



COLLEGE *of* marin

**Grand Opening for the
Science·Math·Nursing Building**
May 10, 2013 See page 2 for details

SCIENCE·MATH·NURSING

**CREDIT/NONCREDIT
CLASSES**

SUMMER 2013
JUNE 17-JULY 25

INSIDE

How to Enroll, page 4
Course Listings, pages 15-20



Science·Math· Nursing Grand Opening

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

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

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

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

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

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



Photo: Rachael Porter

Contents

About College of Marin.....	39
Academic Information	21
Admissions.....	4
Automated Waitlist Function.....	5
Bookstore	28
Campus Police Services	28
Child Development Program.....	28
College Policies	34
Cómo matricularse	6
Counseling Services	29
Course Listings	15-20
Disabled Students Programs and Services (DSPS)	29
Distance Education.....	12
Driving Directions	38
Early Start Classes	3
English as a Second Language (ESL)	30
ESL Student Success Workshop Schedules ..	7
Extended Opportunity Programs and Services (EOPS).....	30
Fees, Fee Exemptions, and Waivers	8
Financial Aid	10
First Class Meeting	5
Formas de Costear la Educación Universitaria	33
General Directory	22
Graduation/Transfer Information	23
Health Center.....	30
How to Enroll	4
Illegal Distribution of Copyrighted Materials.....	9
Important Dates	3
IVC Services for Students	37
Job Placement/Housing Center	30
KTD Services for Students.....	36
Libraries	30
Mission Statement	39
New Students.....	4
Open Enrollment Policy.....	4
Oportunidades Educativas	32
Parking Information	38
Skills Certificates.....	14
Student Activities Program.....	27
Student Conduct	35
Student Services	28
Student's Right to Privacy.....	11
Summer Classes Deadline Dates.....	13
Tutoring and Learning Center (TLC)	31
Veterans Admissions Services	31
Who May Enroll.....	11



ON THE COVER: The new Science·Math·Nursing Building

COVER PHOTO: Roger Dormann

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

Important Dates

Summer 2013 Credit Program Important Dates

EOPS, DSPS, Athletes, and Veterans Students register, mycom.marin.edu.....April 29
Continuing Students begin registering according to priority, mycom.marin.edu
Beginning April 30

New and Readmit Students register for classes, mycom.marin.edu ...Beginning May 30

Concurrently enrolled high school students register, in person only,
Kentfield or Indian Valley Campus..... Beginning June 10

Deadline for submitting Prerequisite Challenge/Equivalency formsJune 12

California Residency Determination Date..... June 16, 2012

First Day of Instruction..... Monday, June 17

Last day for dismissed students to file a Petition to ReturnJune 20

File application for summer graduation.....June 17–July 18

Holiday-campuses closed..... July 4

Final Grades available: mycom.marin.eduAug 08

Deadline Dates for Summer classes vary. The Last Day to Add; Qualify for a Refund;

Drop without a "W"; Change Grading Option; or Drop with a "W" are on the

Summer Classes Deadline Dates listing on page 13 of this schedule.

Plan Ahead—A Few Important Dates for Fall 2013

Continuing Students begin registering according to priority,
mycom.marin.edu.....Beginning April 30

New and Readmit Students register for classes,
mycom.marin.edu.....Beginning May 30

Concurrently enrolled high school students register, in person only,
Kentfield or Indian Valley Campus..... Beginning Aug 5

First Day of Instruction for Weekday Classes..... Monday, Aug 19

Last day for dismissed students to file a Petition to Return Sep 5

Complete Your Transfer Requirements at Night!

COM is offering all of the evening classes that you need to transfer to the University of California and California State University systems. Look inside for evening class sections, which are indicated in bold type and shaded. For information about transferring to a four-year university, talk to a College of Marin counselor and see pages 23 to 26. For a detailed listing of all evening courses refer to the html version of the summer 2013 credit/noncredit class schedule available online at www.marin.edu/schedule.

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	06/08/13	06/11/13	06/18/13	07/13/13
BIOL 110L	60427	06/08/13	06/13/13	06/20/13	07/13/13
DENT 192	60030	05/28/13	05/30/13	06/04/13	06/17/13
DENT 192A	60031	05/29/13	05/29/13	05/29/13	06/12/13
DENT 192AL	60032	05/29/13	05/29/13	05/29/13	06/12/13
FIRE 215	60515	06/03/13	06/05/13	06/12/13	07/10/13

Admissions

Open Enrollment Policy

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

How to Enroll

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

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

Continuing Student Priority Registration Dates

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

New Students

New and Readmitted Students—Enrolling at College of Marin is Easy

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

STEP 1

Submit an Application for Admission:

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

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

Student Identification Number:

Students will be assigned a College of Marin Student Identification Number

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

STEP 2

Complete Placement Test For Native English Speakers:

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

For Credit ESL Students:

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

STEP 3

Complete Student Success Workshop Orientation for Native Speakers:

- Call Counseling Services at 415.485.9436 to make an appointment for one of the Student Success Workshop Orientations. See Page 7 for dates and times.

For Credit ESL Students:

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

STEP 4

Meet with an Academic Counselor

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

Exemption from Steps 2 and 3: You may be exempted from Steps 2 and 3 if you:

- Have an Associate Degree or higher; or
- Have completed 15 units or more at COM or from another college/university;
- Are not enrolling in English, ESL, math, or any course that has these subjects as a prerequisite.

STEP 5

Register for classes

New Student Registration begins May 30, 2013. Once your application for admissions has been processed, you will receive an eWelcome Letter via email from portal.activation@marin.edu with your username, temporary password for creating a MyCOM portal account and your COM Student ID Number.

You must provide a valid e-mail address to create a student portal account.

Concurrently enrolled high school students begin registering on May 30, 2013.

Prerequisites

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

STEP 6

Waitlist Option

When a class is full, you may place yourself on a waitlist to register for the class. If a space opens up in the class, you will be notified by e-mail that is sent to your MyCOM.marin.edu email account.

Please see the Automated Waitlist Function section on the following page for additional information.

STEP 7

Pay Your Fees

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

College of Marin goes "Green"

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

Students Who Must Register In Person

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

Confirmation of Enrollment

A confirmation of enrollment may be obtained at anytime through MyCOM. [marin.edu](http://www.marin.edu).

Open Enrollment/Add Period

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

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

Important Notice

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

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

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

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

Other Admissions Information

First Class Meeting

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

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

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

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

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

Dropping Classes

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

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

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

Course Repetitions

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

Prerequisite Enforcement at the Time of Enrollment

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

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

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

Automated Waitlist Function

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

Waitlist Procedure:

- You must meet course prerequisites prior to placing yourself on a waitlist.
- You have 72 hours from the date/time that the space availability email is sent to enroll.
- If you do not enroll by the 72 hour deadline, you are automatically dropped from the waitlist.
- It is important that you log on to the MyCOM Portal on a daily basis prior to the start of the class to check your inbox messages to see if you were sent an email.
- You may not put yourself on a waitlist for more than one section of the same course.
- Once you are on a waitlist for a course, you must drop yourself before enrolling in another section of the same course.
- You may not put yourself on a waitlist that conflicts in time with another course.

Course Conflicts

Students may not register for courses taught at conflicting times.

Registration Hours

Online Registration

24 hours a day, 7 days a week
mycom.marin.edu

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

Cómo matricularse

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

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

Nota: Se recomienda mucho que se matricule en su fecha de matriculación de prioridad ya que 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;
Nota: Procesar su solicitud de admisión por Internet acelerará su matriculación y aumentará en gran medida sus posibilidades de obtener las clases que desea. El proceso de matriculación se realizará el día siguiente al día en que se matricule.
- Nota a estudiantes que retornan:** Los estudiantes a quienes se les ha otorgado nombre de usuario y contraseña para MyCOM pueden usar ese nombre y contraseña para entrar en el Portal MyCOM. Si los han olvidado, por favor comuníquense con la Oficina de Admisión llamando al 415.457.8811, interno 8822.

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

Importante: Si presenta su solicitud de admisión en persona deje pasar aproximadamente 5 días después de presentarla antes de inscribirse en las clases. **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.
- 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.

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

Completar un Orientación de Éxito Estudiantil

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

Para los estudiantes de ESL por crédito:

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

PASO 4

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.
- No matricularse en Inglés, ESL, matemáticas o cualquier curso que tiene estos sujetos como requisito previo.

PASO 5

Matricúlese en los cursos.

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

Requisitos previos

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

PASO 6

Opción de Lista de Espera

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

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

PASO 7**Pague los gastos de matrícula:**

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

Estudiantes que deben matricularse en persona.

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

Confirmación de matriculación

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

Período de matriculación abierta y de agregar clases

Los estudiantes que no se matricularon en un curso antes del primer día de clase pueden asistir a la primera clase para ver si hay lugar disponible. Los instructores pueden admitir estudiantes dándoles un código de autorización para agregar la clase, y luego los estudiantes deben completar la matriculación por Internet a través del portal del estudiante en

mycom.marin.edu, usando el código de autorización para agregar la clase antes de la fecha de plazo. Por favor vea las fechas de plazo para agregar clases de primavera dadas en las páginas 13 y 14.

Notificación importante

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

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

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

ESL 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 (Austin Science Center, room 137), or at the Counseling Office (Student Services Building, room 212), or Assessment and Testing Office (Student Services 238)

CREDIT ESL STUDENT SUCCESS WORKSHOP SCHEDULE (Intermediate to Advanced ESL students)

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

Check in for test 30 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
- No children are permitted at the workshop
- Parking lot number 6 is the most accessible
- For more information please call 415.485.9642
- Examen de Inglés como Segundo Idioma Sin Crédito y orientación sobre College of Marin (para estudiantes de nivel principiante hasta nivel intermedio bajo).
- No es necesario solicitar cita previa
- Favor de llegar temprano ya que el cupo es limitado
- No se permiten niños en el taller
- El estacionamiento número 6 es el más accesible
- Informes al 415.485.9642

NONCREDIT ESL STUDENT SUCCESS WORKSHOP SCHEDULE (Beginning to Low-intermediate ESL students / Estudiantes de ESL Principiante a Intermedio Bajo) Doors open one hour before start time / Puertas abren una hora antes del tiempo de inicio.

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

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

Fees, Fee Exemptions, and Waivers

Convenient Payment Plan to Help You Pay for College Fees

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

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

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

Costs of College

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

Registration Fees

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

Fees for Other Services

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

Please note:

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

Health Fee

The health fee supports the Student Health Center and entitles students to a variety of health services. See page 30 for more information. All students shall be charged the health fee equally, including full and part-time students according to State law and as approved by the Board of Trustees.

The health fee is not medical insurance.

An exemption from payment of the health fee may be granted for students who qualify in the following categories:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of bona fide religious sect, denomination, or organization. (Documentation required.)
- Students who are attending college under an approved apprenticeship training program.

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

Student Representation Fee

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

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

Student Activities Fee

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

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

Fees Paid by an Agency

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

Military Fee Exemption

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

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

California Nonresident Exemption/ AB540

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

Changes May Occur Without Notice

College of Marin has made every reasonable effort to determine that information stated in its publication is accurate, but the college reserves the right to alter fees, statements, and procedures contained herein without notice. Fees and procedures are subject to change at anytime by the State Legislature and the College Board of Trustees. It is the student's responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the catalog or schedule, or posted online at www.marin.edu. Classes may be cancelled for insufficient enrollment at the discretion of the college.

Tax Credit

Eligibility

In accordance with federal tax credit legislation, a verification 1098T form will be available at the end of January through the MyCOM portal for any student enrolled at least half-time on census day who has paid registration fees.

Please check with your tax preparer to determine if you are eligible to take advantage of this credit.

Social Security Numbers

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

Enrollment Fee Waivers

Board of Governors

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

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

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

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

2012/2013 Income Standards* for BOGFW Part B Eligibility

Family Size	2011 Income
1	\$16,335
2	\$22,065
3	\$27,795
4	\$33,525
5	\$39,255
6	\$44,985
7	\$50,715
8	\$56,445
For each additional family member	Add \$5,730

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

The U.S. Department of Health and Human Services published the 2011 Poverty Guidelines in January 2011 (Federal Register/Vol. 76, No. 13/ Thursday, January 20, 2011/ Notices).

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

Refund Policy

Refund Service Fee

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

Summer Classes

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

Materials Fees

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

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

Parking Permit Refund

Students may request a refund of term parking permit fees under the following conditions:

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

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

Illegal Distribution of Copyrighted Materials

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

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

Financial Aid

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

Student Financial Assistance

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

Financial Aid Application Deadline

Applications are still being accepted for this session. Apply for Summer 2013 at 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. Limited to six years of full-time use.

Federal Supplemental Educational Opportunity Grants (SEOG)

Grants range from \$400 to \$2,000 per year for students with the highest financial need who also qualify for Pell Grants.

Extended Opportunity Programs and Services Grants (EOPS)

This program provides book grants and counseling services to students who qualify. (See page 30 for additional information.)

Board of Governors Fee Waivers (BOGW)

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

Cal Grants

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

Apply Online for Financial Aid

Free application for Federal Student Aid at 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.

Financial Aid for AB540 Undocumented Immigrant Students

Visit www.caldreamact.org for more information about eligibility or pick-up The California Dream Act of 2011 informational flyer at the Financial Aid Office.

Federal Student Loans

Student Loans Must Be Repaid

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

Subsidized Stafford Student Loans

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

Unsubsidized Stafford Student loans

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

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

Additional Information

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

College of Marin Emergency Loans

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

Tax Credit

For tax credit information see pages 8-9.

Who May Enroll

College of Marin Serves Students of All Ages with or without a High School Diploma

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

High School Students

Advanced Scholastic and Vocational Programs

College of Marin has a special program which allows students attending high school to enroll in college courses in advanced scholastic and vocational programs before earning their high school diploma.

Concurrently enrolled students are restricted from credit physical education classes, and remedial classes numbered below 100.

In Person Registration

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

No Enrollment Fee for Summer 2013

Concurrently enrolled high school students will not be charged the Enrollment Fee for Summer 2013. Starting Fall 2013 Enrollment Fees will be charged.

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

Residence Information

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

Please review the college catalog for more information.

Student's Right to Privacy

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

Directory Information Defined

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

Release of Directory Information

Directory information may be released at the discretion of the college; however, under Federal and State law, a student has the right to request that College of Marin withhold directory information on behalf of the student.

Once a request is made, directory information will be withheld from all entities. The college assumes no liability for honoring a student's request that such information be withheld.

Request to Withhold Directory Information

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

Distance Education

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

Innovative Education

The Latest Technology

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



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

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

Course Welcome Letters

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

To access your course page on Moodle:

1. Login to your MyCOM account using your username and password.

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

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

Student Support Services

Are you new to Distance Education? Please see "Tips for Being a Successful Online Learner" at <http://www.marin.edu/distance/de-tips.html>

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

Summer Classes Deadline Dates

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

Course ID	CRN	Refund Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
ACRT 160A	60114	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160A	60115	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160B	60116	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160B	60117	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160C	60118	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160C	60119	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160D	60120	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160D	60121	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160E	60122	06/18/13	06/24/13	06/25/13	07/16/13
ACRT 160E	60123	06/18/13	06/24/13	06/25/13	07/16/13
AUTO 110	60135	06/20/13	06/22/13	06/27/13	07/18/13
AUTO 111	60136	06/19/13	06/24/13	06/26/13	07/17/13
AUTO 239	60547	06/22/13	06/22/13	06/22/13	06/23/13
AUTO 249A	60548	06/19/13	06/24/13	06/27/13	07/17/13
AUTO 249C	60361	06/19/13	06/24/13	06/27/13	07/17/13
BIOL 110	60424	06/08/13	06/11/13	06/18/13	07/13/13
BIOL 110L	60427	06/08/13	06/13/13	06/20/13	07/13/13
BUS 112	60546	06/18/13	06/24/13	06/26/13	07/16/13
CHEM 114	60068	06/18/13	06/24/13	06/26/13	07/16/13
CHEM 132	60069	06/18/13	06/24/13	06/26/13	07/16/13
CHEM 132E	60070	06/18/13	06/24/13	06/26/13	07/16/13
CIS 110	60010	06/19/13	06/24/13	06/27/13	07/17/13
COUR 115F	60355	06/19/13	06/24/13	06/27/13	07/17/13
COUR 115J	60356	06/19/13	06/24/13	06/27/13	07/17/13
COUR 115S	60357	06/19/13	06/24/13	06/27/13	07/17/13
COUR 125F	60364	06/19/13	06/24/13	06/27/13	07/17/13
COUR 125J	60365	06/19/13	06/24/13	06/27/13	07/17/13
COUR 125S	60369	06/19/13	06/24/13	06/27/13	07/17/13
COUR 150F	60380	06/19/13	06/24/13	06/27/13	07/17/13
COUR 150J	60383	06/19/13	06/24/13	06/27/13	07/17/13
COUR 150S	60384	06/19/13	06/24/13	06/27/13	07/17/13
COUR 175F	60390	06/19/13	06/24/13	06/27/13	07/17/13
COUR 175J	60391	06/19/13	06/24/13	06/27/13	07/17/13
COUR 175S	60392	06/19/13	06/24/13	06/27/13	07/17/13
DENT 192	60030	05/28/13	05/30/13	06/04/13	06/17/13
DENT 192A	60031	05/29/13	05/29/13	05/29/13	06/12/13
DENT 192AL	60032	05/29/13	05/29/13	05/29/13	06/12/13
ECE 137	60545	06/17/13	06/19/13	06/26/13	07/15/13
ECON 101	60022	06/19/13	06/20/13	06/26/13	07/17/13
ENGL 120	60129	06/18/13	06/24/13	06/26/13	07/16/13
ENGL 150	60132	06/19/13	06/24/13	06/27/13	07/17/13
ENGL 150	60133	06/18/13	06/24/13	06/25/13	07/16/13

Course ID	CRN	Refund Date	Last Day to Add	Request drop w/out W & P/NP	Last Drop w/W
ENGL 151	60166	06/19/13	06/24/13	06/27/13	07/17/13
ETST 151	60544	06/19/13	06/20/13	06/26/13	07/17/13
FIRE 215	60515	06/03/13	06/05/13	06/12/13	07/10/13
HED 130	60016	06/19/13	06/24/13	06/27/13	07/17/13
HIST 117	60026	06/19/13	06/20/13	06/26/13	07/17/13
MATH 095X	60465	06/19/13	07/23/13	06/27/13	07/17/13
MATH 095Y	60467	06/19/13	07/23/13	06/27/13	07/17/13
MATH 101X	60401	06/19/13	07/23/13	06/27/13	07/17/13
MATH 101Y	60403	06/19/13	07/23/13	06/27/13	07/17/13
MATH 103	60090	06/18/13	06/24/13	06/26/13	07/16/13
MATH 103X	60405	06/19/13	07/23/13	06/27/13	07/17/13
MATH 103Y	60408	06/19/13	07/23/13	06/27/13	07/17/13
MATH 115	60414	06/18/13	06/24/13	06/26/13	07/16/13
MATH 121	60099	06/18/13	06/24/13	06/26/13	07/16/13
PE 070	60260	06/18/13	06/24/13	06/26/13	07/16/13
PE 072	60261	06/18/13	06/24/13	06/26/13	07/16/13
PE 074	60549	06/18/13	06/24/13	06/26/13	07/16/13
POLS 100	60028	06/19/13	06/20/13	06/26/13	07/17/13
SPAN 101	60125	06/18/13	06/24/13	06/26/13	07/16/13
SPAN 101	60126	06/18/13	06/24/13	06/26/13	07/16/13
SPCH 110	60052	06/18/13	06/24/13	06/25/13	07/16/13
SPCH 120	60053	06/18/13	06/24/13	06/25/13	07/16/13
SPCH 249A	60540	06/19/13	06/24/13	06/27/13	07/17/13

Skills Certificates

Less Than 18 Unit Credit Skills Certificates

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

Business and Information Systems Department Skills Certificates

Business/Business Office Systems

Administrative Assistant, 5 units
Management and Supervision, 9 units
Medical Transcriber, 8 units

Computer Information Systems

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

Real Estate

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

Career Education Department Skills Certificates

Automotive Technology

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

Multimedia Studies

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

Health Sciences Department Skills Certificates

Early Childhood Education Core, 12 units
Emergency Medical Technician Training Course, 6 units
IV Insertion: Demonstrated competency and completion of NE 203 and 225L (must be enrolled in RN Program)
Medical Terminology, 6 units
MediSoft, 5.5 units

Life and Earth Sciences Department Skills Certificates

Environmental Science, 16 units

Physical Education Department Skills Certificates

Personal Fitness Trainer, 17.5 units

Social Science Department Skills Certificates

Education, 6 units

Course Listings

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY.....	15
AUTOMOTIVE TECHNOLOGY.....	15
BIOLOGY	15
BUSINESS.....	16
CHEMISTRY.....	16
COMPUTER INFORMATION SYSTEMS	16
COURT REPORTING.....	16
DENTAL ASSISTING, REGISTERED.....	17
EARLY CHILDHOOD EDUCATION	17
ECONOMICS	17
ENGLISH	17
ETHNIC STUDIES	17
FIRE TECHNOLOGY	18
HEALTH EDUCATION	18
HISTORY	18
KINESIOLOGY	18
MATHEMATICS.....	18
POLITICAL SCIENCE	20
SPANISH.....	20
SPEECH	20

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

ACRT 160A 1.5 Units Automotive Painting and Refinishing Repair Workshop

Transfer Credit: CSU

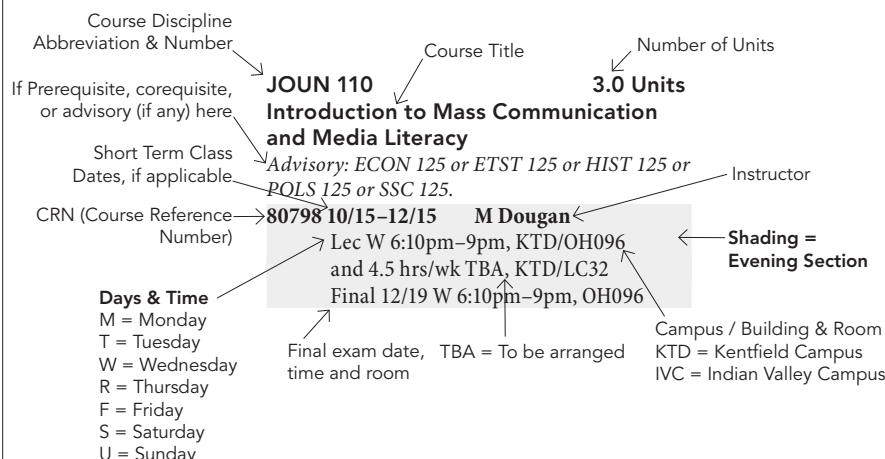
- 60114 R Palmer
Lec MTW 9am–9:35am, IVC/
BLDG06/108
Lab MTW 9:45am–12:15pm, IVC/
BLDG01/103
- 60115 R Palmer
Lec MTW 1:10pm–1:35pm, IVC/
BLDG06/108
Lab MTW 1:45pm–4:15pm, IVC/
BLDG01/103

ACRT 160B 1.5 Units Automotive Dent and Damage Repair Workshop

Transfer Credit: CSU

- 60116 R Palmer
Lec MTW 9am–9:35am, IVC/
BLDG06/108
Lab MTW 9:45am–12:15pm, IVC/
BLDG01/103
- 60117 R Palmer
Lec MTW 1pm–1:35pm, IVC/
BLDG06/108
Lab MTW 1:45pm–4:15pm, IVC/
BLDG01/103

Course Listings Key



ACRT 160C 1.5 Units Automotive Structural Repair Workshop

Transfer Credit: CSU

- 60118 R Palmer
Lec MTW 9am–9:35am, IVC/
BLDG06/108
Lab MTW 9:45am–12:15pm, IVC/
BLDG01/103
- 60119 R Palmer
Lec MTW 1pm–1:35pm, IVC/
BLDG06/108
Lab MTW 1:45pm–4:15pm, IVC/
BLDG01/103

ACRT 160D 1.5 Units Automotive Mechanical and Electrical Repair Workshop

Transfer Credit: CSU

- 60120 R Palmer
Lec MTW 9am–9:35am, IVC/
BLDG06/108
Lab MTW 9:45am–12:15pm, IVC/
BLDG01/103
- 60121 R Palmer
Lec MTW 1pm–1:35pm, IVC/
BLDG06/108
Lab MTW 1:45pm–4:15pm, IVC/
BLDG01/103

ACRT 160E 1.5 Units Automotive Plastic Repair Workshop

Transfer Credit: CSU

- 60122 R Palmer
Lec MTW 9am–9:35am, IVC/
BLDG06/108
Lab MTW 9:45am–12:15pm, IVC/
BLDG01/103
- 60123 R Palmer
Lec MTW 1pm–1:35pm, IVC/
BLDG06/108
Lab MTW 1:45pm–4:15pm, IVC/
BLDG01/103

AUTOMOTIVE TECHNOLOGY

AUTO 110 3.0 Units Introduction to Automotive Maintenance

Transfer Credit: CSU

- 60135 D Del Grande
Lec TR 6:40pm–9:15pm, IVC/
BLDG03/154
Lab S 8:10am–6pm, IVC/BLDG02/210

AUTO 111 3.0 Units Automotive Maintenance – Intermediate

Transfer Credit: CSU

- 60136 R Palmer
Lec MW 6:10pm–9pm, IVC/BLDG06/108
Lab S 8:10am–6pm, IVC/BLDG02/210

AUTO 239 1.0 Unit Bureau of Automotive Repair (B.A.R.) Update Training

Transfer Credit: CSU

- 60547 06/22–06/23 R Willits
Lec SU 8:10am–5:15pm, IVC/
BLDG03/152
This class meets Saturday 6/22 and Sunday 6/23 only.

BIOLOGY

BIOL 110 3.0 Units Introduction to Biology

No prerequisite. Advisory: Concurrent enrollment in BIOL 110L.

Transfer Credit: CSU/UC

- 60424 F Agudelo-Silva
Lec T 6:10pm–9pm, IVC/BLDG16/214
Lec S 9:10am–12pm, IVC/BLDG16/214
EARLY START CLASS: Begins Tuesday, June 4, and ends Saturday, July 27, 2013.

BUSINESS

BIOL 110L 1.0 Unit

Introduction to Biology Laboratory

No prerequisite. Advisory: BIOL 110 or concurrent enrollment.

Transfer Credit: CSU/UC

60427 F Agudelo-Silva

Lab R 6:10pm–9pm, IVC/BLDG16/214

Lab S 12:30pm–3:30pm, IVC/
BLDG16/214

EARLY START CLASS: Begins Thursday,
June 6, and ends Saturday, July 27, 2013.

BUSINESS

BUS 112 4.0 Units

Financial Accounting

Transfer Credit: CSU/UC

60546 C Li

Lec MTWR 9:20am–12pm, IVC/
BLDG27/116

CHEMISTRY

CHEM 114 5.0 Units

Introduction to Chemistry

Prerequisite: Math 101 or 101AB or 101XY
or eligibility for Math 103 based on the Math
Assessment Test.

Transfer Credit: CSU/UC

60068 N Subramanian

Lec MTW 8am–10:35am, KTD/SMN227

Lec R 8am–10:35am, KTD/SMN227

Lab TWR 10:45am–1:35pm, KTD/
SMN204

CHEM 132 5.0 Units

General Chemistry II

Prerequisite: CHEM 131.

Transfer Credit: CSU/UC

60069 S Serafin, E Dunmire

Lec MTW 8am–10:35am, KTD/SMN229

Lec R 8am–10:35am, KTD/SMN229

Lab TWR 10:45am–1:35pm, KTD/
SMN202

CHEM 132E 3.0 Units

General Chemistry II, Lecture Only

Prerequisite: CHEM 131.

Transfer Credit: CSU/UC

60070 S Serafin, E Dunmire

Lec MTWR 8am–10:35am, KTD/
SMN229

COMPUTER INFORMATION SYSTEMS

CIS 110 3.0 Units

Introduction to Computer Information Systems

Transfer Credit: CSU/UC

60010 M Ransom

Internet Course, 11hrs/wk TBA, KTD/
IVC. For log on instructions, please see
the Distance Education listings online
at <http://www.marin.edu/DE/online-courses.html>

COURT REPORTING

The College of Marin Court Reporting Program is recognized by the Court Reporters Board of California. Those who complete the program are qualified to take the state licensing examination. 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.

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 17 THROUGH JULY 25.

COUR 115F 2.0 Units

Beginning Machine Shorthand Four-Voice: Level II-F

Prerequisite: COUR 112. Total of four units of
machine shorthand required.

Transfer Credit: CSU (Material Fee: \$1)

60355 C Barr-Vickers, K Acredolo

Lec 3 hrs/wk, IVC/BLDG27/228

Lab 6 hrs/wk, IVC/BLDG27/228.

COUR 115J 2.0 Units

Beginning Machine Shorthand Jury Charge: Level II-J

Prerequisite: COUR 110. Total of four units of
machine shorthand required.

Transfer Credit: CSU (Material Fee: \$1)

60356 C Barr-Vickers, K Acredolo

Lec 7 hrs/wk, IVC/BLDG27/228

Lab 12 hrs/wk, IVC/BLDG27/228

COUR 115S 2.0 Units

Beginning Machine Shorthand Literary: Level II-S

Prerequisite: COUR 112. Total of four units of
machine shorthand required.

Transfer Credit: CSU (Material Fee: \$1)

60357 C Barr-Vickers, K Acredolo

Lec 7 hrs/wk, IVC/BLDG27/228

Lab 12 hrs/wk, IVC/BLDG27/228

COUR 125F 2.0 Units

Intermediate Machine Shorthand Four-Voice: Level III-F

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

Transfer Credit: CSU (Material Fee: \$1)

60364 C Barr-Vickers, K Acredolo

Lec 7 hrs/wk, IVC/BLDG27/228

Lab 12 hrs/wk, IVC/BLDG27/228.

COUR 125J 2.0 Units

Intermediate Machine Shorthand Jury Charge: Level III-J

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

Transfer Credit: CSU (Material Fee: \$1)

60365 C Barr-Vickers, K Acredolo

Lec 7 hrs/wk, IVC/BLDG27/228

Lab 12 hrs/wk, IVC/BLDG27/228.

COUR 125S 2.0 Units

Intermediate Machine Shorthand Literary: Level III-S

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

Transfer Credit: CSU (Material Fee: \$1)

60369 C Barr-Vickers, K Acredolo

Lec 7 hrs/wk, IVC/BLDG27/228

Lab 12 hrs/wk, IVC/BLDG27/228.

COUR 150F 2.0 Units

Intermediate Machine Shorthand Four-Voice: Level IV-F

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

Transfer Credit: CSU (Material Fee: \$1)

60380 C Barr-Vickers, L Jimenez-Aguirre

Lec 7 hrs/wk, IVC/BLDG27/233

Lab 12 hrs/wk, IVC/BLDG27/233.

COUR 150J 2.0 Units

Intermediate Machine Shorthand Jury Charge: Level IV-J

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

Transfer Credit: CSU (Material Fee: \$1)

60383 C Barr-Vickers, L Jimenez-Aguirre

Lec 7 hrs/wk, IVC/BLDG27/233

Lab 12 hrs/wk, IVC/BLDG27/233.

COUR 150S 2.0 Units

Intermediate Machine Shorthand Literary: Level IV-S

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

Transfer Credit: CSU (Material Fee: \$1)

60384 C Barr-Vickers, L Jimenez-Aguirre

Lec 7 hrs/wk, IVC/BLDG27/233

Lab 12 hrs/wk, IVC/BLDG27/233.

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

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

COUR 175S 2.0 Units
Intermediate Machine Shorthand Literary: Level V-S
Prerequisite: COUR 150S. *Total of four units of machine shorthand required*
 Transfer Credit: CSU (Material Fee: \$1)
 60392 C Barr-Vickers, L Jimenez-Aguirre
 Lec 7 hrs/wk, IVC/BLDG27/233
 Lab 12 hrs/wk, IVC/BLDG27/233

DENTAL ASSISTING, REGISTERED

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

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

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

EARLY CHILDHOOD EDUCATION

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

ECONOMICS

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

ENGLISH

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

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

ENGL 120 3.0 Units
Introduction to College Reading and Composition II
Prerequisite: ENGL 98 or 98SL or English Placement Test or equivalent.
 Transfer Credit: CSU

60129 C Kreit
 Lec MTWR 8am–10:15am, KTD/SC144
 Lab 3 hrs/wk, KTD/LC120
 Note: English classes scheduled in SC 151, the Computer Writing Center, are conducted using computers as a primary mode. Writing, editing, collaborating, researching, and other activities involve computer use on a regular basis. No special skills with computers are required for enrollment.

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

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

THE ENGLISH WRITING CENTER—KTD

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

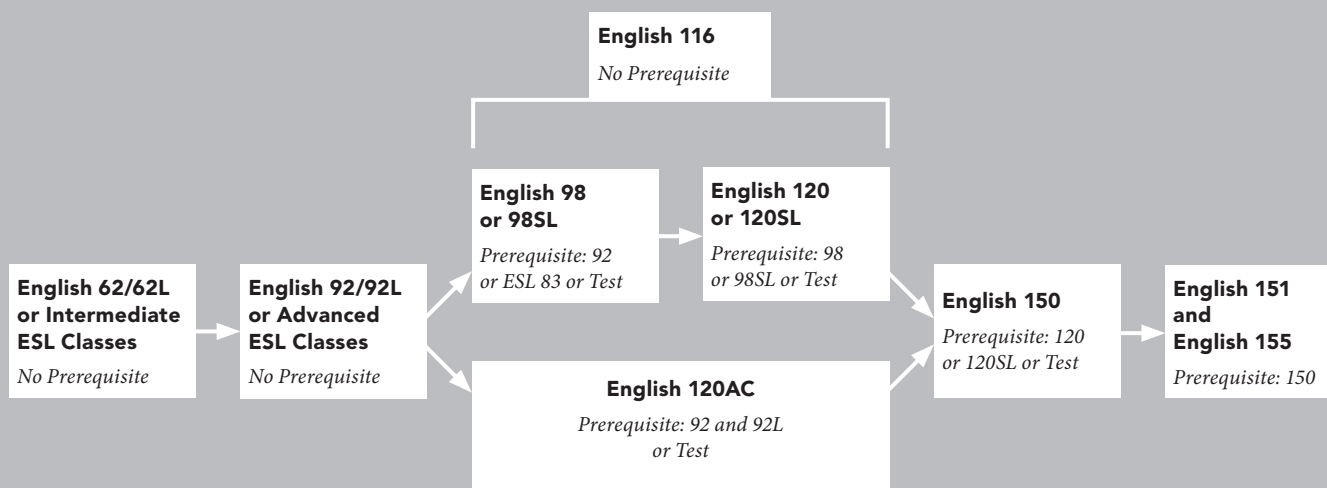
Writing Center is located in Learning Resources Center, Room 120

TIME	MON	TUE	WED
10:30am–11:30am	Kreit	Kreit	Kreit

ETHNIC STUDIES

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

ENGLISH FLOW CHART



FIRE TECHNOLOGY

FIRE 215 **2.0 Units**
Advanced First Aid/First Responder

Transfer Credit: CSU/UC
(Material Fee: \$30)

60515 S Wood

Lec MW 6:10pm–7pm, IVC/BLDG27/112
Lab MW 7:10pm–10pm, IVC/
BLDG27/112

HEALTH EDUCATION

HED 130 **3.0 Units**
Contemporary Health Issues

Transfer Credit: CSU/UC

60016 K Smyth

Internet Course, 9hrs/wk TBA, KTD/
IVC. For log on instructions, please see
the Distance Education listings online
at <http://www.marin.edu/DE/online-courses.html>

HISTORY

HIST 117 **3.0 Units**
History of the United States I

Transfer Credit: CSU/UC

60026 P Cheney

Lec TWR 9:10am–12pm, KTD/SC133

KINESIOLOGY

PE 070 **0.5 Unit**
Adapted Aquatics

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

Transfer Credit: CSU/UC

60260 M Gray

Lec MTWR 12:10pm–1:30pm, KTD/
PEPOOL

PE 072 **0.5 Unit**
Adapted General Conditioning

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

Transfer Credit: CSU/UC

60261 M Gray

Lec MTWR 9:10am–10:30am, KTD/
PE040

PE 074 **0.5 Unit**
Adapted Yoga

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

Transfer Credit: CSU/UC

60549 M Gray

Lec MTWR 10:40am–12pm, KTD/PE060

MATHEMATICS

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

NOTICE TO MATHEMATICS STUDENTS

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

Note: Some precalculus level mathematics courses are offered in two modes of instruction — traditional lecture, and self-paced in the Math Lab. Except for the mode of instruction, such courses are equivalent. Traditional lecture courses have days and times listed.

MATH 103 **5.0 Units**
Intermediate Algebra
Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test.
 60090 I Roderick
 Lec MTWR 8am–11:45am, KTD/
 SMN224

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

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

THE INDIVIDUALIZED MATHEMATICS PROGRAM Kentfield Campus

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

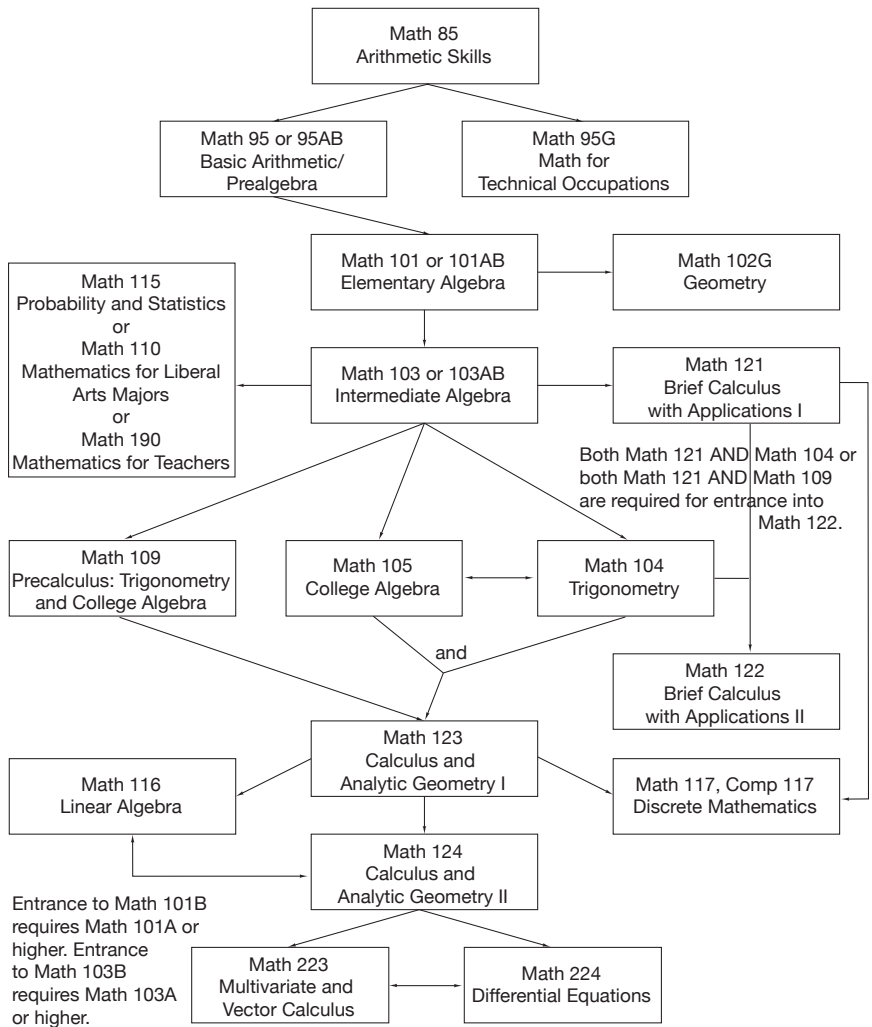
STUDENTS WHO PRE-REGISTER FOR A COURSE IN THIS PROGRAM MUST CHECK IN WITH AN INSTRUCTOR OR INSTRUCTIONAL ASSISTANT DURING THE FIRST WEEK OF THE SEMESTER TO AVOID BEING DROPPED.

SELF-PACED COURSES:

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

Class hours required may be selected from any combination of the supervised times listed on the time chart.

MATH PROGRAM FLOWCHART



MATH TIME CHART OF SUPERVISED HOURS

Kentfield Campus, Math Lab, SMN Center, Room SMN 129

TIME	MON	TUES	WED	THURS
9 am–10 am	Ordin	Ordin	Ordin	Ordin
10 am–11 am	Ordin	Ordin	Ordin	Ordin
11 am–12 pm	Ordin	Ordin	Ordin	Ordin
12 pm–1 pm	Roderick	Roderick	Roderick	Roderick
1 pm–2 pm	Roderick	Roderick	Roderick	Roderick
2 pm–2:30 pm	Roderick	Roderick	Roderick	Roderick
2:30 pm–3 pm	Ordin	Ordin	Ordin	Ordin

POLITICAL SCIENCE

MATH 095X 1.0 Unit

Basic Math Skills

Prerequisite: Math 85. Approximately 12 hours weekly in the Math Lab for six weeks or until the course is completed.

60465 L Ordin, I Roderick
Self-paced, 12 hrs/wk TBA, KTD/SMN 129

MATH 095Y 1.0 Unit

Intermediate Math Skills

Prerequisite: Math 95A or Math 95X.

Approximately 12 hours weekly in the Math Lab for six weeks or until the course is completed.

60467 L Ordin
Self-paced, 12hrs/wk TBA, KTD/SMN 129

MATH 101X 1.5 Units

Elementary Algebra

Prerequisite: Math 95 or 95B or 95Y or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 101Y. An average of 16 hours weekly in the Math Lab for six weeks or until the course is completed.

60401 L Ordin
Self-paced, 16hrs/wk TBA, KTD/SMN 129

MATH 101Y 1.5 Units

Elementary Algebra

Prerequisite: Math 101A or 101X or concurrent enrollment. An average of 16 hours weekly in the Math Lab for six weeks or until the course is completed.

60403 L Ordin
Self-paced, 16hrs/wk TBA, KTD/SMN 129

MATH 103X 2.5 Units

Intermediate Algebra

Prerequisite: Math 101 or 101AB or 101XY or satisfactory score on Math Assessment Test. May be enrolled concurrently with Math 103Y. An average of 16 hours weekly in the Math Lab until the course is completed. Students wishing to complete 103X and Y in one semester must complete 103X in eight weeks.

60405 L Ordin
Self-paced, 16hrs/wk TBA, KTD/SMN 129

MATH 103Y 2.5 Units

Intermediate Algebra

Prerequisite: Math 103A or 103X or concurrent enrollment. An average of 16 hours weekly in the Math Lab until the course is completed.

60408 L Ordin
Self-paced, 16hrs/wk TBA, KTD/SMN 129

POLITICAL SCIENCE

POLS 100 3.0 Units

American Political Institutions

Transfer Credit: CSU/UC

60028 Y Bellisimo
Lec TWR 9:10am–12pm, KTD/FH110

SPANISH

SPAN 101 5.0 Units

Elementary Spanish I

Transfer Credit: CSU/UC

60125 M Martinisi

Lec MTWR 5pm–8pm, KTD/PE92

Lab 9 hrs/wk, KTD/LC150

60126 R Pagani

Lec MTWR 10am–1pm, KTD/SC130

Lab 9 hrs/wk, KTD/LC150

SPEECH

SPCH 110 3.0 Units

Introduction to Speech Communication

Transfer Credit: CSU/UC

60052 P O'Keefe
Lec MTW 10:10am–1pm, KTD/SC125

SPCH 120 3.0 Units

Interpersonal Communication

Transfer Credit: CSU/UC

60053 B Borenstein
Lec MTW 10:10am–1pm, KTD/SC124

Academic Information

Catalog

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

Catalog Rights

The specific catalog employed toward graduation and all implied rights cease after two consecutive semesters of nonattendance. Please see the catalog for details.

The current catalog is available online at www.marin.edu.

Graduation Deadlines

Apply for Summer 2013 Degree/Certificate
June 17 - July 18

Students who have met the degree/certificate requirements, and have filed an Application for Graduation by the deadline date, will be eligible to receive an Associate Degree or a Certificate of Achievement.

Prerequisites, Corequisites and Advisories

Prerequisite

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program.

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

Prerequisite Equivalency/Challenge Deadline

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

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

Corequisite

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

Advisory

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

Other Limitations

Other limitations on enrollment may include:

- Courses that require public performance or competition.
- Blocks of courses for which enrollment is limited in order to create a cohort of students.

Probation and Dismissal

Standards for Probation

A student 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 20, 2013

In order to be considered for readmission, dismissed students must:

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

Honor List

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

Grading

In Progress Grades

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

Incomplete Grades

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

Pass/No Pass Option

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

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

Final Grades

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

Transcripts

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

Student Appeals and Grievances

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

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

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

General Directory

Kentfield Campus (KTD)

To call a Kentfield office while on campus dial 7 plus the last three digits of the direct number. When calling from outside the campus dial the switchboard at 415.457.8811 or the direct number as listed below.

Alumni Association	485.9686
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
Business and Information Systems Office, FH 101	485.9610
Communications Office HC 125	485.9348
Dean of Arts and Humanities HC 220	485.9655
Dean of Enrollment Services SS 252	485.9417
Dean of Math and Sciences TB 120	485.9507
Echo Times Newspaper LC 36	485.9690
English as a Second Language (ESL), HC 101	485.9642
English/Humanities Office HC 125	485.9348
Equal Opportunity / Compliance Officer	485.9504
Executive Dean, Human Resources, and Labor Relations, AC 107	485.9504
Fine/Visual Arts Office FA 102	485.9480
Health Sciences Office HC 111	485.9319
Human Resources	485.9340
Humanities, HC 125	485.9348
Lost and Found, TB 105	485.9455
Math Office, SC 137	485.9510
Modern Languages Office HC 125	485.9348
Parking Permit Purchase — Admissions and Records	SS 254
Performing Arts Office, FA 77	485.9460
PE/Athletics Office	485.9580

Physical Sciences Office SC 137	485.9510
Social Sciences Office, FH 101	485.9630
Student Ambassadors SS 232	457.8811, ext.7860
Swimming Pool	485.9587

Indian Valley Campus (IVC)

For calls to IVC from off campus dial 415.457.8811 plus the extension.

ASCOM, Bldg. 27, Rm. 120	ext. 8416
Career Education Office Bldg. 8, Rm. 133	ext. 8200
College Operations Bldg. 9, Rm. 105	ext. 8100 884.3100 or 884.3101
Dean of Workforce Development College and Community Partnerships, Bldg. 8, Rm. 134	ext. 8108
Early Head Start Infant Toddler Center, Bldg. 12	ext. 8171
Echo Times Newspaper KTD/LC 36	485.9690
English Skills Lab, Bldg. 17	ext. 8326
Fiscal Services Bldg. 9, Rm. 102	884.3160, ext. 8118
Lost and Found/Campus Police Bldg. 22, Rm. 104	ext. 8154 or 883.3179
Math Lab, Bldg. 17	ext. 8510
Media Services	485.9606
Police, Campus Bldg. 22, Rm. 104	ext. 8154 or 883.3179
Swimming Pool	457.8811, ext. 8260

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 other colleges must be available in the Counseling Office by the application deadline date. All petitions and waivers must be attached to the application form by the deadline date.

GENERAL EDUCATION COURSES

One course from each category required for graduation.

NOTE: For a comprehensive list of courses that satisfy General Education requirements, please refer to the 2012-2013 Catalog. The courses listed below are those regularly offered. (19 units minimum)

A. NATURAL SCIENCES

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

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

B. SOCIAL and BEHAVIORAL SCIENCES

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

ANTH 102—Intro to Cultural Anthropology
ANTH 103—Globalization and Peoples and Cultures of the World
BEHS 103—Human Sexuality
BUS 101—Intro to Business
ECE 112—Child, Family and Community
ECON 101—Macroeconomics
ECON 102—Microeconomics
ETST 111—History of African Americans A
ETST 112—History of African Americans B
ETST 121—History of Latinos in the US
ETST 151—Native American History
ETST 154—Native American Literature
GEOG 102—The Human Environment
GEOG 109—Geography of California
HIST 100—Major Trends and Selected Topics in American History
HIST 117—History of the US I

HIST 118—History of the US II
POLS 100—American Political Institutions
POLS 101—Intro to the Government of the US
POLS 102—Comparative Political Systems
POLS 103—Political Theory
POLS 104—International Relations
PSY 110—Intro to Psych
PSY 111—Personality Dynamics and Effective Behavior
PSY 112—Child and Adolescent Psychology
PSY 114—The Psychology of Human Development: Lifespan
PSY 116—Theories of Personality
PSY 140/SOC 140—Marriage, Family and Intimate Relationships
PSY 204—Abnormal Psychology
PSY 205/SOC 205—Intro to Research Methods and Data Analysis in Sociology
PSY 251/BIOL 251—Biological Psychology
PSY 230/SOC 230—Social Psychology
SOC 110—Intro to Sociology, Individual and Society
SOC 112—Social Deviance and Problems

C. HUMANITIES

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

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

SPAN 203—Intermediate Spanish III
 SPAN 204—Intermediate Spanish IV
 SPCH 128—Intercultural Communication

D. WRITTEN COMPOSITION

(Three units minimum)

ENGL 150—Reading and Composition IA

E. COMMUNICATION and ANALYTICAL THINKING

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

COMP 130—Intro to Computer Programming using C++
 ENGL 151—Reading and Composition IB
 ENGL 155—Critical Thinking and Composition
 MATH 103, 103A and 103B, 103X and 103Y—Intermediate Algebra
 MATH 104, 104Y—Plane Trigonometry
 MATH 105—College Algebra
 MATH 109—Pre—Calculus College Algebra and Trigonometry
 MATH 115—Probability and Statistics
 MATH 116—Linear Algebra
 MATH 121—Calculus I with Applications
 MATH 122—Calculus II with Applications
 MATH 123—Analytic Geometry and Calculus I
 MATH 124—Analytic Geometry and Calculus II

PHIL 112—Intro to Logic

PSY 205/ SOC 205—Intro to Research Methods and Data Analysis in Sociology

SPCH 110—Intro to Speech Communication

SPCH 120—Interpersonal Communication

SPCH 122—Public Speaking

SPCH 128—Intercultural Communication

SPCH 132—Argumentation and Persuasion

F. AMERICAN INSTITUTIONS

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

ETST 111—History of African Americans A
 ETST 112—History of African Americans B
 ETST 121—History of Latinos in the US
 ETST 151—Native American History
 HIST 100—Major Trends and Selected Topics in American History
 HIST 117—History of the US I
 HIST 118—History of the US II
 HIST 211/POLS 211—Women in American History and Politics
 POLS 100—American Political Institutions
 POLS 101—Intro to the Government of the US
 POLS/HIST 211—Women in American History and Politics

G. CROSS-CULTURAL STUDIES

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

COMM 160/JOUN 160—Images of Race, Gender and Class in the Media
 ETST 111—History of African Americans A
 ETST 112—History of African Americans B
 ETST 121—History of Latinos in the US
 ETST 151—Native American History
 ETST 154—Native American Literature
 SPCH 128—Intercultural Communication

H. PHYSICAL ACTIVITY

One unit minimum—select one course.

This requirement may be satisfied by degree-applicable activity courses in physical education or dance.

California State University General Education Pattern

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

CSU General Education Certification

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

Community colleges may certify no more than 30 units of general education from Subject Areas B, C, and D combined. The remaining units may be taken from Areas A and/or E.

Completion of 39 units of general education for the California State University System is not a requirement for admission. Students must make a request for certification prior to attending California State University by completing two forms: 1. Request for Transcripts; 2. Request for General Education Certification.

CSU United States History, Constitution, and American Ideals Requirement

In addition to general education, state universities and colleges also require United States History, and Constitution and American Ideals for graduation. Courses at College of Marin that fulfill the two-course requirement are:

1. 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

English 130, 151, 155

Philosophy 112

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:

Biology 107 or Physical Education 107
 Biology 138 or Environmental Science 138
 Biology 160 or Environmental Landscaping 160
 Computer Science 117 or Math 117

B1—Physical Sciences

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

B2—Life Science (Biological)

Anthropology 101
 Biology 107, 109, 110, 112ABC, 120, 138, 162, 224, 235, 240
 Chemistry 110, 114, 115, 131, 132, 231, 232
 Physical Education 107

B3—Laboratory Activity

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

B4—Mathematics/Quantitative Reasoning

Computer Science 117
 Math 104 or 104XY, 105, 109, 115, 116, 117, 121, 122, 123, 124, 223, 224
 Statistics 115

Area C—Arts and Humanities

9 semester or 12–15 quarter units required with at least one course each in C1 or C2.

Credit is given for only one course in each of the following sets:

Art 108 or Humanities 108
 Communications 109A or Humanities 109A
 Communications 109B or Humanities 109B
 Humanities 114 or Humanities 118
 English 242, Humanities 242
 American Sign Language 110 may be used for C-2 or D-1, but not both.

C1—Arts (Art, Dance, Music, Theatre)

Architecture 100, 101, 102
 Art 101, 102, 103, 104, 105, 106, 107, 108, 110, 112, 113, 114, 116, 118, 130, 134, 140, 144, 146, 148, 152, 165, 170, 180, 185, 190
 Communications 109A, 109B
 Dance 108, 130A, 130B
 Drama 110, 150, 160, 161, 260
 Humanities 108, 109A, 109B
 Music 101, 102, 105, 106

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

American Sign Language 101, 102, 110, 203
 Chinese 101, 102
 Drama 116
 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, 107, 114, 118, 125, 242
 Italian 101, 102, 203, 204, 225, 226
 Japanese 101, 102, 203, 204, 225, 226
 Philosophy 110, 111, 117
 Spanish 101, 102, 203, 203HB, 204, 225, 226,
 228B, 228C, 230A, 230B, 230C
 Speech 140, 141

AREA D—SOCIAL SCIENCES

Nine semester or 12–15 quarter units required with courses to be selected from at least 2 disciplines

Credit is given in Area D or Area E, but not both for the following courses:

Behavioral Science 103, 114; Biology 108A;
 Psychology 110, 111, 112, 114, 140, 145;
 Sociology 140

Credit is given for only one course in each of the following sets:

Behavioral Science 103 or Biology 108A
 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.

Communication 160/Journalism 160 may be used for D-3 or D-4, but not both.

Ethnic Studies 111, 112, 121, 151 may be used for D-3 or D-6, but not both.

History 211/Political Science 211 may be used for D-4 or D-6 or D-8, but not all three areas.

D0—Sociology and Criminology

Administration of Justice 204

Psychology 205

Sociology 110, 112, 184, 205

D1—Anthropology and Archeology

American Sign Language 110

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

D2—Economics

Economics 101, 102

D3—Ethnic Studies

Communication 160

Ethnic Studies 110, 111, 112, 121, 151

Journalism 160

D4—Gender Studies

Communication 160

History 211

Journalism 160

Political Science 211

D5—Geography

Geography 102, 109

D6—History

Ethnic Studies 111, 112, 121, 151

History 100, 101, 102, 109, 110, 111, 112, 117, 118,
 206, 211, 212, 214, 215, 216, 238

Political Science 211, 212

D7—Interdisciplinary Social or Behavioral Science

Behavioral Science 103, 114

Biology 108A

Business 101

Communication 110

Early Childhood Education 110, 112

Ethnic Studies 242

Journalism 110

Political Science 201

Psychology 140, 230

Sociology 114, 140, 230

Speech 128

D8—Political Science, Government, and Legal Institutions

History 211, 212

Political Science 100, 101, 102, 103, 104, 117, 210,
 211, 212, 219, 220

D9—Psychology

Biology 251

Psychology 110, 111, 112, 114, 116, 145, 204, 205, 251

Sociology 205

AREA E—LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

3 semester or 4–5 quarter units

Credit is given in Area D or Area E, but not both for the following courses: Behavioral Science

103, Behavioral Science 114, Biology 108A,

Psychology 110, 111, 112, 114, 140, 145,

Sociology 140.

Credit is given for only one course in each of the following sets:

Behavioral Science 103 or Biology 108A

Psychology 140 or Sociology 140

Behavioral Science 103, 114, 118

Biology 100, 108A

Counseling 130

Dance 119, 121, 122, 126, 132, 135

Early Childhood Education 110

Health Education 112, 130, 140

Psychology 110, 111, 112, 114, 140, 145

Sociology 140

Transfer Curriculum for the University of California and California State University

The Intersegmental General Education Transfer Curriculum (IGETC) is a program that College of Marin transfer students can use to fulfill lower division general education requirements at both the University of California and the California State University. There are other options that fulfill general education 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 rec-

ommended 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 required, 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 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, 115+, 116, 117, 121+, 122+, 123+, 124+, 223, 224
Statistics 115+

AREA 3—ARTS AND HUMANITIES

Nine semester units—select three courses. Include at least one course from Group A and one course from Group B.

Group A—Arts

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

Group B—Humanities

American Sign Language 102*, 203
Chinese 102*
Drama 116
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*, 203, 204, 225, 226
Philosophy 110, 111, 117
Spanish 102*, 203*, 203HB*, 204*, 225*, 226*, 228C, 230A, 230B, 230C

AREA 4—SOCIAL AND 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+

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

AREA 5—PHYSICAL AND BIOLOGICAL SCIENCES

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

Group A—Physical Sciences

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

Group B—Biological Sciences

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

Group C—Science Laboratory

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

Language Other Than English

University of California Requirement only

May be met by one of the following:

-Two years of one language other than English in high school with a grade of C or higher.

-Completion of one of the following courses:

American Sign Language 101, 102*, 203, 204;
Chinese 101, 102*, French 101, 102*, 203*, 204*, 225*, 226*; Italian 101, 102*, 203*, 204*, 225*, 226*; Japanese 101, 102*, 203, 204, 225, 226;
Spanish 101, 102*, 203*, 203HB*, 204*, 225*, 226*, 230A, 230B, 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 counselor now! Call 415.485.9432. TAG information is online at: <http://admission.universityofcalifornia.edu/transfer/guarantee/index.html>

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

Student Activities Program

Meet new people, share ideas, have fun

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

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

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

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

ASCOM Student I.D. Card

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

VOTER REGISTRATION

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

Associated Students College of Marin (ASCOM)

Kentfield Campus
Student Services, Room 241
Indian Valley Campus
Building 27, Room 120
415.485.9390

Emeritus Students College of Marin (ESCOM)

Kentfield Campus
Student Services, Room 146
415.485.9652
Indian Valley Campus
Building 10, Room 140
415.457.8322

List or Find Services on Information Boards

Sponsored by Associated Students College of Marin (ASCOM)

For information to post or for posting approval, contact the Student Affairs Office, KTD, SS 250, 415.485.9376.

On the Kentfield Campus

- Student/Faculty Events Board
- Club News Board

Expand your Educational Horizons!

Check out the clubs and activities happening at College of Marin

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

Student Clubs and Organizations

The following is a list of organizations at College of Marin.

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

Student Services

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

Admissions and Records Offices

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

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

Assessment and Testing Office

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

Bookstore

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

CalWORKs

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

Campus Police Services

In case of emergency dial 911

<http://www.marin.edu/police/index.html>

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

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

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

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

Parking Information

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

Daily Parking Permits - \$3

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

Summer Session Parking Permits

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

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

Disabled Students Parking with Placards

No parking permits are required for disabled students.

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

Child Development Program

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

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

Infant Toddler Center

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

To apply, please call Marin Head Start at 415.883.3791 or visit <http://www.camarin.org/headstart.html> to download an application. Please be sure to indicate on the application that you are applying for the IVC Early Head Start Center.

Preschool Centers

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

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

1. Child's age: Children must be three years of age by December 2 of the academic year to be eligible for enrollment.
2. Family need for child care: At least one parent must be either an employee of COM or a COM student. Student parents must be enrolled in at least 6 credit units or at least 9 hours of non-credit ESL each semester. All courses must lead to a vocational or educational goal, such as an associate degree, a skills certificate, or transfer to a four-year university. COM student parents must make academic progress every semester to continue to be eligible for child care services.
3. Family income: Child care fees are based on family income and may be subsidized or full cost.

Intensive English Program Class Schedule

Classes taught in Novato, California

Welcome au pairs, residents, and F-1 Students!

The Intensive English Program is an international community of English language learners located at the beautiful, naturally landscaped Indian Valley Campus in Novato, California. Small classes, excellent instructors, and fun, but rigorous coursework are key to our 30 years of success in Marin County. Come learn English with us at our wonderful Indian Valley Campus!

For information about classes, please call 415.883.2211, ext 8579, or write sara.oser@marin.edu. Visit our web site at www.marin.edu/iep or www.marin.edu and click on "Intensive English Program." Program schedule is subject to change.

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

16-Week Course August 20–Dec. 6, 2013			8-Week Course Session A August 20–October 11, 2013			8-Week Course Session B October 15–Dec. 6, 2013		
Course Reference Number	Hours per week	Course Fee	Course Reference Number	Hours per week	Course Fee	Course Reference Number	Hours per week	Course Fee
85001	IEP 20 hours	\$2500 F-1 Students	85006	IEP 20 hours	\$1175	85010	IEP 20 hours	\$1175
85002	IEP 20 hours	\$2325	85007	IEP 15 hours	\$975	85011	IEP 15 hours	\$975
85003	IEP 15 hours	\$1925	85008	IEP 10 hours	\$725	85012	IEP 10 hours	\$725
85004	IEP 10 hours	\$1425	85009	IEP 5 hours	\$375	85013	IEP 5 hours	\$375
85005	IEP 5 hours	\$775						

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

a. Subsidized fees: Fees for eligible student families are subsidized by the California Department of Education and 10,000 Degrees 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.

The Children's Centers provide the children breakfast, lunch, and an afternoon snack each day. The program also offers parent education and partners with a variety of community-based agencies 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 Centers: http://www.marin.edu/student_services/child_care.htm.

Counseling Services

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

Counselors' hours and schedules vary throughout the year. There are also a limited number of counselors available on a "same day" basis. Please check at the KTD Counseling Services Office for the current schedule.

www.marin.edu/Counseling/

Disabled Students Programs and Services (DSPS)

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

English as a Second Language (ESL)

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

1. **Noncredit ESL**—This program provides free morning, evening, and Saturday classes, on and off the Kentfield Campus, for students at beginning levels of English. Classes are open-entry/open-exit throughout the semester. For more information on registration call 415.485.9642.
2. **Credit ESL**—These English courses are for intermediate to advanced English speakers. For more information call 415.485.9642.
3. **Intensive English Program (IEP)**—This program is fee-based with high quality classes in academic English on the Indian Valley Campus for international students. Full program meets Tuesday through Friday, 9 am to 2:45 pm. Part-time programs are also available. Tuition is payable before classes start. For more information, call 415.883.2211 ext. 8579.

Extended Opportunity Programs and Services (EOPS)

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

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

Financial Aid

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

Fresh and Natural Cafe

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

Health Center

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

Intercollegiate Athletics

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

Job Placement/Housing Center

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

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

Libraries

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

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

Wireless access is available in the Libraries, and both campus locations have

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

Media Center/ Language Lab

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

Outreach and School Relations

The Office of Outreach and School Relations develops and nurtures contacts with high schools in and outside of Marin County; community based organizations; and K-8 schools to share information with prospective students and their parents. Student Ambassadors act as a primary recruitment tool as they develop and produce events that highlight college programs and opportunities for potential students; facilitate recruitment and retention programs for minority students; and provide educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, immigration, cultural sensitivity, college life, careers, and more.

Puente Program

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

Single Stop

Single Stop services are located on the Kentfield campus and available to all COM students, immediate family members of students, and COM staff. Many students are faced with obstacles that make it

difficult to stay in school. Single Stop helps connect students to resources that can help. Tax preparation by IRS certified tax preparers, benefits screening and enrollment assistance, financial counseling, and legal assistance by a licensed attorney are some of the services they provide. If deemed eligible, benefits screening can provide access to food services, health insurance, reduced utility bills, cash aid, affordable childcare, and low-cost housing. All Single Stop services are FREE.

Student Affairs Office

A complete description of student clubs and activities is listed on page 27.

Transfer and Career Center

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

Tutoring and Learning Center (TLC)

The Tutoring and Learning Center (TLC) offers FREE drop-in peer tutoring for currently enrolled COM students in a wide range of academic subjects. All tutoring sessions are small groups and schedules are posted in the Learning Resource Centers at both campuses, and online at www.marin.edu under Student Services/Tutoring. Tutoring helps students improve understanding of course material, earn higher grades, improve study skills and study habits, and get to know fellow students in a dynamic learning environment.

Veterans Admissions Services

College of Marin is approved as an educational facility for veterans and their dependents.

- Eligible new and returning veterans/dependents are required to complete the Veteran Application Packet (avail-

able from the Office of Admissions and Records). The completed packet must be submitted to the VA School Certifying Official (SCO) in the Office of Admissions and Records.

- New and returning veterans/dependents are required to make an appointment with the College of Marin designated veteran counselor. Students must declare a College of Marin, VA-approved educational objective prior to VA certification.
- Each term, continuing veterans/dependents are required to submit a Veteran Benefit Card to the CSO in the Office of Admissions and Records. If the veteran's/dependent's original educational objective changes, the student is required to meet with the College of Marin designated veteran counselor to report the new objective prior to VA certification.

U.S. Department of Veterans Affairs Contact Information:

www.gibill.va.gov
VA Education: 1.888.442.4551
Other VA Benefits: 1.800.827.1000
TTD: 1.800.829.4833

Oportunidades Educativas

College of Marin fue fundado en 1926 y ofrece a los estudiantes la oportunidad de obtener el título de Asociado en Artes (AA), de transferir créditos académicos a las Universidades de California (UC) o a las Universidades Estatales de California (CSU) y también a cualquier otra universidad. El colegio ofrece certificados vocacionales en varios programas. College of Marin está dispuesto a servir a todos los habitantes que viven en el distrito del colegio.

Matrícula abierta para todos

Discriminación positiva

De conformidad con el Título IX de las Enmiendas de Educación de 1972, la Ley de Igualdad de Oportunidades en el Empleo de 1972 (Título VII de la Ley de Derechos Civiles de 1964 como ha sido enmendada), la Ley de Derechos de 1991 y el Apartado 504 de la Ley de Rehabilitación de 1974 y la Ley de Americanos con Discapacidades, es norma del 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. Clases pueden ser canceladas por insuficiente matriculación a discreción del colegio.

Contactos

Coordinador de ADA / Oportunidades Equitativas de Empleo

Anita L. Morris

Decano Ejecutivo, Recursos Humanos
(o designado)
Centro Administrativo, Campus Kentfield
415.485.9504

Coordinador de Título IX / Sección 504 (Discapacidad)

Arnulfo Cedillo

Director de Asuntos Estudiantiles
Centro SS, Aula 251, Campus Kentfield
415.485.9375

Coordinador de Género y Equidad

David Cook

Director Ayuda Financiera
Centro SS, Aula 263, Campus Kentfield
415.485.9405

Política de matrícula abierta

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

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 1 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 1 de marzo para el año escolar 2013-14.

Formas de Costear la Educación Universitaria

Programas de ayuda financiera

Subvenciones y becas

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

Becas SEOG (Federal Supplemental Educational Opportunity Grants): Subvenciones de entre \$400 y \$2.000 para los estudiantes más necesitados económicamente, que además califiquen para Pell Grants

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

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

Cal Grants: El estado de California 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.

Crédito de impuesto

Para información sobre crédito de impuesto vea la página 8.

College Policies

Enrollment Priority

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

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

Philosophy

The Marin Community College District has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. The process of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

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 anywhere on campus, except for designated areas clearly indicated by "Designated Smoking Area" signage.

Violation of this policy could lead to disciplinary action under applicable disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, or a copy of the Student Discipline Procedure, contact the Director of Student Affairs and Health Center, Rm SS 251. Phone 415.485.9375.

Drug and Alcohol Policy—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.

Changes May Occur Without Notice

College of Marin has made every reasonable effort to determine that information stated in its publication is accurate, but the college reserves the right to alter fees, statements, and procedures contained herein without notice. Fees and procedures are subject to change at anytime by the State Legislature and the College Board of Trustees. It is the student's responsibility to meet and remain informed of college requirements. When changes occur, they will be printed in the next regular publication of the catalog or schedule, or posted online at www.marin.edu. Classes may be cancelled for insufficient enrollment at the discretion of the college.

Equal Opportunity

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

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

Kristina Combs

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

Title IX/Section 504 (Disability) Coordinator

Arnulfo Cedillo

Director of Student Affairs and Health Center, KTD, SS 251; 415.485.9375

Gender, Equity Coordinator

David Cook

Director of Financial Aid, KTD, SS 263
415.485.9409

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

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

Sexual Assault and Other Assaults on Campus

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

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

Student Conduct

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

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

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Abuse or assault of any District employee, including, but not limited to, violation of Education Code Section 87708, which may result in criminal charges in addition to any other disciplinary actions.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, with the concurrence of the Superintendent/President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of,

or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
- Committing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
- Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
- Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of District facilities.
- Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

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

Student Conduct Regarding Academic Honesty

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

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

KTD Services for Students

SUMMER HOURS -

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

Admissions and Records

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

Assessment and Testing Office

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

Bookstore

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

CalWORKs

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

CalWORKs Employment Counseling

LC 31; 415.457.8811 ext. 7616
M, Tu, 6:30am–4:30pm; Th, 6:30am–12pm

Campus Police

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

Child Study Center

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

Counseling

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

Disabled Students Program and Services (DSPS)

LC 115; 415.485.9406
M, Tu, W, F, 8:30am–4:30pm; Th, 8:30am–7pm

Distance Education Support Center (DESC)

LC 121; 415.457.8811 ext. 7953
M, 8am–6:30pm; Tu, 12:30–7pm
W, 8am–4pm; Th, 12:30pm–7pm

Emeritus (ESCOM)

SS 146; 415.485.9652

English as a Second Language (ESL)

SC 137; Credit/Noncredit ESL; 415.485.9642
M–Th, 8:30am–6:30pm; F, 8:30am–3pm;
Sat, 9am–1pm

English Lab/Writing Center

LRC 120; 415.485.9609

Extended Opportunity Programs and Services (EOPS)

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

Financial Aid

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

Food Service

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

Health Center

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

Instructional Technology,

Distance Education

LC 126, 415.485.9540
M–F, 9am–3pm, and by appointment

Intercollegiate Athletics

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

International Student Admissions

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

Job Placement

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

Library

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

Math Lab

SMN 129; 415.485.9608

Media Center/Language Lab

LC 110; 415.485.9645
M–Th, 8am–8pm

Outreach and School Relations

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

Puente Program

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

Single Stop

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

Student Affairs

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

Student Ambassadors (Campus Tours)

SS 232; 415.457.8811 ext. 7860

Transfer and Career Center

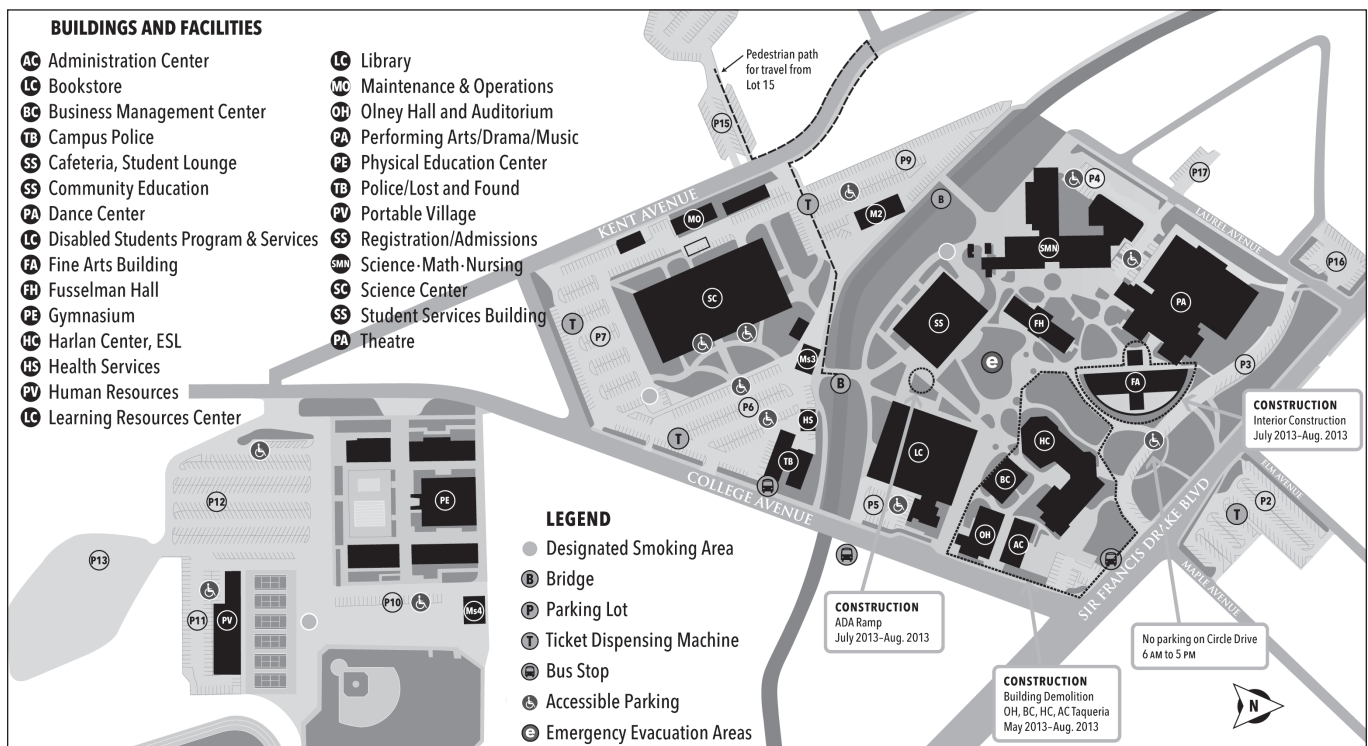
SS 202; 415.485.9671
M, Tu, Th, F, 8:30am–4pm; W, 11am–7pm

Tutoring and Learning Center (TLC)

LC 160, 415.485.9620
M, W, Th, F, 9am–4:30pm; Tu 9am–7pm

Veterans Admissions Services

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



IVC Services for Students

SUMMER HOURS

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

Admissions and Records

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

Assessment and Testing Office

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

Bookstore

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

CalWORKs

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

CalWORKs Employment Counseling

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

Campus Police

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

Computer Labs

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

Child Development Center

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

Counseling

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

Disabled Students Program and Services (DSPS)

Bldg. 27, Rm. 104; 415.457.8811 ext. 7406
M, 1pm–7pm

Early Head Start Infant Toddler Center

Bldg. 12; Rm. 120 and 121
415.457.8811 ext. 8171
M–Th, 7:45am–5pm; F, 7:45am–1pm

Emeritus (ESCOM)

Bldg. 10; Rm. 140; 415.457.8811 ext. 8322

Extended Opportunity Programs and Services (EOPS)

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

Financial Aid

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

Food Service

Bldg. 27; Vending machines

Health Center

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

Instructional Technology, Distance Education

Bldg. 17, Rm. 106; 415.485.9540
Th, 4pm–7pm

Intensive English Program (IEP)

Bldg. 3, Rm. 258; 415.457.8811 ext. 8579

International Student Admissions

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

Job Placement

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

Library

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

Media Center

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

Outreach and School Relations

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

Puente Program

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

Student Affairs

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

Transfer and Career Center

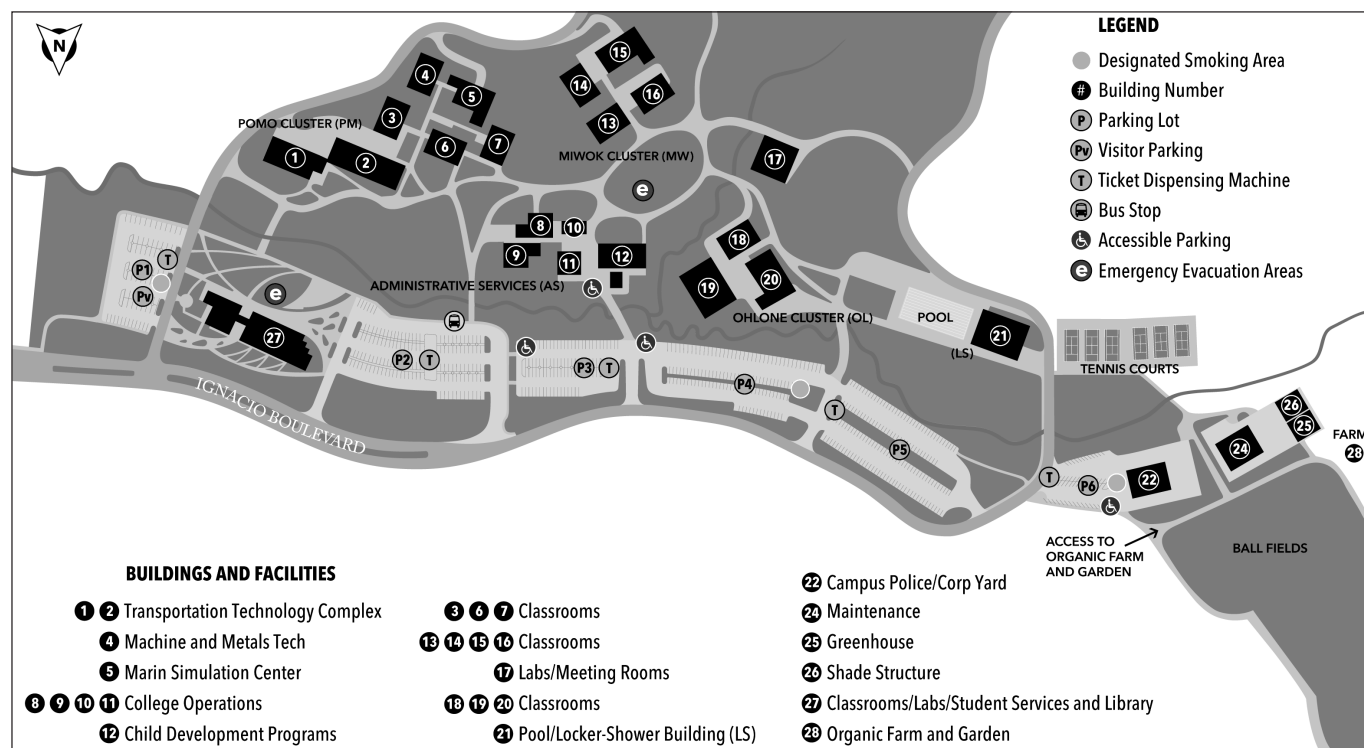
Bldg. 27, Computer Area
415.457.8811 ext. 7671; Call for hours

Tutoring and Learning Center (TLC)

Bldg. 17, Rm. 101; 415.457.8811 ext. 7620

Veterans Admissions

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



Driving Directions

Directions from Highway 101

To Kentfield Campus

835 College Avenue
Kentfield, CA 94904

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

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

To Indian Valley Campus

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, call 415.455.2000 (Marin County), 707.541.2000 (Sonoma County), or 415.923.2000 (San Francisco),

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

To Kentfield Campus

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

To Indian Valley Campus

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

Parking Information

Summer 2013 Kentfield Parking Notice

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

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

Motorcycle and handicap parking are available with no fee.

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

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

Daily Parking Permits

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

Term Parking Permits

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

Term Parking Permits Online

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

Term Parking Permits In Person

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

Disabled Students Parking

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

Financial Aid Students Parking

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

Lost or Stolen Permits will not be replaced.

Please see page 9 for the Parking Permit Refund Policy.

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

We appreciate your patience.

Get parking permits online



THREE EASY STEPS to get your parking permit decal

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

NO HASSLES. NO LINES. NO TICKET!

About College of Marin

Mission Statement

College of Marin's commitment to educational excellence is rooted in our mission to provide excellent educational opportunities for all members of our diverse community by offering:

- preparation for transfer to four-year schools and universities;
- workforce education;
- basic skills improvement/English as a Second Language;
- intellectual and physical development and lifelong learning; and
- cultural enrichment.

College of Marin is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment with a strong foundation of sustainability, which will instill environmental sensitivity in our students.

Approved at the 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 10,400 credit and noncredit students each semester.

Statement of Values

Student and Community Centered Education

We promote student success by providing programs and services that are learner centered and reflect the changing needs of our students and surrounding community.

Academic Excellence and Innovation

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

Collaboration and Open Communication

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

Diversity

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

Sustainability

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

Accountability

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



10 Reasons to Attend College of Marin

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

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

This publication has been produced by:
Office of Instructional Management
Alganesh Hagos, Tom Hudgens, James Kuromiya,
Dong Nguyen, Kim O'Gara

Office of Communications, Community Relations,
and Advancement
Executive Director, Cathy Summa-Wolfe
Cover and inside design: Roger Dormann