3 hrs/wk, KTD/LC120
- 60300 B Jahn  
Lec MTWR 12:45pm-3:00pm, KTD/  
HC170  
Lab 3 hrs/wk, KTD/LC120

### THE ENGLISH WRITING CENTER - KTD

Students enrolled in English 98, or English 120, will be required to attend three hours of writing lab per week at their convenience during ANY of the times listed in the chart.

Students enrolled in critical thinking courses (English 150, 151) may seek assistance with papers and other tasks in the lab.

### THE ENGLISH WRITING CENTER (KTD/LC 120) LEARNING RESOURCES CENTER (Library Bldg.)

TIME	MON	TUES	WED	THURS
9:30-10:00am	Bowsher	Bowsher	Bowsher	Bowsher
10:00-11:00am	Staff	Ariano	Ariano	Closed
11:00-12:00pm	Staff	Ariano	Ariano	Closed
12:00-12:30pm	Staff	Ariano	Ariano	Closed
12:30-1:00pm	Staff	Closed	Closed	Closed

### ENGL 150 3.0 Units Reading and Composition (1A)

~Prerequisite: ENGL 120 or 120SL or English placement test.

This course is intended to develop and refine writing, reading, and critical thinking abilities. Various works will be read and discussed. Student writing is principally expository and argumentative. Methods of gathering, evaluating and documenting evidence will be emphasized. Transfer Credit: CSU/UC.

**Note:** English classes scheduled in BC 101, 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.

- 60131 I Kelly  
Internet Course, 9hrs/wk TBA.  
For log on instructions, please see the Distance Education listings online at [http://www.marin.edu/distance/web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)
- 60132 K Gallagher  
Lec MTWR 9:00am-11:00am, KTD/  
HC171
- 60133 J Sutherland  
Lec MTWR 10:30am-12:45pm, KTD/  
BC101
- 60342 A Walker  
Lec MTWR 1:00pm-3:15pm, KTD/BC101



## ENGL 151 4.0 Units Reading and Composition (1B)

~Prerequisite: ENGL 150.

This is a course in critical thinking and composition which applies the skills and vocabulary of critical thinking to works of the imagination, as well as to traditional argument and persuasion. Students develop skills in analysis, interpretation and reasoning, exploring texts that range from straight forward pro and con arguments or subtler, more emotional discourses where views may be implied or even masked. These texts will be viewed from multiple perspectives, such as psychological, historical, or philosophical. Students will write essays of various lengths reflecting their own arguments and analysis and incorporating, through research, the views of others. Transfer Credit: CSU/UC.

60166 A Klinger

Internet Course, 12hrs/wk TBA.

For log on instructions, please see the Distance Education listings online at [http://www.marin.edu/distance/web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)

60267 J Bowsher

Lec MTWR 10:00am-1:00pm, KTD/HC126

60343 J Tipton

Lec MTWR 1:00pm-4:00pm, KTD/HC173

## ENGLISH AS A SECOND LANGUAGE

The College of Marin offers an English as a Second Language assessment testing service to provide students with information with which to make informed decisions when enrolling in English as a Second Language courses. The students are provided their own individual test scores. Students registering for English as a Second Language courses who need help in interpreting their placement test scores and/or in deciding whether to register for or remain enrolled in English as a Second Language courses can seek assistance from a counselor or their English as a Second Language instructor.

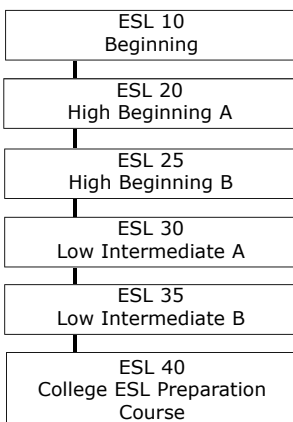
For information about the English as a Second Language Assessment Test, students can call the Testing Office at 485-9469 (located in the Student Services Center, Room 238, Kentfield Campus) for test information on both campuses.

Credit English as a Second Language courses have the same goals as do classes for native English speakers but will provide students with special help with the difficulties of learning English.

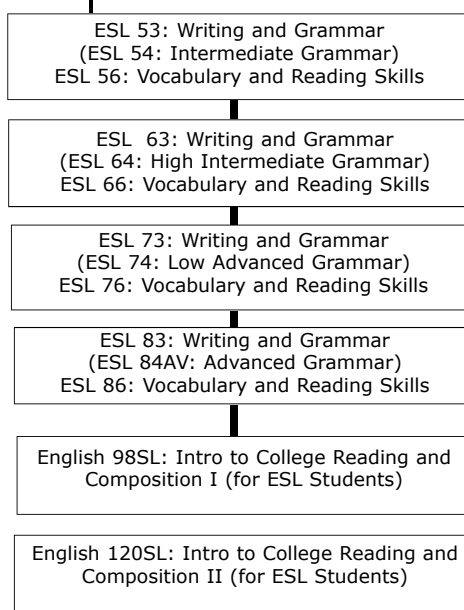
## ENGLISH AS A SECOND LANGUAGE PROGRAMS Sequence of Classes

The College of Marin ESL course sequence takes students from beginning levels through classes designed to prepare them for freshman composition classes. New students must take a placement test to determine their level before enrolling in classes. For more information, visit us in HC 101 or call 415.485.9642.

### NONCREDIT ESL SEQUENCE



### CREDIT ENGLISH AS A SECOND LANGUAGE SEQUENCE



### Intensive English Program

In addition to the noncredit to credit ESL sequence, the Intensive English Program offers 5 to 20 hours a week of day classes at the Indian Valley Campus. Small classes include both F-1 International students and full-time or part-time immigrant students. Three levels span noncredit and credit levels 40 – 80. Each level includes classes in Reading and Vocabulary Development, Writing, Grammar for Oral and Written Communication, and Speaking / Listening / Pronunciation. The highest level includes TOEFL preparation. For more information, call 415.883-2211 ext. 8579.

### Additional Classes:

ESL 60: Intermediate  
Listening and Speaking  
(Optional for Levels 50 and 60)

ESL 58A/B:  
Pronunciation  
(Optional for ALL credit levels)

ESL 80: Advanced  
Listening and Speaking  
(Optional for Levels 70 and 80)

### Grammar Review Classes (only offered in summer)

ESL 59: Review of  
Intermediate ESL Grammar  
(Summers only)

ESL 79: Review of High  
Intermediate ESL Grammar  
(Summers Only)

## ESL 060 3.0 Units Intermediate English as a Second Language: Listening and Speaking

~Advisory: ESL Placement Test.

This is an intermediate course in listening and speaking, recommended for students enrolled in 50- or 60-level ESL courses. Practice in speaking and understanding English through the use of audiovisual materials related to classwork. Emphasis on small group communication.

60079 J Cady

Lec TWR 6:00pm-9:00pm, KTD/HC127

## ESL 079 3.0 Units Review of Low Advanced ESL

~Advisory: ESL Placement Test.

This review course is designed for ESL students who have completed or are in the process of completing the ESL 70 or 80 level, or for ESL students who, through the ESL Placement test, have qualified for the ESL 80 level.

60367 J Reisinger

Lec TWR 9:00am-12:00pm, KTD/HC172

## ETHNIC STUDIES

### Gain a Deeper Knowledge of American Minority People



#### ETST 112 3.0 Units History of African Americans (B)

A historical and political survey course on the African American experience in the United States from the American Revolution through the 21st century. Transfer Credit: CSU/UC.

60023 W Turner

Lec TWR 9:10am-12:00pm, KTD/FH120

## HEALTH EDUCATION

#### HED 130 3.0 Units Contemporary Health Issues

This course will provide the individual with the latest research, recommendations, and information on the prevention of illness and the achievement of holistic health for body, mind and spirit. Transfer Credit: CSU/UC

60016 K Smyth

Internet Course, 9hrs/wk TBA.

For log on instructions, please see the Distance Education listings online at [http://www.marin.edu/distance/web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)

## HISTORY

#### HIST 100 3.0 Units Major Trends and Selected Topics in American History

History of the United States from its Native American and colonial background to the present. Social, economic, and political institutions and developments are examined. History 117 and 118 are recommended or required for majors and minors in history, teaching, social science, prelegal, and certain other areas. Transfer Credit: CSU/UC.

60024 H Fearnley

Video Course, 9 hrs/wk TBA.

For further instructions, please see the Distance Education listings online at [http://www.marin.edu/distance/video\\_courses.htm](http://www.marin.edu/distance/video_courses.htm)

## JOURNALISM

#### JOUN 160 3.0 Units Images of Race, Gender, and Class in the Media

In this course, we will explore how gender, race, class, sexual orientation, ethnicity, and other social positions affect media coverage, portrayals, production and reception. The course focuses on historical roots of stereotyping, theories, methods of analysis, media representations of various groups, and topics of current interest. Students conduct research projects in their chosen area of interest and develop expertise in media literacy and criticism with respect to issues of multiculturalism and gender. May be taken for credit as JOUN 160 or COMM 160. Students receive credit for only one course. Transfer Credit: CSU/UC.

60480 F Crosby

Lec MTW 10:10am-1:00pm, KTD/HCI165

## 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 Learning Lab. Except for the mode of instruction, such courses are equivalent. Traditional lecture courses have days and times listed.

#### MATH 101 3.0 Units Elementary Algebra

~Prerequisite: MATH 95 or 95B or 95Y or satisfactory score on the Math Assessment Test.

Elementary algebra through quadratic equations.

60086 L Ordin

Lec MTWR 8:00am-11:45am, KTD/TB101

#### MATH 103 5.0 Units Intermediate Algebra

~Prerequisite: MATH 101 or 101AB or 101XY or satisfactory score on the Math Assessment Test.

This course is an extension of many of the concepts introduced in elementary algebra. New topics include algebraic, logarithmic and exponential functions and their graphs, linear systems and applications.

60090 M Allen

Lec MTWR 8:00am-11:45am, KTD/SC133

#### MATH 109 5.0 Units Pre-Calculus College Algebra and Trigonometry

~Prerequisite: MATH 103 or 103AB or 103XY or Math Placement Test.

An intensive course covering the topics from precalculus algebra and trigonometry necessary for the Calculus 123, 124, 223, 224 sequence. Calculator with trig function keys required. Transfer Credit: CSU/UC.

60096 I Roderick

Lec MTWR 10:30am-2:15pm, KTD/SC124

#### MATH 115 4.0 Units Probability and Statistics

~Prerequisite: MATH 103 or 103AB or 103XY or Math Placement Test.

Descriptive statistics, probability distributions, data sampling, estimation, and hypothesis testing. Statistics calculator required.

Transfer Credit: CSU/UC

60414 B Blackburn

Lec MTWR 8:00am-11:00am, KTD/SC130

#### MATH 121 3.0 Units Calculus I with Applications

~Prerequisite: MATH 103 or 103AB or 103XY or Precalculus Assessment Test.

Graphing functions; limits, derivatives, integrals of functions; exponential, logarithmic functions; applications. Transfer Credit: CSU/UC.

60099 J Armendariz

Lec MTWR 12:30pm-2:45pm, KTD/SC104

#### THE INDIVIDUALIZED MATHEMATICS PROGRAM (Math Learning Lab)

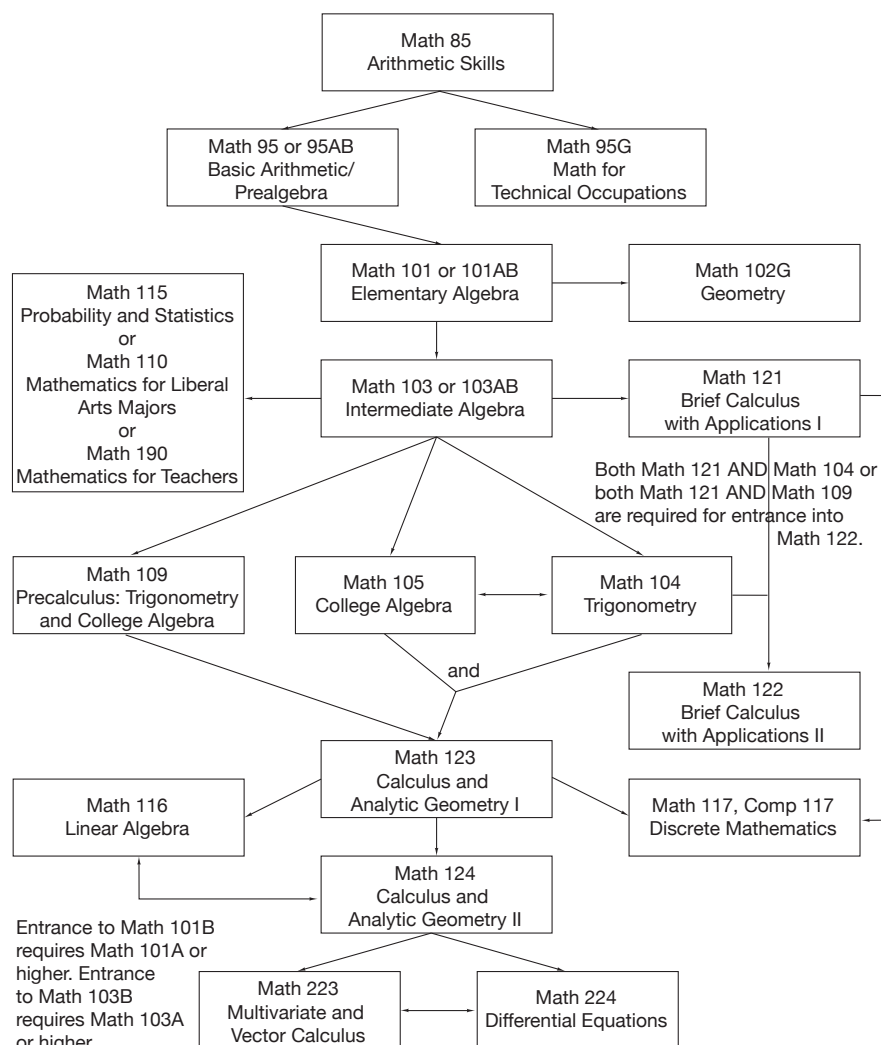
Kentfield Campus, Austin Science Center Building, SC 115 (Math Lab)

**Note:** There are no Math Labs offered at the IVC campus in Summer 2011.

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.

STUDENTS WHO PRE-REGISTER FOR A COURSE IN THIS PROGRAM MUST CHECK IN WITH AN INSTRUCTOR OR

## MATH PROGRAM FLOWCHART



## MATH TIME CHART OF SUPERVISED HOURS, KENTFIELD CAMPUS Austin Science Center Building, SC 115

TIME	MON-THURS
9:00am–10:30pm	Roderick
10:30–12:00pm	Armendariz
12:00pm–2:30pm	Ordin
2:30pm–3:00pm	Roderick

INSTRUCTIONAL ASSISTANT DURING THE FIRST WEEK OF CLASSES TO AVOID BEING DROPPED.

### SELF-PACED COURSES:

The MATH 95G,X,Y sequence is equivalent to MATH 95; the MATH 101X,Y sequence is equivalent to MATH 101; the MATH 103X,Y sequence is equivalent to MATH 103; and the MATH 104X,Y sequence is equivalent to MATH 104.

MATH 95X, 95Y, 95G, 104X and 104Y each require an average of eleven hours weekly in the Math Lab until the course is completed. MATH 101X, 101Y, 103X and 103Y each require an average of sixteen hours weekly in the Math Lab until the course is completed.

The class hours required for a course may be selected from the following supervised times listed on the charts below. There are six weeks in the summer session. If you have any questions regarding the operating procedures, please see the instructor or a counselor.

### MATH 095G 1.0 Unit

#### Medical Assisting Applications

~Prerequisite: MATH 85 or Placement Test.

60399 L Ordin

Self-paced, 12hrs/wk TBA, KTD/SC115

### MATH 095X 1.0 Unit

#### Basic Math Skills

~Prerequisite: MATH 85 or Placement Test.

60465 L Ordin

Self-paced, 12hrs/wk TBA, KTD/SC 115

### MATH 095Y 1.0 Unit

#### Intermediate Math Skills

~Prerequisite: MATH 95X or 95A.

60467 L Ordin

Self-paced, 12hrs/wk TBA, KTD/SC115

### MATH 101X 1.5 Units

#### Elementary Algebra

~Prerequisite: MATH 95 or 95B or 95Y or Math Placement Test. May be enrolled in MATH 101Y.

60401 L Ordin

Self-paced, 16hrs/wk TBA, KTD/SC115

### MATH 101Y 1.5 Units

#### Elementary Algebra

~Prerequisite: MATH 101X or 101A or concurrent enrollment.

60403 L Ordin

Self-paced, 16hrs/wk TBA, KTD/SC115

### MATH 103X 2.0 Units

#### Intermediate Algebra

~Prerequisite: MATH 101 or 101XY or 101AB or Math Placement Test. May be enrolled in MATH 101Y.

60405 L Ordin

Self-paced, 16hrs/wk TBA, KTD/SC115

### MATH 103Y 3.0 Units

#### Intermediate Algebra

~Prerequisite: MATH 103X, 103A, or concurrent enrollment.

60408 L Ordin

Self-paced, 16hrs/wk TBA, KTD/SC115

### MATH 104Y 1.5 Units

#### Plane Trigonometry

~Prerequisite: MATH 104X or concurrent enrollment.

60412 L Ordin

Self-paced, 12hrs/wk TBA, KTD/SC115

## PHILOSOPHY

### PHIL 110 3.0 Units

#### Introduction to Philosophy

~Prerequisite: ENGL 98.

An introduction to major thinkers, movements and ideas in the western philosophical tradition. Transfer Credit: CSU/UC.

60162 A Johnson

Lec MTWR 9:00am-11:10am, KTD/HC170

## PHYSICAL EDUCATION

### PE 070 **0.5 Unit** **Adapted Aquatics**

*~Prerequisite: Recommendation of student's physician and completed medical form.*

Aquatic activity with emphasis on developing strength, endurance, flexibility, increased independence, and personal safety. Recommended for students with physical disabilities. Transfer Credit: CSU/UC.

60260 M Gray  
Lab MTWR 11:40am-1:00pm, KTD/POOL

### PE 072 **0.5 Unit** **Adapted General Conditioning**

*~Prerequisite: Recommendation of student's physician and completed medical form.*

This is a general fitness class, designed to meet the overall fitness needs of students with disabilities. Transfer Credit: CSU/UC.

60261 M Gray  
Lab MTWR 10:10am-11:30am, KTD/  
PE040

### Thank You!

The staff and students of the Disabled Students Program wish to express their thanks and appreciation to the Margaret E. Haas Foundation for sponsoring its summer Adapted PE classes; Adapted Aquatics and Adapted General Conditioning.

### PE 125H **0.5-2 Units** **Fitness, Cross Training**

This course is designed to introduce principles and guidelines for improving fitness through a multi-sport approach. Students will participate in a variety of activities designed to improve their endurance, strength, speed, balance, and flexibility. Transfer Credit: CSU/UC.

60327 W Lager  
Lab MTWR 10:10am-11:40am, IVC/  
POOL3

### PE 156 **0.5-2 Units** **Instructional Lap Swimming**

*~Prerequisite: Knowledge and demonstration of efficient swim skills.*

Designed to provide stroke and cardiovascular development for students at all swimming levels. U.S. Master's Swimming Program will be available for those interested in the competitive aspects of swimming. Transfer Credit: CSU/UC.

60386 W Lager  
Lab MTWR 8:30am-10:00am, IVC/POOL

### PE 169 **0.5-2 Units** **Weight Training**

Weight training will introduce students to the basics of strength and endurance training. Emphasis will be placed on safety, flexibility, and the development of a personal training program. Transfer Credit: CSU/UC.

60483 K Smyth  
Lab MTWR 9:40am-10:55am, KTD/PE020  
60018 G Adams  
Lab MTWR 5:10pm-6:25pm, KTD/PE020

## POLITICAL SCIENCE

### How Can You Shape and Influence Government?



### POLS 100 **3.0 Units** **American Political Institutions**

The study of American politics, emphasizing political power, political values, and current events. Transfer Credit: CSU/UC.

60028 Y Bellisimo  
Lec TWR 9:10am-12:00pm, KTD/OH106

## SOCIOLOGY

### SOC 110 **3.0 Units** **Introductory Sociology, Individual and Society**

This course will explore the relationship between sociological explanations of human behavior and the methods and results of sociological inquiry when used to examine behavior. Transfer Credit: CSU/UC.

60004 P Christensen  
Lec MTW 10:30am-1:20pm, KTD/FH110

## SPANISH

### SPAN 101 **5.0 Units** **Elementary Spanish I**

This course involves speaking, understanding, reading, and writing Spanish with an introduction to Hispanic culture. Labs and audiovisual materials are included. Transfer Credit: CSU/UC.

60125 R Pagani  
Lec MTWR 9:00am-12:00pm, KTD/  
OH109  
Lab 9 hrs/wk, KTD/LC150

60126 M Martinisi  
Lec MTWR 6:00pm-9:00pm, KTD/HC171  
Lab 9 hrs/wk, KTD/LC150

## SPEECH

### SPCH 110 **3.0 Units** **Introduction to Speech Communication**

This survey course introduces practical verbal communication skills with an emphasis on speech performance. Transfer Credit: CSU/UC.

60052 P O'Keefe  
Lec MTWR 10:10am-12:25pm, KTD/  
HC173

### SPCH 128 **3.0 Units** **Intercultural Communication**

This introductory course surveys the basic theories and research in the area of intercultural communication, focusing on the application of this knowledge in understanding and improving human interaction in both domestic and international contexts. Students learn to develop the skills necessary to achieve positive outcomes when communicating with others from diverse cultural, ethnic, racial, and social backgrounds. Transfer Credit: CSU/UC.

60055 R Gaiz  
Lec MTWR 12:30pm-2:15pm, KTD/  
HC173



## NONCREDIT ENGLISH AS A SECOND LANGUAGE

The noncredit English as a Second Language Program offers free classes for beginning to intermediate level students. To register for Noncredit ESL classes, please contact the ESL Office, Harlan Center, Room 101, or call 415.485.9642.

New students must take a noncredit ESL placement test to assess their level before registering for classes. Registration will be completed after taking the placement test. Please visit Harlan Center Room 101 or call 415.485.9642 for more information and test dates.

**Note:** Due to space limitations, students may only register for one class at their level.

Classes are held on both the Indian Valley and Kentfield campuses as well as at the following off-site locations:

Conservation Corps North Bay (CCNB)  
27 Larkspur St., San Rafael

### ESLN 010 0.0 Unit Beginning ESL

~Advisory: NC ESL Placement Test or teacher recommendation.

This course will introduce beginning English learners to basic everyday English vocabulary, expressions and instructions to describe everyday actions, needs and abilities.

60341 06/21-07/28 K Hayne  
Lec TWR 8:10am-10:30am, KTD/PV5A

60347 06/20-07/27 M Sukoski  
Lec MW 6:10pm-8:25pm, KTD/PE092

60349 06/21-07/28 M Sukoski  
Lec TR 6:10pm-8:25pm, KTD/OH106

60350 06/18-07/23 K Hayne  
Lec S 9:00am-12:50pm, KTD/HCI171  
No class meeting on 7/2.

60351 06/18-07/23 M Shea  
Lec S 9:00am-12:50pm, KTD/HCI127  
No class meeting on 7/2.

60352 06/20-07/27 M Shea  
Lec MW 6:10pm-8:25pm, IVC/  
BLDG27/112

60353 06/21-07/28 A Winfield  
Lec TR 6:30pm-8:30pm, OFF/CCNB

### ESLN 020 0.0 Unit High Beginning ESL A

~Advisory: NC ESL Placement Test or teacher recommendation.

In this high beginning ESL course, students will learn to ask for and give basic information about yesterday, today and tomorrow and to express basic likes, wants, needs, abilities and obligations in conversation and in written form.

60416 06/21-07/28 L Escobar  
Lec TWR 8:10am-10:30am, KTD/PV3

60418 06/20-07/27 J McMillan  
Lec MW 6:10pm-8:25pm, KTD/PV5A

60420 06/21-07/28 J McMillan  
Lec TR 6:10pm-8:25pm, KTD/HCI170

60421 06/18-07/23 A Winfield  
Lec S 9:00am-12:50pm, KTD/HCI170  
No class meeting on 7/2.

60485 06/18-07/23 M Kaufmann  
Lec S 9:00am-12:50pm, KTD/HCI129  
No class meeting on 7/2.

60422 06/20-07/27 S Reilly  
Lec MW 6:10pm-8:25pm, IVC/  
BLDG27/233

60423 06/20-07/27 N Jacunski  
Lec MW 6:30pm-8:30pm, OFF/CCNB

### ESLN 025 0.0 Unit High Beginning ESL B

~Advisory: NC ESL Placement Test or teacher recommendation.

In the second part of high beginning ESL, students will practice expressing basic likes, wants, needs, abilities and obligations and talking about yesterday, today and tomorrow. They will also begin to negotiate and interact on the telephone, at work and in the community.

60426 06/20-07/27 S Chan  
Lec MW 6:10pm-8:25pm, KTD/PV3

60429 06/21-07/28 K Privitt  
Lec TR 6:10pm-8:25pm, KTD/169

60428 06/18-07/23 K Privitt  
Lec S 9:00am-12:50pm, KTD/HCI165  
No class meeting on 7/2.

### ESLN 030 0.0 Unit Low Intermediate ESL A

~Advisory: NC ESL Placement Test or teacher recommendation.

ESLN 030 students know everyday survival English, but want to learn to talk about their experiences in life and at work. They learn to describe how their lives were before they came to this country. The focus is on learning more verbs and verb forms.

60430 06/21-07/28 P Seery  
Lec TWR 8:10am-10:30am, KTD/PV7

60432 06/20-07/27 K Privitt  
Lec MW 6:10pm-8:25pm, KTD/PV6

60433 06/21-07/28 C Statucki  
Lec TR 6:10pm-8:25pm, KTD/PV4

60434 06/18-07/23 D Quinn  
Lec S 9:00am-12:50pm, KTD/OH105  
No class meeting on 7/2.

60435 06/21-07/28 K Knickerbocker  
Lec TR 6:10pm-8:25pm, IVC/BLDG27/229

### ESLN 035 0.0 Unit Low Intermediate ESL B

~Advisory: NC ESL Placement Test or teacher recommendation.

ESLN 035 is the second part of the low intermediate level. Students will review and build upon basic English skills and survival skills covered in Levels 010-030. They may read and discuss short adapted fiction or nonfiction in class and write about personal abilities and experiences.

60436 06/21-07/28 F Fahouris  
Lec TWR 8:10am-10:30am, KTD/PV6

60439 06/20-07/27 R Beal  
Lec MW 6:10pm-8:25pm, KTD/PV4

60437 06/21-07/29 R Beal  
Lec TR 6:10pm-8:25pm, KTD/HCI173

60438 06/18-07/23 S Chan  
Lec S 9:00am-12:50pm, KTD/HCI173  
No class meeting on 7/2.

### ESLN 040 0.0 Unit Credit ESL Preparation Course

~Advisory: NC ESL Placement Test or teacher recommendation.

Students in ESLN 040 will continue to develop their intensive and extensive reading skills, make oral presentations and use an English dictionary, the library and the internet for simple research projects. In preparation for transitioning to credit ESL, regular attendance, homework and group participation are strongly encouraged.

60440 06/21-07/28 C Massion  
Lec TWR 8:10am-10:30am, KTD/PV4

60441 06/20-07/28 P Seery  
Lec MWR 6:10pm-8:30pm, KTD/BC101

60442 06/20-07/28 C Massion  
Lec MTR 6:10pm-8:30pm, KTD/OH105

60443 06/18-07/23 P Seery  
Lec S 9:00am-12:50pm, KTD/BC101  
No class meeting on 7/2.

## DISTANCE EDUCATION

### ESLN NCLAB ESL Noncredit Lab

~Advisory: ESL Placement Test.

The ESL Lab is a self-paced, individualized, open-entry/open-exit course. Students will be able to use ESL software, audio tapes, videos and reading material to develop their skills in English.

60445 06/20-07/26 J Molloy

Lab 4 hrs/wk, OFF/CCNB

Open Mondays and Tuesdays 5:30-7:30pm

0.0 Unit

Instructions for Distance Education  
Courses are online at  
[http://www.marin.edu/distance/  
web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)

## DISTANCE EDUCATION

### You can choose Internet Courses and Video Courses

#### 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 or television to get the courses you need to finish that certificate or degree.

Course descriptions for the Distance Education courses listed in this section may be found under their department headings on pages 18-30. Please see the Distance Education listings online at [http://www.marin.edu/distance/web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)

##### Beyond the Traditional Classroom

Our Distance Education program reaches beyond the traditional classroom in order to fill the educational and career needs of people who are not being served by more conventional approaches. Distance Education courses provide an excellent alternative for students who are unable to attend classes during regular hours, or who like to take additional units in a time-efficient manner.

##### High Academic Standards

All courses maintain the high academic standards of the College and most are transferable (see a counselor for details). College-level courses are available in a variety of convenient formats.

### Verifying Internet Course Enrollment

**You Must Verify Enrollment:** After registering for your Internet course, email the instructor with current email contact information on or before the first day of class to verify enrollment and to receive class login instructions. **If this is not completed by the first day of classes, you will not be officially registered for the course this semester.** After the first day of the semester, students must obtain a signature or email authorization and present it with their enrollment card to register.

#### Internet Courses

If you have access to an Internet connection, you can take selected College of Marin courses anywhere, anytime. There are a limited number of slots for some Internet courses. Please see online course instructions for confirming your spot in a Distance Education course and for requesting a place on a waitlist at [http://www.marin.edu/student\\_services/index.htm](http://www.marin.edu/student_services/index.htm)

**Note:** During the Summer of 2011, College of Marin will migrate to Moodle, its new Learning Management System (LMS), to replace Blackboard. A limited number of Internet courses will be offered using Moodle in Summer 2011. Effective Fall 2011, a full range of Distance Education courses will once again be offered in Moodle at College of Marin. Please see the Distance Education page online at [http://www.marin.edu/distance/web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm) for more information about Moodle.

#### Video Courses

Students may purchase the complete set of History/Political Science courses from Intelcom. To place an order 24 hours a day, 7 days a week, visit the web site at [www.intelecom.org](http://www.intelecom.org) and access the Student Store. Enrollments will remain open for the first two weeks of the semester.

#### 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>

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/student\\_services/index.htm](http://www.marin.edu/student_services/index.htm)

Instructions for Distance Education  
Courses are online at  
[http://www.marin.edu/distance/  
web\\_based\\_courses.htm](http://www.marin.edu/distance/web_based_courses.htm)

## INTERNET COURSES

### ENGL 150 3.0 Units Reading and Composition (1A)

*Prerequisite: ENGL 120 or 120SL or English placement test.*

60131 I Kelly

### ENGL 151 4.0 Units Reading and Composition (1B)

*Prerequisite: ENGL 150.*

60166 A Klinger

### HED 130 3.0 Units Contemporary Health Issues

60016 K Smyth

## VIDEO COURSES

### HIST 100 3.0 Units Major Trends and Selected Topics in American History

60024 H Fearnley

Orientation Meeting: 6/20/11 6:00-  
7:00pm, KTD/OH 096

# Academic Information

## Catalog

Although this schedule contains a summary of important policies and procedures, students are encouraged to review the college catalog. The current catalog is available on-line at [www.marin.edu](http://www.marin.edu).

## Graduation Deadlines

**Apply for Summer 2011 Degree/Certificate**  
**June 20 – 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 in Arts/Science Degree or a Certificate of Achievement. Information is available in the Counseling Office.

## Prerequisites, Corequisites & 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 prerequisites. 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. Before enrolling in classes, please contact a counselor at 415.485.9432 for more information.

### Prerequisite Challenges

Students have the right to challenge prerequisites on certain, specified grounds and following necessary procedures. Please see the college catalog or contact the Challenge Office at 415.485.9431 for more information.

### Prerequisite Challenge Deadline

Prerequisite challenges must be initiated no later than 4 p.m., Thursday, June 16, 2011.

### 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 & Dismissal

### Standards For Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than C (2.0).

A student shall be placed on progress probation if he or she has enrolled in at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC and NP were recorded reaches or exceeds 50 percent.

### Standards for Removal of Probation

A student who is placed on academic probation shall be removed from probation when the student's accumulative 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 23, 2011**

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 23, 2011, 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 option can be selected online during the registration period. After classes begin, students must submit a Change of Grading Option form to the Office of Admissions and Records. The option cannot be changed after 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.

### Midterm & Final Grades

Midterm and final grades will be available online at [mycom.marin.edu](http://mycom.marin.edu). Check the calendar on page 2 for dates.

## Transcripts

Please order your transcripts early to avoid any delays during peak periods. Students may receive two copies of their transcripts for free. Additional copies are \$6 per copy. Rush transcripts are \$15 per copy. Transcript requests may be faxed. For instructions, go to the college Web site: <http://www.marin.edu/admissions/transcript.htm>.

## 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 Dean of Student Development & Special Programs.

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:

- 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.
- Major Requirement**—At least 18 units must be taken in a single discipline or related disciplines as indicated in the COM Catalog.
- 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.
- Residence**—Successfully complete at least 12 units in the major requirements at COM.
- Mathematics Proficiency**—One of the following options:
  - 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
  - Completion of Intermediate Algebra (Math 103 or Math 103A plus 103B or Math 103X plus 103Y) with a grade of C or higher.
- 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.
- 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 oth-

er 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

Please note that one of the general education courses must be a cross-cultural studies course. Most cross-cultural studies courses will satisfy the Cross-Cultural Studies Requirement and one other general education requirement. If a cross-cultural studies course is not found in another general education category, then additional units of general education are needed to meet the A.A. or A.S. degree.

### A. Natural Sciences

*Three units minimum—select one course.*

Anthropology 101, 101L  
Astronomy 101, 105\*\*, 117F++, 117L++  
Biology 100, 101, 105\*\*, 107+, 108A, 109, 110, 110L, 115, 116, 120, 138\*, 159, 162, 169A, 169B, 224, 235, 240  
Chemistry 105, 105L, 110, 114, 131  
Geography 101, 101L, 109, 112  
Geology 103, 105\*\*, 109, 110, 114, 120, 120L, 121, 138\*  
Physical Education 107+  
Physics 108A, 110, 207A

*Geography 109 may be used to satisfy Category A or Category B, but not both.*  
*++, \*\*, \*: Natural Science credit is awarded for only one course in the groups listed above:*

### B. Social and Behavioral Sciences

*Three units minimum—select one course.*

Anthropology 102, 103, 110, 204, 215  
Behavioral Science 103, 201  
Biology 251  
Business 101  
Early Childhood Education 110, 112  
Economics 101, 102, 201  
Ethnic Studies 110, 111, 112, 121, 151, 154, 242  
Geography 102, 109  
Health Education 142  
History 100, 101, 102, 103, 109, 110, 111, 112, 117, 118, 206, 211, 214, 215, 216, 238  
Political Science 100, 101, 102, 103, 104, 201, 203, 210, 211, 220  
Psychology 110, 111, 112, 114, 116, 120, 140, 142, 145, 204, 205, 230, 251  
Sociology 110, 112, 114, 140, 205, 230, 250

*The following courses may be used to satisfy Category B or Category F, but not both:*  
*Ethnic Studies 111, 112, 121, 151; History 100, 117, 118; Political Science 100, 101.*

*Geography 109 may be used to satisfy Category A or Category B, but not both.*  
*Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both.*  
*Social and Behavioral Science credit is awarded for only one course in each of the following sets:*  
*Behavioral Science 201, Economics 201, or Political Science 201*  
*Biology 251 or Psychology 251*  
*History 211 or Political Science 211*  
*Health Education 142 or Psychology 142*  
*Psychology 111 or Psychology 116*  
*Psychology 112 or Psychology 114*  
*Psychology 140 or Sociology 140*

*Psychology 205 or Sociology 205*

*Psychology 230 or Sociology 230*

### C. Humanities

*Three units minimum—select one course.*

American Sign Language 101, 102, 110, 203, 204  
Architecture 100, 101, 102, 131  
Art 101, 102, 103, 104, 105, 106, 107, 108  
Biology 145  
Chinese 101, 102  
Communications 108 (3 units), 109A, 109B, 110, 160  
Dance 108  
Drama 110, 116, 117, 119  
English 151, 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242  
Ethnic Studies 108, 154  
French 101, 102, 108A, 108B, 203, 204, 225, 226  
Geology 145  
Humanities 100A, 100B, 107, 108, 109A, 109B, 114, 118, 125, 242  
Italian 101, 102, 108 (3 units), 203, 204, 225, 226, 228  
Japanese 101, 102, 108 (3 units), 203, 204  
Journalism 110, 160  
Music 101, 102, 105, 106  
Philosophy 110, 111, 117  
Spanish 101, 102, 203, 203HB, 204, 225, 226, 228A, 228B, 228C, 230A, 230B, 230C  
Speech 128, 140, 141

*English 151 may be used to satisfy Category C or Category E, but not both:*

*Humanities credit is awarded for only one course in each of the following sets:*

*Art 108, Ethnic Studies 108, or Humanities 108*  
*Biology 145 or Geology 145*  
*Communications 109A or Humanities 109A*  
*Communications 109B or Humanities 109B*  
*Communications 110 or Journalism 110*  
*Communications 160 or Journalism 160*  
*English 242 or Humanities 242*  
*Speech 128 may be used to satisfy Category C or Category E, but not both.*  
*Ethnic Studies 154 may be used to satisfy Category C or Category B, but not both.*

### D. Composition, Written

*Three units minimum.*

English 150 is required for the Associate degree, and must be completed with a grade of "C" or higher.

## E. Communication & Analytical Thinking

Three units minimum—select one course.

Computer Information Systems 215  
Computer Science 130, 135, 136, 200, 230, 232  
English 130, 151, 155  
Mathematics 103, 103A and 103B, 103X and 103Y, 104, 104X and 104Y, 105, 109, 110, 114, 115, 116, 121, 122, 123, 124, 190  
Philosophy 112  
Psychology 205  
Sociology 205  
Speech 110, 120, 122, 128, 130, 132  
Statistics 115

*English 151 may be used to satisfy Category C or Category E, but not both.*

*Psychology 205 and Sociology 205 may be used to satisfy Category B or Category E, but not both. Credit is awarded for only one course.*

*Speech 128 may be used to satisfy Category C or Category E, but not both.*

## F. American Institutions

Three units minimum—select one course.

Ethnic Studies 111, 112, 121, 151  
History 100, 117, 118  
Political Science 100, 101

*All courses listed in Area F may be used to satisfy Area B or Area F, but not both.*

## G. Cross-Cultural Studies

Three units minimum—select one course.

*Cross-cultural studies courses which are listed in other general education categories will satisfy both the Cross-Cultural Studies Requirement and the requirement of one other category.*

American Sign Language 110  
Anthropology 204, 215  
Art 108  
Communications 160  
English 235, 237  
Ethnic Studies 108, 110, 111, 112, 121, 151, 154  
History 109  
Humanities 108  
Journalism 160  
Music 105  
Psychology 120  
Speech 128

## 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. One course in United States History to be chosen from the following: Ethnic Studies 111 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 132 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

Economics 125 (will be removed fall 2011)  
English 130, 151, 155  
Ethnic Studies 125 (will be removed fall 2011)  
History 125 (will be removed fall 2011)  
Philosophy 112  
Political Science 125 (will be removed fall 2011)  
Social Science 125 (will be removed fall 2011)  
Speech 132

## 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:

Astronomy 105, Biology 105 or Geology 105  
Biology 107 or Physical Education 107  
Biology 138 or Geology 138  
Biology 160 or Environmental Landscaping 160  
Computer Science 117 or Math 117

### B1—Physical Sciences

Astronomy 101, 105, 117F\*, 117L\*  
Biology 105, 138\*, 160  
Chemistry 105, 105L\*, 110\*, 114\*, 115\*, 131\*, 132\*, 132E, 231\*, 232\*, 232E  
Environmental Landscaping 160  
Geography 101, 101L\*, 112  
Geology 103, 105, 109, 110, 120, 120L\*, 121\*, 138\*, 201\*  
Physics 108A\*, 108AC, 108B\*, 108BC, 110, 207A\*, 207B\*, 207C\*

### B2—Life Science (Biological)

Anthropology 101, 101L\*  
Astronomy 105  
Biology 105, 107, 109, 110, 110L\*, 112A\*, 112B\*, 112C\*, 115\*, 116\*, 120\*, 138\*, 162\*, 224\*, 235\*, 240\*  
Geology 105, 138\*  
Physical Education 107

### B3—Laboratory Activity

Laboratory courses marked with an asterisk (\*) are included in B1 and B2 and will satisfy B3.

### B4—Mathematics/Quantitative Reasoning

Computer Science 117  
Math 104 or 104XY, 105, 109, 110, 114, 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, Ethnic Studies 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  
Art 101, 102, 103, 104, 105, 106, 107, 108, 112, 113, 114, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 190  
Communications 109A, 109B  
Dance 108, 119, 121, 122, 126, 130A, 130B, 132, 133, 135  
Drama 110, 130, 150, 160, 161, 245, 260  
Ethnic Studies 108  
Humanities 108, 109A, 109B  
Music 101, 102, 105, 106

**C2—Humanities (Literature, Philosophy, and Foreign Language)**

American Sign Language 101, 102, 110, 203  
 Chinese 101, 102  
 Drama 116, 117  
 English 208, 212, 214, 218, 219, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242  
 Ethnic Studies 154  
 French 101, 102, 108A, 108B, 203, 204, 225, 226  
 Humanities 100A, 100B, 114, 118, 125, 242  
 Italian 101, 102, 203, 204, 225, 226  
 Japanese 101, 102, 204  
 Philosophy 110, 111, 117  
 Spanish 101, 102, 203, 203HB, 204, 225, 226, 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:  
 Administration of Justice 204, Sociology 184  
 Behavioral Science 103 or Biology 108A  
 Behavioral Science 201, Economics 201, or Political Science 201  
 Biology 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.  
 Communications 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 103 may be used for D-6 or D-7, 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.  
 Psychology 120 may be used for D-4 or D-9, but not both.

**D0—Sociology and Criminology**

Administration of Justice 204  
 Sociology 110, 112, 184, 205, 250

**D1—Anthropology and Archeology**

American Sign Language 110  
 Anthropology 102, 103, 110, 204, 208, 215

**D2—Economics**

Economics 101, 102

**D3—Ethnic Studies**

Communications 160  
 Ethnic Studies 110, 111, 112, 121, 151  
 Journalism 160

**D4—Gender Studies**

Communications 160  
 History 211  
 Journalism 160  
 Political Science 211  
 Psychology 120

**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, 214, 215, 216, 238  
 Political Science 211

**D7—Interdisciplinary Social or Behavioral Science**

Behavioral Science 103, 114, 201  
 Biology 108A  
 Business 101  
 Communications 110  
 Early Childhood Education 110, 112  
 Economics 201  
 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  
 Political Science 100, 101, 102, 103, 104, 117, 210, 211, 220

**D9—Psychology**

Biology 251;  
 Psychology 110, 111, 112, 114, 116, 120, 145, 204, 205, 251

**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  
 Health Education 142 or Psychology 142  
 Psychology 140 or Sociology 140  
 See catalog description for Psychology 114 credit limitation.  
 Behavioral Science 103, 114  
 Biology 100, 108A  
 Counseling 130  
 Health Education 112, 130, 140, 142  
 Psychology 110, 111, 112, 114, 140, 142, 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 requirements, 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 transfer, 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 unchanged.

It is not advisable for all transfer students to follow the IGETC. The IGETC is not recommended for students planning to major in Engineering, Biological or Physical Sciences, or majors that require extensive lower division 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 entering 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 re-



quired, but the certification must include 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 certified by the last community college that the student attends. As a general rule, IGETC can be certified for California community college transfer students who have completed transfer units at a University of California, California State University, or independent college provided that the student has completed most of the transfer units at one or more California community 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 2010-2011 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. Students transferring to the California State University must complete one course each from Groups A, B, and C.

#### 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, 114, 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+

Communications 109A, 109B

Dance 108

Drama 110

Ethnic Studies 108+

Humanities 108+, 109A, 109B

Music 101, 102, 105

#### Group B—Humanities

American Sign Language 102\*, 203

Chinese 102\*

Drama 116, 117

English 208, 212, 214, 218, 220, 221A, 221B, 222, 223, 224, 225, 230, 235, 237, 240, 242+

Ethnic Studies 154

French 102\*, 108A, 108B, 203\*, 204\*, 225\*, 226\*

Humanities 100A, 100B, 107, 114+, 118+, 125, 242+

Italian 102\*, 203\*, 204\*, 225\*, 226\*

Japanese 102\*, 204

Philosophy 110, 111, 117

Spanish 102\*, 203\*, 203HB\*, 204\*, 225\*, 226\*, 230A, 230B, 230C

Speech 128

### AREA 4—SOCIAL & BEHAVIORAL SCIENCES

Nine semester units—select three courses.

Courses must be selected from at least two disciplines.

Anthropology 102+, 103+, 110, 204, 208, 215+

Behavioral Science 103+, 201+

Biology 108A+, 251

Communications 110\*, 160\*

Early Childhood Education 110

Economics 101, 102, 201+

Ethnic Studies 110, 111, 112, 121, 151, 242

Geography 102, 109

Health Education 142+

History 100+, 101, 102, 109, 110, 111, 112, 117+, 118+, 206, 211, 214, 215, 216, 238

Journalism 110\*, 160\*

Political Science 100+, 101+, 102, 103, 104, 201+, 210, 211, 220

Psychology 110, 111+, 112+, 114+, 116+, 120, 140+, 142+, 204, 205+, 230+, 251

Sociology 110, 112, 114, 140+, 205+, 230+

### AREA 5—PHYSICAL & 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, 105+, 117F, 117L

Biology 105+, 138+\*, 160

Chemistry 105+, 105L, 114+, 115+, 131, 132+, 132E+, 231, 232+

Environmental Landscaping 160

Geography 101, 101L, 112

Geology 103, 105+, 109, 110+, 114, 120+, 120L, 121, 138+\*, 201

Physics 108A+, 110+, 207A+

### Group B—Biological Sciences

Anthropology 101, 101L

Biology 107+, 109, 110+, 110L+, 112A, 112B,

112C, 115, 116, 120, 138+\*, 162, 224, 235, 240

Geology 138+\*

Physical Education 107

## 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\*, 203\*, 204\*, 225\*, 226\*;  
Italian 101, 102\*, 203\*, 204\*, 225\*, 226\*;  
Japanese 101, 102\*, 203; Spanish 101, 102\*, 203\*, 203HB\*, 204\*, 225\*, 226\*, 230C.

## 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 College of Marin counselor now! Call 415.485.9432. TAG information is online at: [http://uctransfer.universityofcalifornia.edu/transfer\\_admis\\_guar.html](http://uctransfer.universityofcalifornia.edu/transfer_admis_guar.html).



# Directory of Student Services

## Admissions & Records Offices

### Kentfield Campus

SS Center 254; 415.457.8811, ext. 8822

Open: M,T,F 8 am–4:30 pm

W,R 8 am–6 pm

Closed: Fridays June 3 - August 5

Evenings June 28 - August 5 & July 4

### Indian Valley Campus

Bldg 27, Room 109; 415.457.8811, ext. 8822

Open: M,T 8 am–6 pm

W,R,F 8 am–4:30 pm

Closed: Fridays June 3 - August 5

Evenings June 28 - August 5 & July 4

See Important Dates on page 3 for holidays. Check with Admissions and Records for expanded hours during registration.

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.

**It is the student's responsibility to keep the college informed of changes in address and/or telephone number(s).** Fill out a green change card available in the lobby of the Offices of Admissions and Records or go online at [www.mycom.marin.edu](http://www.mycom.marin.edu) when such changes occur.

## Assessment & Testing Offices

### Kentfield Campus

SS Bldg. 238; 415.485.9469

Open: M–R 9 am–noon and 1 pm–4 pm;

May be available other hours by appointment.

The Testing Office provides assessment testing for placement in Math, English, Chemistry, and ESL.

For placement test schedules or other assessment information, call 415.485.9469. Testing is by appointment only and picture identification is required.

## Bookstore

### Kentfield Campus

LC, First Floor; 415.485.9394

Open M–R 8 am–4 pm, Closed F (or as posted).

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>.

### Indian Valley Campus

Call for hours & location: 415.485.9394

## CalWORKS

### Kentfield Campus

LC 160, 415.485.9605

Open: M–R 9 am–4:30 pm

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

### Lost and Found

### Kentfield Campus

TB-1; 415.485.9455

### Indian Valley Campus

C3 104; 415.883.3179

### IN CASE OF EMERGENCY DIAL 911

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

The College Board of Trustees and the Administration are committed to maintaining a safe campus environment. Professional and highly trained police officers are employed to patrol our 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 the 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). 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

You may purchase a daily parking permit from dispensers located in several student parking lots. In the event of a dispenser malfunction, you must purchase a daily permit 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). Daily permits must be visible on the driver side of the vehicle dashboard.

### Term Parking Permits

A term permit is much more convenient, and will save you money, compared to a daily permit. The term permit may be purchased for \$50 (subject to change) at the Offices of Admissions & Records. Proof of enrollment and valid identification are required (only one permit per person). Summer term permits are \$25 (subject to change). Term permits must be attached inside the vehicle on the lower left corner of the front windshield. Lost or stolen permits are not replaced. Please see page 9 for the Parking Permit Refund Policy.

### 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.

**IMPORTANT NOTE: Due to construction, parking lot closures are in effect on the Kentfield campus. Please refer to the Kentfield campus map for lot closure information. We appreciate your patience.**

## Children's Centers

The College of Marin Child Development Program provides high quality early education for the infants, toddlers, and pre-school age children of COM students, with priority going to low-income student families. Centers are located on the Kentfield and Indian Valley campuses. The centers provide child care during fall and spring semesters and are open M–R, 7:45am–5pm, and on F, 7:45am–3pm. Please note that child care is not provided during summer session.

The Infant Toddler and 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

IVC Early Head Start Infant Toddler Center: Bldg. 12; 415.457.8811, ext. 8171

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

Kentfield Children's Center: AC 40, downstairs, 415.485.9468

Indian Valley Children's Center: Bldg. 12, 415.457.8811, ext. 8170

The COM Children's Centers are California State Preschool Programs and provide part- and full-day preschool on both the Kentfield and Indian Valley 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—COM employee or COM student status: 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:
  - a. Subsidized fees: Fees for eligible student families are subsidized by the California Department of Education and 10,000 Degrees (formerly Marin Education Fund) and are on a sliding scale that ranges from no cost to full cost, depending on family income and family size. Priority for subsidized child care goes to the lowest income student families.
  - b. Full cost fees: COM students whose incomes exceed state guidelines for subsidized care pay full cost fees, as do faculty and staff. Full cost fees for the 2010-2011 academic year are \$45 per day for full day care; part-day fees are pro-rated.

The Children's Centers offer a play based preschool curriculum that supports children's cognitive, social-emotional, and physical development. The children enjoy age appropriate learning activities and projects that support their developing ideas and interests. Activities include creative arts and music, dramatic play, blocks, games, early literacy, sand and water play, math and science explorations, and large motor play, such as climbing and tricycle riding. Children enjoy a nutritious breakfast, lunch, and afternoon snack each day. Meals are cooked on site and served family style, with teachers joining children at the table for conversation and community building. The program offers parent education and partners with a variety of community-based agencies, such as the Early Childhood Mental Health Program, Parent Services Project, and Raising A Reader, whose services support family success and children's healthy development.

Please see the Child Development Program website to download a Preliminary Application for the Preschool Center: [http://www.marin.edu/student\\_services/child\\_care.htm](http://www.marin.edu/student_services/child_care.htm). For more information, please call the Child Development Program Office at 415.457.8811, ext. 8221.

## Counseling Services

### Appointment Desk Hours for Both Kentfield and Indian Valley Campuses

KTD, SS 212; 415.485.9432 or 415.485.9430

Open: M-R 9am–4pm, Closed Fridays  
e-mail: [kate.dodele@marin.edu](mailto:kate.dodele@marin.edu)

### Counseling Services:

#### Indian Valley Campus:

Bldg 27; M,W,R 9am–3pm, T, 9am–6pm

#### Kentfield Campus:

M,T 9am–4pm, W 9am–6pm, R 8am–6pm

If you need help in planning your educational goals, you are urged to make an appointment with a counselor.

**Counselors' hours and schedules vary throughout the year.** (Closed 1st and 3rd Thursdays from 11am–12:30pm during fall and spring semesters.) There are also a limited number of counselors available on a drop-in basis. These drop-in sessions are designed to be brief and should not be viewed as full counseling sessions. Please check at the KTD Counseling Services Office for the current drop-in schedule.

## Disabled Students Programs and Services

### Kentfield Campus

LC 115; 415.485.9406

Open: M-R 8:30am–4:30pm  
Evenings by appointment.

### Indian Valley Campus

Building 27; 415.485.9406

By appointment W 1:00-4:30pm

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 call for information on Adapted Physical Education, Study Skills, and other special classes, as well as services at the Indian Valley Campus.

## ESL—English as a Second Language

For more than twenty years, College of Marin has addressed the needs of English learners through its high quality English as a Second Language (ESL) Programs. The college has helped countless Marin residents and international students from more than 50 countries fulfill their educational, career, and personal goals.

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 classes or registration call 415.485.9642.
2. **Credit ESL**—These academic English courses are for intermediate to advanced English speakers. Prior to enrollment, students have their English level assessed to provide them with information to make informed decisions when enrolling in credit ESL courses. For more information see pages 54-55 of this schedule or call 415.485.9642.
3. **Intensive English Program (ESL)**—This program is fee-based with high quality classes in academic English on the Indian Valley Campus for international students and others who already live in the U.S. and desire to improve their English skills for college, work, or general communication. Full program meets Tuesday through Friday, 9 am to 2:45 pm. Part-time programs are also available. Tuition (from \$375 up, depending on program) and testing fee (\$50 for F-1 students, \$25 for others) are payable before classes start. For more information, call 415.883.2211 ext. 8579.

## EOPS—Extended Opportunity Programs & Services

### Kentfield Campus

LC 160; 415.485.9605

Open: M–R 9am–4:30pm

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, and peer advisement

## 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](http://www.marin.edu/iep) or [www.marin.edu](http://www.marin.edu) and click on "Intensive English Program." Program schedule is subject to change.

Time	Tuesday	Wednesday	Thursday	Friday
11:00 am - 11:50 am	Speaking/ Listening / Pronunciation	Speaking/ Listening / Pronunciation	Speaking/ Listening / Pronunciation	Field Trips
LUNCH 11:50 am - 12:30 pm	Bring a bag lunch to eat together during break.	Bring a bag lunch to eat together during break.	Bring a bag lunch to eat together during break.	Field Trips
12:30 pm - 2:20 pm	Idioms and Topics in American Culture	Idioms and Topics in American Culture	Idioms and Topics in American Culture	Field Trips

### 6-Week Course Sessions A and B June 20-July 29, 2011

Course Name	Course Fee
Full program, including Fridays	\$2500
Afternoon or morning program only (no Friday field trips)	\$1000
Friday field trips only	\$500

- I-20s available for F-1 students and F-1 transfers. Contact [paulette.foster@marin.edu](mailto:paulette.foster@marin.edu)
- TOEFL IBT/Institutional Prep and Testing
- Au pairs and professionals welcome!

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

## Financial Aid Offices

### Kentfield Campus

SS Center 236; 415.485.9409  
Open: M-R 9am -4pm F 9am -12pm  
Closed: Fridays June 3 - August 5

### Indian Valley Campus

Building 27; Room 107 415.457.8811, ext. 8118  
Open: M-R 9am -3pm  
Closed: Fridays June 3 - August 5

Students enrolled in degree, transfer, or certificate programs may apply for financial aid. Assistance for school and living expenses is available through a variety of federal and state loans, grants, and work programs awarded to students who meet eligibility and financial need requirements.

### Application Procedures

Students must file a Federal Student Aid Application (Free Application for Federal Student Aid). Some programs (10,000 Degrees Grants, Cal Grants, and loan programs) may have additional application forms. Once the initial form is filed, the Financial Aid Office may request additional forms and verifying documentation. Applications are available from the Financial Aid Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Forms for the next academic year are available in January. Some programs have a March 1 deadline. Information on the application procedure is available from the Financial Aid Office.

### Application Deadline

Applications are still being accepted for this term. Apply for spring 2011 and fall 2011 online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## Food Service

### Kentfield Campus Cafeteria

SS Center; 415.456.7661  
Open: M-R 7:30am-7pm  
(Subject to Change)

The Student Services Center also has vending machines. Closed Fridays during summer session.

### Indian Valley Campus

Food/Drink vending machines are available in Bldg 27, Room 121. Drink/Snack vending machines are available in Pomo 150 and a Drink vending machine is located at the pool.

## Health Center

### Kentfield Campus

HS, Parking Lot 6; 415.485.9458  
Open: M-R 8:30am-4pm

### Indian Valley Campus

415.485.9458  
Please call for hours & location.

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

## Job Placement/Housing Center

### Kentfield Campus

SS Center 206; 415.485.9410  
Fax 415.457.3896  
[job.placement@marin.edu](mailto:job.placement@marin.edu)  
[www.marin-csm.symplicity.com](http://www.marin-csm.symplicity.com)  
Office hours for job referrals:  
Open: M-F 10:30am-4pm

The Kentfield Campus Job Placement Center helps students, alumni, and community members find employment by maintaining and establishing relationships with Bay Area businesses and the community. A variety of positions including internships are always available in a wide range of fields.

In addition to our campus source binders, job fairs, and bulletin boards, students may access job leads electronically through our free online system, [www.marin-csm.symplicity.com](http://www.marin-csm.symplicity.com). The Job Placement Center also maintains off campus housing information.

## Libraries

### Kentfield Campus

LC Second Floor; 415.485.9756  
[www.marin.edu/lrc](http://www.marin.edu/lrc)  
Open: M-R 10:30am-5pm; F 8am-4pm

Registered students and community members may apply at the Library Loan Desk for a free library card which enables cardholders to check out circulating materials and use databases from off-campus. Students enrolled at either campus may borrow books and other materials from the Kentfield Library. IVC students are encouraged to contact the Kentfield Library Reference Desk with any questions related to their research needs at 415.485.9475.

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

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

## CARE

Cooperative Agencies Resources for Education

- Are you a single head of household with a child under 14?
- Are you enrolled in 12 or more units?
- Are you TANF/Calworks?
- Do you need help with your education costs?

**Call EOPS at 415.485.9605 or come to LC 160 on the Kentfield Campus**



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

For more information visit the Library's home page at [www.marin.edu/lrc](http://www.marin.edu/lrc).

#### Indian Valley Campus

For all library related questions call 415.485.9475.

### Media Center/Language Lab

#### Kentfield Campus

LC 120 Second Floor; 415.485.9645

Open: M–R 8am–9pm; F 8am–4pm

The Media Center/Language Lab is a listening and viewing area where students have access to a variety of media materials, including CDs for modern language courses as well as DVDs and videocassettes for media courses. Also available for student use are IBM compatible computers with CD-ROM burners, and two Mac G5s. These computers have software installed on them to meet course needs. A printer is available for student use.

### Outreach and School Relations

#### Kentfield Campus

SS Bldg., Rm 232; 415-485-9663

Open: M–R, 8am–4:30pm

[www.marin.edu/departments/outreach/](http://www.marin.edu/departments/outreach/)

The Office of Outreach and School Relations works to develop and nurture contacts with public high schools in and outside of Marin County; establish contacts with community based organizations serving prospective COM students; network with elementary and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustain the Student Ambassador program as a primary recruitment tool for COM; develop and produce events that highlight college programs and opportunities for potential students; serve as a community public relations agent for COM; assess needs in the community and bring detailed reports to COM administration for review and possible action for new program development; 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.

In support of COM's enrollment management goals, the Office of Outreach and School Relations strategically develops, implements and assesses workshops, presentations, and events for high school students, their parents, and community based organizations who serve high school aged clients, as well as students attending high school diploma and GED programs.

### Phi Theta Kappa Honor Society

Phi Theta Kappa is the world's oldest, largest, and most prestigious association of community college honor students. Phi Theta Kappa provides many academic and personal services to support student success, including scholarships. For more information about becoming a member, please contact the Student Affairs office at 415.485.9376 or visit [www.ptk.org](http://www.ptk.org).

### Student Affairs Office

Kentfield Campus

SS Bldg. 250; 415.485.9376

Open: M–R 8am–4pm, Closed Fridays

A complete description of student activities is listed separately in this schedule on page 3.

### Transfer/Career Center

#### Kentfield Campus

SS Center, Rm 202; 415.485.9671

Call or view website [www.marin.edu/student\\_services/transfer.htm](http://www.marin.edu/student_services/transfer.htm) for current hours.

The Transfer/Career Center provides information and counseling support to all students intending to transfer to a four-year college or university and those interested in investigating career options. An extensive library of college catalogs is maintained, as well as computerized career information. No appointment is needed.

### Tutoring and Learning Center (TLC)

#### Kentfield Campus

LC 160; 415.485.9620

Open: M–R 9am–4:30pm

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 the schedules are posted in the TLC. This service provides support and encouragement for students to reach their educational goals.

### Veterans Office

#### Indian Valley Campus

Building 27; East Hall 109; 415.457.8811, ext. 8822

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 & Records). The completed packet must be submitted to the Designated School Official (DSO) 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 DSO 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](http://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 Marin Community College District no discriminar contra ninguna persona basándose en su raza, color, religión, edad, sexo, ascendencia, orientación sexual, nacionalidad de origen, estado civil, afección (cáncer), discapacidad física o mental, o condición de veterano de la era de Vietnam 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.

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 u Horario de Clases, o anunciados en Internet en [www.marin.edu](http://www.marin.edu). Clases pueden ser canceladas por insuficiente matriculación a discreción del College.

## Contactos

### Coordinador de ADA / Oportunidades Equitativas de Empleo

#### Linda Beam

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.

### Números de Teléfono Importantes

#### Solicite una persona que hable español

Ingresos y Expedientes: 415.457.8811, ext. 7722

Orientación 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

2 de marzo

Los estudiantes que soliciten subvenciones de Cal Grants y becas del Marin Education Fund y College of Marin Foundation necesitan presentar la solicitud de ayuda estudiantil federal (llamada Federal Student Aid Application) y formularios suplementarios antes del 2 de marzo para el año escolar 2011-12.

# 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 95.)

Becas BOGG (Board of Governors Fee Waivers): Los residentes de California que se califiquen no tienen que pagar la matriculación. Ver información adicional en la página 8 y, para su conveniencia, hay un formulario BOGW en la página 11.

Cal Grants: El estado de California concede 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 prosigan 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 50% 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 adicionales. 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.

# College Policies

## 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.

College of Marin subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, which states:

- The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
- The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse as well as educating them about the use of legal drugs in ways that 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.
- Referral to services for drug and alcohol treatment can be made by the Health Center or Counseling Office.

The foundation of the philosophy concerning alcohol and drug abuse for College of Marin is the firm commitment to an educational program which provides the adequate information and referral to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance.

The institution is committed to a healthy environment for learning and living.

## Smoking Policy

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations and within 25 feet of any building, including covered walkways, courtyards, ramps, or entrances to buildings. 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—Employees

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.

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 of when alcoholic beverages are produced in connection with an authorized class.

## Legal Sanctions—Illicit

### Drugs and Alcohol

Students and employees are reminded that state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession, or distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines. All reports of suspected violations will be thoroughly investigated and prosecuted to the full extent of the law.

Further information on these state and federal statutes will be maintained in the College Police Department and the Office of Student Services. Copies will be made available to students and employees.

## Equal Opportunity

The Marin Community College District is committed by policy not to discriminate on the basis of, or the perception of any one or more of the foregoing characteristics: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, or veteran status in any of its educational and employment programs and activities, its policies, practices and procedures.

Students who believe that this policy has been violated have the right to file an internal complaint or a complaint with the Office of Civil Rights.

The Marin Community College District makes every attempt to stay in compliance with the requirements of Title IX of the 1972 Education Amendments, the Equal Employment Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964 as amended), the Civil Rights Act of 1991, and Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act, the California Fair Employment and Housing Act of 1980, the California Fair Employment and Housing Commission Rules and Regulations, and the Vietnam Veteran's Readjustment Act of 1974.

College of Marin, under the Equity in Athletics Disclosure Act of 1994, provides information concerning the operation of its intercollegiate athletics program. A completed report is available in the Admissions and Records Office, the Library, and the Athletic Department for public review.

College of Marin Board Policy 3430 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of any category or combination of discriminatory categories prohibited by state or federal law. Nonemployees while on the District property are also expected to follow these guidelines.

It is further the policy of this District to ensure equal opportunity in all of its programs and in all aspects of employment. The lack of English skills will not be a barrier to admission to and participation in vocational education programs.

## Contacts

Equal Opportunity Employment/A.D.A.

Compliance Officer—**Linda Beam**

Executive Dean, Human Resources (or Designee)

Administrative Center, Kentfield Campus

415.485.9504

Title IX/Section 504 (Disability) Coordinator—

Director of Student Affairs—**Arnulfo Cedillo**

SS Center, Rm. 251, Kentfield Campus

415.485.9375

Gender, Equity Coordinator—**David Cook**

Director of Financial Aid

SS Center, Rm. 263, Kentfield Campus

415.485.9409

## 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.

## 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-CleryInfo.htm>.

## 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](http://www.marin.edu). Classes may be cancelled for insufficient enrollment at the discretion of the college.



# Directory of Phone and Office Numbers

## Kentfield Campus (KTD)

Inside calls to Kentfield Campus from IVC or KTD campus, dial 7 plus the last three digits of the direct number. When calling from outside the campus dial the switchboard at 415.457.8811 or the direct number as listed below.

Admissions & Records, SS 254	457.8811, ext. 8822
Alumni Association	485.9686
Assessment & Testing, SS 238	485.9469
Associated Students: ASCOM, SS 241	485.9390
ESCOM, SS 146	485.9652
Behavioral Sciences Office, FH 101	485.9630
Biology/Geology Office, SC 137	485.9510
Bookstore, LC 1st floor	485.9394
Business & Information Systems Office, FH 101	485.9610
Cafeteria, SS 1st floor	456.7661
CalWORKs, LC 160	485.9605
Children's Center, AC 40	485.9468
Child Development Program Director, LC 170	457-8811 ext. 7132
Communications Office, HC 125	485.9348
Counseling, SS 212	485.9432
Executive Dean, Human Resources, and Labor Relations, AC 107	485.9504
Dean of Arts & Humanities, HC 220	485.9655
Dean of Enrollment Services, SS 252	485.9414
Dean of Math & Sciences, TB 120	485.9507
Dean of Student Development & Special Services, SS 258	485.9618
Director of Financial Aid, SS 235	485.9405
Director of Student Affairs and Health Center, SS 251	485.9375
Disabled Students Program (DSPS), LC 115	485.9406
Echo Times Newspaper, LC 36	485.9690

Emeritus College, SS 145	485.9368
English as a Second Language (ESL), HC 101	485.9642
English/Humanities Office, HC 125	485.9348
Extended Opportunity Programs & Services (EOPS), LC 160	485.9605
Equal Opportunity/Compliance Officer	485.9504
Financial Aid Office, SS 236	485.9409
Fine/Visual Arts Office, FA 102	485.9480
Health Services, HS, Lot 6	485.9458
Health Sciences Office, HC 111	485.9319
Human Resources	485.9340
Humanities, HC 125	485.9348
Job Placement, SS 206	485.9410
Library, LC 2nd floor	485.9756
Lost and Found, TB 105	485.9455
Math Office, SC 137	485.9510
Media Center/Language Lab, LC 127	485.9645
Modern Languages Office, HC 125	485.9348
Outreach/School Relations, SS 232	485.9663
Parking Permit Purchase—Admissions & Records	SS 254
Performing Arts Office, FA 77	485.9460
PE/Athletics Office	485.9580
Physical Sciences Office, SC 137	485.9510
Police, Campus, TB 105	485.9455
Social Sciences Office, FH 101	485.9630
Student Affairs, SS 250	485.9376
Swimming Pool, IVC	457.8811, ext. 8260
Transfer/Career Center, SS 202	485.9671
Tutoring and Learning Center, (TLC), LC 160	485.9620
Veterans Office, SS 202	485.9544

## Indian Valley Campus (IVC)

For calls to IVC from outside the IVC or Kentfield Campus dial 415.457.8811 plus the extension.

Admissions & Records, Bldg 27, Rm 109	ext. 8822
Assessment & Testing Office, KTD/SS 238	485.9469
Bookstore, KTD	485.9394
Career Education Office	ext. 8200
Children's Center, Bldg. 12	ext. 8170
Early Head Start Infant Toddler Center, Bldg. 12	ext. 8171
Child Development Program Office	ext. 8221
Director	ext. 8222
College Operations	884.3100/ 884.3101
Counseling, Appointments, KTD/SS 212	485.9432
Dean of Workforce Development College & Community Partnerships	ext. 8506
Disabled Students Program (DSPS), KTD/LC 115	485.9406
Echo Times Newspaper KTD/LC 36	485.9690
Emeritus Center, AS 140	ext. 8322
Emeritus College KTD/SS 148	485.9368
English Skills Lab, Bldg 17	ext. 8326
Financial Aid, Bldg 27, Rm 107	884.3118
Fiscal Services, AS 102	884.3160
Health Center	485-9458
Intensive English Program, PM 197	883.2211, ext. 8579
Job Placement, KTD/SS 206	485.9410
Lost & Found/Campus Police, C-3 104	ext. 8154 or 883.3179
Math Lab, Bldg 17	ext. 8510
Media Services IVC	485.9606
Police, Campus, C3 104	ext. 8154 or 883.3179
Swimming Pool	457.8811, ext. 8260
Transfer/Career Center, KTD/SS 202	485.9671
Veterans Office, Bldg 27	ext. 8822

# Kentfield Campus Map and Directory

College of Marin  
Kentfield Campus  
835 College Avenue  
Kentfield, CA 94904

Emergency: Dial 911  
Urgent: 415.485.9696

Kentfield Police Business: 415.485.9455

## Summer 2011 Parking Notice

While our campus is under construction, parking lots 3 and 4 are 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.

## Parking

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

Motorcycle and handicap parking are available with no fee.

Parking permits are required at all times, except Saturdays, Sundays and school Holidays, and in Lot 13.

**Please note: the old Fine Arts building is now the Performing Arts building, and is designated as "PA" in the schedule (examples: PA 120, PA 150). The new Fine Arts building is designated as "FA" (examples: FA 201, FA 301).**

### AC

Administrative Center  
Children's Center

### BC\*

Business and Management Center

### FA\*

Fine Arts (new building)

### FH\*

Fusselman Hall

### HC\*

Harlan Center  
ESL Program/College Skills Office  
Humanities  
Health Sciences

### HS

Health Services

### LC\*

Learning Resources Center  
Library  
Bookstore  
Disabled Students

### CY

Maintenance Offices

### MS3\*

Dance Center

### OH\*

Olney Hall and Auditorium

### PE\*

Physical Education Center  
Gymnasium  
Pools

### PA\*

Performing Arts (formerly Fine Arts)  
Box Office  
Theatres  
Art Gallery

### Portable Village (PV)\*

Modernization Office/Classrooms

### SC\*

Science Center

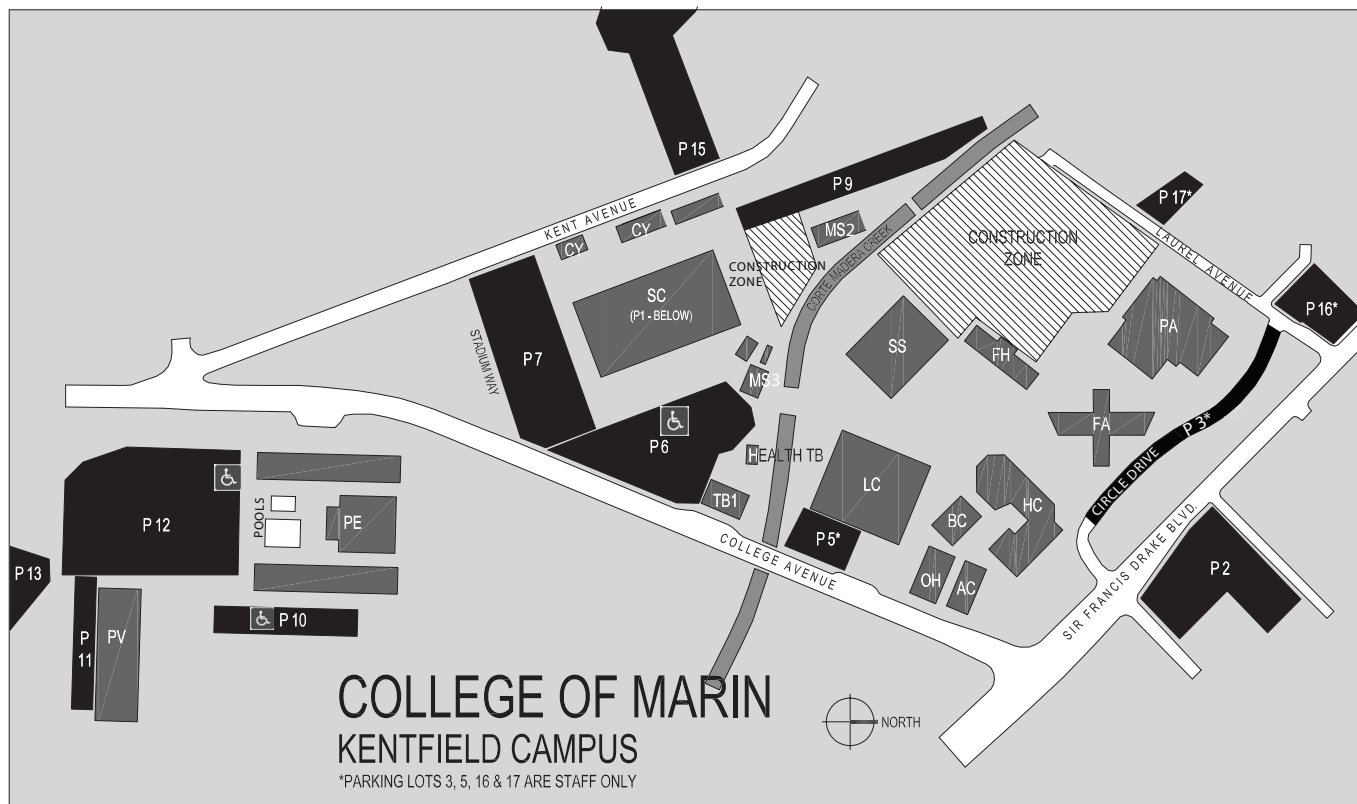
### SS

Student Services Center  
Registration  
Cafeteria  
Emeritus/Community Services

### TB-1 (TB)\*

Temporary Building  
Campus Police  
Marin County Sheriff Substation

\*Building contains classrooms



# Indian Valley Campus Map and Directory

College of Marin  
Indian Valley Campus  
1800 Ignacio Blvd.  
Novato, CA 94949

Emergency: Dial 911

Urgent: 415.485.9696

IVC Police Business Phone: 415.883.3179

## Parking

Vehicles on campus are subject to parking and traffic regulations by the Board of Trustees, Marin Community College District. All cars must have a parking sticker, or display a daily parking permit, which may be purchased from the parking ticket dispenser. **Motorcycle and handicap parking are available with no fee.**

Parking permits are required at all times, except Saturdays, Sundays, and school holidays.

## BUILDING 27 (New Main Building)

Student Services (Rooms 103-109)

Admissions, Financial Aid, Counseling  
EMT (Room 112)

General Classrooms (Rooms 116, 118)

Food/Drink Vending Machines (Room 121)

Media Resource Center (Room 124)

Computer Classroom (Room 125)

Multimedia (Rooms 129-131)

Second Floor:

Medical Assisting (Room 219)

Dental Assisting (Rooms 220, 224)

Court Reporting/General Classrooms  
(Rooms 228, 229, 233)

## POMO (PM)

1. Trans Tech Auto Collision Repair Lab
2. Trans Tech Auto Technology Lab
3. General Classrooms/Labs/Offices/  
Drink/Snack Vending Machines  
(Rooms 150-154, 250-263)
4. Machine & Metals Tech  
(Rooms 160-175)
5. SIM Center (Rooms 180-189)
6. General Classrooms/Labs/Offices  
(Rooms 100-119, 200-218)
7. General Classrooms, Offices, and  
Computer Labs (Rooms 190-199)

## ADMINISTRATIVE SERVICES (AS)

8. Fiscal Services/Workforce Devlp.
9. Fiscal Services, College Operations
10. Emeritus Meeting Room/  
Modernization Office
11. Information Systems Center
12. Child Development Program:  
Classroom, Children's Center, and  
Early Head Start Infant Toddler Center

## MIWOK (MW)

13. Offices/General Classrooms  
(Rooms 120-122, 226)
14. Classroom (Room 140)  
Computer Lab (Room 144)
15. Conference Center/Lecture/  
Board Meetings (Room 181)  
Dance (Room 170)
16. Classrooms/Offices/Env. Landscape/  
Center for Sustainable Horticulture  
(Rooms 101-117, 202-217)

## BUILDING 17

17. Career Study Center/Math, English

## OHLONE (OL)

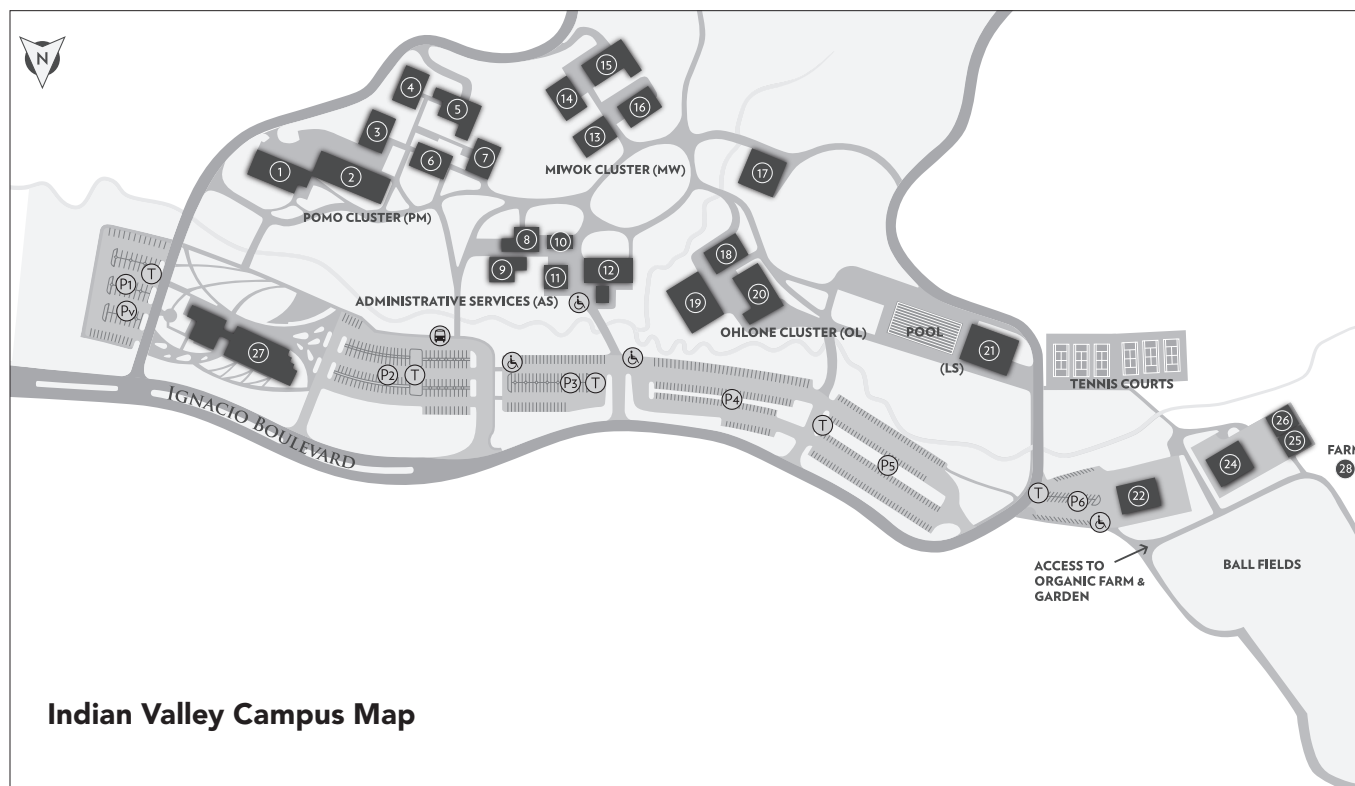
18. Computer Labs (Rooms 120-135)
19. General Classrooms/Labs/  
Offices/Computer Lab Comm. Ed/  
Intensive English Program  
(Rooms 141-164, 202-223)
20. PE/DSPS PE/Classrooms (Rooms 101-  
106)
21. Pool/Shower-Locker Bldg/  
Drink Vending Machine
22. Campus Police/Corporation Yard
24. Maintenance

## ORGANIC FARM

25. Greenhouse
26. Shade Structure
28. Farm

## REST ROOMS:

Buildings 5, 6, 9, 11, 13, 15, 17, 19, 20, 27



Indian Valley Campus Map

# 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

#### 1800 Ignacio Blvd. Novato, CA 94949

From Highway 101, take Ignacio Blvd. exit and continue on Ignacio Blvd. west (approx. two miles) to the Indian Valley Campus. For Building 27, Trans Tech and Pomo Cluster park in Lots 1 and 2; for Fiscal Services, Miwok Cluster and Building 17, park in Lots 3 and 4; for Ohlone Cluster, the pool and the Organic Farm, park Lots 5 and 6.

### 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](http://www.goldengate.org), call 415.455.2000 (Marin County), 707.541.2000 (Sonoma County), or 415.923.2000 (San Francisco),

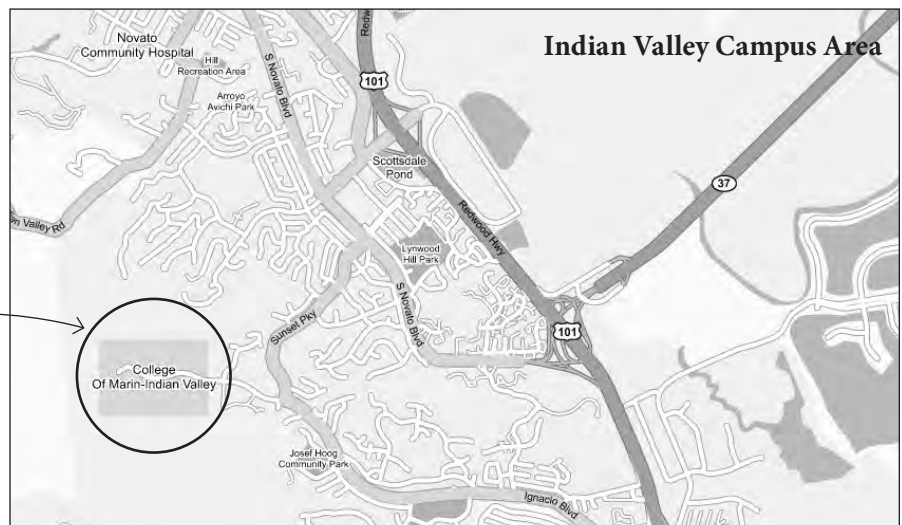
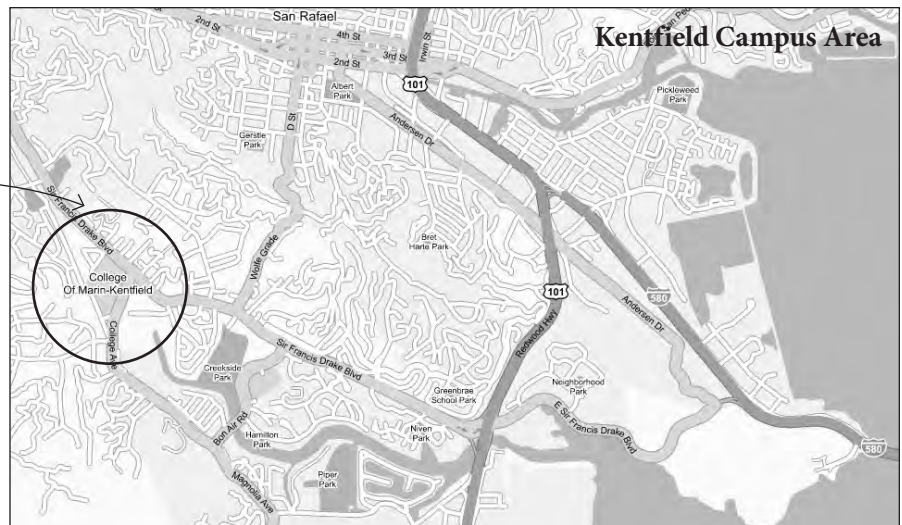
You may also pick up a copy of their Transit Guide and Map from any GGT bus.

### 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

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 semester 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

You may purchase a daily parking permit from dispensers located in several student parking lots. In the event of a dispenser malfunction, you must purchase a daily

permit 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). Daily permits must be visible on the driver side of the vehicle dashboard.

### Term Parking Permits

A term permit is much more convenient, and will save you money, compared to a daily permit. The term permit may be purchased for \$50 (subject to change) at the Offices of Admissions & Records. Proof of enrollment and valid identification are required (only one permit per person). Summer semester permits are \$25 (subject to change). Term permits must be attached inside the vehicle on the lower left corner of the front windshield. Lost or stolen permits are not replaced. Please see page 9 for the Parking Permit Refund Policy.

### 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.

**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.**



## College of Marin Student Parking Permit Application

NAME: \_\_\_\_\_

MAKE OF VEHICLE: \_\_\_\_\_

LICENSE PLATE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE & ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

AMOUNT ENCLOSED: \$50 per term. \$25 for summer semester. Note: fees for parking permits are nonrefundable. Permit fees subject to change. You must include proof of enrollment (i.e. copy of your registration and class schedule). **Make checks payable to College of Marin, and mail to:** Term Parking Permits, Admissions, 835 College Ave. Kentfield, CA 94904

# About College of Marin

## 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.

Approved at April 20, 2010 Board Meeting

## 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 9000 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 Four-Year 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](http://www.marin.edu), or make an appointment with a counselor by calling 415.485.9432.**

This publication has been produced by:  
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James Kuromiya, Dong Nguyen, Kim O'Gara

# Cover Feature



## College of Marin Student Ambassadors Lead the Way

Since no one knows better how to help students navigate through the College of Marin campus, its many administrative offices and myriad of resources than students themselves, the Student Ambassador program makes sure new and returning students always find a friendly and knowledgeable peer on-site.

"We're the connectors," says Tsedal "Sadie" Agidew, a behavioral science and child development major who has been helping students find their way to new on-campus services since last summer. "Everyone's there to help the students and everyone puts in 100 percent. It's awesome to be able to encourage students to pursue a higher education whether it's getting a degree or a certificate."

For Sadie, however, it's not just outreach. "I believe in in-reach," she says. "Helping students who are already there as well is a big thing for me as a student ambassador."

Located at the Outreach Office near the Financial Aid and Counseling offices, student ambassadors field questions about registration, how to use the online registration software and share strategies to help others benefit from support systems on campus. As community liaisons, the ambassadors also participate in important outreach efforts at local elementary, middle and high schools; they attend college fairs and lead tours and assist with on-campus activities such as Saturday Services, International Students Orientation, Job Fair, Transfer Day, Peer Summit and other events.

"They've had to walk this themselves," says Interim Outreach and School Relations Coordinator Anna Pilloton. "They can show them. They are wonderful role models of the College of Marin." Founded five years ago, the Student Ambassador Program is a way students can serve as the face of the campus. "The greatest value that any kind of student ambassador provides is they speak with such an authentic voice. They are the people with the greatest credibility."

The campus usually has three to four student ambassadors on staff. They get to practice their communication and leadership skills and they do their homework, reading up on college history and current events related to the college so they can provide an informed insider's view of the college.



*"Everyone's there to help the students and everyone puts in 100 percent. It's awesome to be able to encourage students to pursue a higher education whether it's getting a degree or a certificate."*

—Tsedal "Sadie" Agidew,  
COM Student Ambassador



*"At COM, I found what I needed...this combination of qualities essentially gave me the edge to advance successfully with my all courses and opened up doors never imagined."*

—Brian Santa Cruz,  
COM Student Ambassador

"Lots of kids don't think college is an option for them," says Juliann Tumamait, a student ambassador who is studying psychology. "That's my main goal to tell them it is an option."

In addition to Sadie and Juliann, Brian Santa Cruz and Gina Compagno also work as student ambassadors. The four students represent a wide range of interests. "All are goal-oriented, driven, motivated individuals and they're going to make a difference," Pilloton says. "We're always on the lookout for great candidates."

**For more information about the Student Ambassador Program, visit [www.marin.edu/departments/outreach/index.htm](http://www.marin.edu/departments/outreach/index.htm)**

## INTERESTED IN A CAMPUS TOUR?

Visiting College of Marin is an important part of the college planning process and our Student Ambassadors are the best tour guides around. They will introduce you to campus programs, support services, and other points of interest. Please call 415.457.8811 to arrange for a campus tour or stop by the Outreach Office located in Room 232 in the Student Services Building on the Kentfield Campus 835 College Ave. Tours are offered at both the Indian Valley and Kentfield Campuses.

MARIN COMMUNITY  
COLLEGE DISTRICT  
835 COLLEGE AVENUE  
KENTFIELD CA 94904-2590

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# Featured Classes



## **Introduction to Computer Information Systems, page 21**

A general introduction to computers and information processing for all students, this transfer level course will allow students to work with personal computers using application software for word processing, spreadsheets, and databases.

## **Introduction to Automotive Maintenance, page 20**

This course will study safety and basic lab procedures used by entry-level technicians and those interested in developing do-it-yourself skills.

## **Dental Assisting Careers, page 23**

Summer Pit and Fissure Sealant Certification Weekend Course.  
Orientation meeting info at [www.marin.edu/dentalassisting](http://www.marin.edu/dentalassisting)

COLLEGE OF  
**MARIN**

[www.marin.edu](http://www.marin.edu)

