

STUDENT SERVICES

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

CAMPUS SERVICES

BOOKSTORE

The Kentfield Campus Bookstore is located on the ground floor of the Learning Resources Center. The bookstore sells all required texts and supplies that instructors order for their classes. In addition, the bookstore also stocks gift items, imprinted shirts, and art supplies.

Beginning in fall 2010, the College of Marin Bookstore will initiate an innovative textbook rental program that will allow students to rent their textbooks for less than 50 percent of the cost of purchasing a new printed textbook. This program will begin as pilot program and will increase in size as demand grows. As an added convenience, students will be able to rent their books either in the store or from the store's Web site.

Refund Policy

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

Buy-back Policy

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

Bookstore Hours

The bookstore will have hours posted.

(415) 485-9394

Web address: <http://marin.bncollege.com>

COMPUTER CENTERS

Internet Café (IVC)

The Internet Café provides students with easy, open access to computers. In addition to software for many classes, the computers are networked to the Internet. The Internet Café is open during the week to all students at College of Marin. Please refer to posted hours for each semester.

Indian Valley Campus
Building 17, Room 100
(415) 457-8811 ext. 8124

Science Center Computer Labs

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

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

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

Kentfield Campus
Science Center, Rooms 143 and 144
(415) 485-9540
Web address: http://www.marin.edu/student_services/Labs

Business and Information Systems Labs

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

The Indian Valley Campus (IVC) labs provide a small number of Macintosh personal computers, and are available to any student enrolled in any program at either campus, with particular emphasis on specific software utilized by the Court Reporting, Medical Assisting, and Multimedia programs. The IVC Lab is open

8:00am–7:30pm Monday through Thursday, and 8:00am–4:00pm Friday.

Kentfield Campus
Learning Resources Center, Room 35 and
Business Skills Center, Room 104
(415) 485-9603

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

Multimedia Studies Labs

The Multimedia Studies Lab houses both Macintosh and Windows-based personal computers. Laboratory hours for multimedia studies courses take place in these labs.

Indian Valley Campus
Pomo Building 7, Room 190, 3D Development PC Lab
Pomo Building 7, Room 192, Macintosh Lab

Kentfield Campus
Fine Arts Building, Room 225, Macintosh and PC Lab

Multimedia Studies Open Labs

There are computer labs available for currently enrolled students to access online course materials, e-mail, and limited assignments. Please refer to posted open lab hours for each semester.

Indian Valley Campus
Ohlone Cluster, Room 120, Macintosh and PC Open Lab
Pomo Building 7, Lobby, Macintosh Open Lab

Multimedia Studies Audio/Video Lab Suites

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

Indian Valley Campus
Pomo Building 7, Room 197, Audio Lab Suite
Pomo Building 7, Room 198, Video Lab Suite

FOOD SERVICE

Campus Bistro offers a variety of food selections throughout the year on the Kentfield Campus. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. Coffee, tea, drinks, sandwiches, and snacks are available in the Internet Cafe at the Indian Valley Campus. Vending machines are on both campuses.

Kentfield Campus
Student Services, lower level
(415) 456-7661

Indian Valley Campus
Internet Cafe, Building 17, Room 100
(415) 883-2211 ext. 8124

LIBRARY

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

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

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

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

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

Kentfield Campus
Learning Resources Center (2nd level)
Hours: M-R 8am-9pm; F 8am-4pm
(415) 485-9656
Web address: www.marin.edu/lrc

MEDIA COURSES (DISTANCE LEARNING)

The college offers a variety of credit courses through television, or Web-based environments. The telecourses may be viewed on the community access channels of Marin County's cable company. Distance learning courses are self-paced and provide an excellent alternative for students who are unable to attend classes during traditional hours, or who would like to take additional units in a time-efficient manner.

Additionally, some courses are offered on DVD and are available for viewing at the Kentfield Campus. In addition to the DVDs, these courses often include some scheduled on-campus meetings, readings, student assignments, and some form of evaluation. The videos for these courses are generally available for checkout for viewing in the Media Center.

The Media Center also houses a wireless computer lab with 30 PCs and two Intel MACs and pay-for-print. You can access all software associated with your classes, write a paper, research online, or even access your foreign language lessons. Staff are available to assist you with computer-related questions.

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

TRANSPORTATION AND PARKING

Transportation

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

Student Parking

Student parking areas are available in various campus locations and are designated "STUDENT PARKING". Please do not park in areas posted Staff or Faculty Parking. Infractions of parking or traffic regulations may result in an official citation issued by the College Police. Students are requested not to park in adjacent areas that are for patrons of local merchants. These merchants often tow illegally parked vehicles at the violator's expense.

Motorcycle Parking

Motorcycles do not require a parking permit if they are parked in designated motorcycle parking areas.

Student Parking Permits

A parking permit is required at all times except Saturday, Sunday, and holidays. A \$50 (subject to change) parking permit may be purchased for the fall or spring semester, or a daily \$3 (subject to change) parking permit may be purchased from the parking permit machines located in each student parking lot. Some machines take quarters only. Summer parking permits may be purchased for \$25. For the location to purchase parking permits, please refer to the class schedule. Financial aid recipients may purchase a semester parking permit for half-price. Park-

ing regulations are available when purchasing parking permits, or at the District Police Office located in TB-1.

(415) 485-9455

Disabled Parking

Parking permits are not required on vehicles displaying a disabled placard or license plates issued by the California Department of Motor Vehicles to the physically disabled. College Police do not issue disabled parking permits.

(415) 485-9455

STUDENT SUPPORT PROGRAMS/SERVICES

ACCESSIBILITY SERVICES (DSPS)

This program offers support services and modified classes for students with learning, communication, physical, and psychological disabilities.

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

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

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

CALWORKS

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

Kentfield Campus
Learning Resources Center, Room 160

Monday-Friday, 9:00am to 4:30pm
(415) 485-9605

Web address: <http://www.marin.cc.ca.us/departments/CalWORKs/Index.htm>

CHILDREN'S CENTERS

The College of Marin Child Development Program provides high quality early education for the infants, toddlers, and preschool age children of College of Marin students, with priority going to low-income student families. Centers are located on the Kentfield and Indian Valley campuses. The centers provide part- and full-time child care during fall and spring semesters and are open M-R, 7:45am to 5pm and F, 7:45am to 3pm.

The Infant Toddler and Preschool Centers serve as demonstration classrooms that provide child observation and research opportunities, student teacher training, and work study jobs for College of Marin students who are taking courses in Early Childhood Education, Pediatric Nursing, Child Psychology/Human Development, 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.

Indian Valley Campus Early Head Start Infant Toddler Center
Building 12; 457-8811, ext. 8171

Preschool Centers

The College of Marin Children's Centers are a California State Preschool Program and provide part- and full-day preschool on both the Kentfield and Indian Valley campuses for the preschool age children of COM students. Children must be three years of age by December 2 of the academic year to be eligible for enrollment. Fees for eligible student families are subsidized by the California Department of Education and the Marin Education Fund and are on a sliding scale that ranges from no cost to full cost, depending on family income and family size. A limited number of full-cost slots are available for COM faculty and staff.

Please see the Child Development Program Web site for more information and to

download a Preliminary Application for the Children's Centers: http://www.marin.edu/student_services/child_care.htm. For more information, please call the Child Development Program Office at 883-2211, ext. 8221.

Kentfield Children's Center
Administrative Center 40, downstairs, (415) 485-9468

Indian Valley Campus Children's Center
Building 12; (415) 457-8811, ext. 8170

COLLEGE HONOR SOCIETIES

Alpha Gamma Sigma

The Alpha Sigma and Sigma Nu Chapters at the College of Marin are affiliated with Alpha Gamma Sigma, the Honor Society of California Community Colleges. Alpha Sigma at the Kentfield Campus and Sigma Nu at the Indian Valley Campus encourage and recognize scholarship and also promote service to the college and to the community.

Both chapters welcome new members who have completed at least 12 graded units of college work with a 3.0 GPA or higher. The chapters' affiliation with the State organization provides contact with community colleges throughout the State through regional conferences and State conventions. Its members are eligible to apply for state as well as campus scholarships and awards.

Phi Theta Kappa

The Beta Xi Kappa chapter at College of Marin is affiliated with Phi Theta Kappa. Phi Theta Kappa's mission is two-fold: (1) to recognize and encourage the academic achievement of two-year college students and (2) to provide opportunities for individual growth and development through participation in honors, leadership, service, and fellowship programs.

Students are encouraged to join Beta Xi Kappa by having completed 12 graded units of transferable college work with a 3.5 GPA or higher. Scholarship opportunities are available for participating members.

COUNSELING

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

Kentfield Campus
Student Services, Room 212
(415) 485-9432
Web address: http://www.marin.edu/student_services/counseling/

EOPS/CARE

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

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

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9605
Web address: http://www.marin.edu/Student_Services/eops.htm

G.E.D. PREPARATION/BASIC SKILLS PROGRAMS

The G.E.D. (General Educational Development) Preparation program is a learning lab designed to help those who have not graduated from high school to pass the G.E.D. exams. Thorough diagnostic testing identifies strengths and weaknesses. Individual study plans focus on each student's needs. The open-entry learning lab allows students to start at any time and improve at their own pace. Instructors will guide students through workbooks, computer programs, online exercises, and other materials. Practice testing helps assure readiness.

The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, and math. This program features open-entry, flexible scheduling, skills assessment, individual study plans, self-paced improvement, and personal guidance.

Check the Community Education schedule for current hours.

There is no fee for the labs.

(415) 485-9363 or
(415) 485-9445 (instructor Michael Timmel)

HEALTH SERVICES

The Health Center is available to all currently registered students. It provides first aid, health education, care and treatment for short-term medical concerns, OTC and some prescription medications, immunizations, TB testing, voluntary insurance plans, physical exams for College of Marin programs and college entrance, flu shots, physician appointments, and more. Personal counseling is available through the Counsel-

ing Department by calling (415) 485-9432 for an appointment.

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

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

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

Kentfield Campus
Health Services Portable, Parking Lot 6
(415) 485-9458
Web address: http://www.marin.edu/student_services/health_center.htm

JOB PLACEMENT/CAREER EMPLOYMENT

The Job Placement Office helps students and alumni find employment in the community and the greater Bay Area. Employer files are constantly updated, providing students with information on hundreds of current job openings.

The Job Placement Office works with faculty in the workforce programs in assisting graduating students to locate positions in their fields. On-campus career fairs and in-class career workshops are offered in some programs. In addition, employers are regularly invited to the college to provide students with the opportunity to be interviewed by prospective employers. The Job Placement Office is located in the Student Services Center at the Kentfield Campus.

(415) 485-9410

OUTREACH AND SCHOOL RELATIONS

The Office of Outreach and School Relations works to develop and nurture contacts with public high schools in and outside of Marin County; establish contacts with community based organizations serving prospective COM students; network with elementary

and middle schools in Marin County to develop a pipeline of information and support for prospective students and their parents; sustain the Student Ambassador program as a primary recruitment tool for COM; develop and produce events that highlight college programs and opportunities for potential students, including for families and for schools; serve as a community public relations agent for COM; facilitate recruitment and retention programs for minority students; and provide educational presentations to the community on issues of higher education access, financial aid/scholarships, advocacy, immigration, cultural sensitivity, college life, careers, and more.

Kentfield Campus
Student Services, Room 232
(415) 485-9663
Web address: <http://www.marin.edu/departments/outreach>

PUENTE PROGRAM

College of Marin has been certified to implement the Puente Project, a highly acclaimed English and mentoring program that supports underserved students' transferring to four-year universities. The one-year program is a learning community offering instruction in English 120 in the fall along with a counseling course, and English 150 in the spring; students are also paired with a mentor, often from the business/professional community in a field of interest to the student. The mission of the Puente Project is to increase the number of educationally underrepresented students who enroll in four-year colleges and universities, earn degrees, and return to their respective communities as leaders and mentors to future generations. The first Puente Project was initiated at Chabot College in 1981. Since then, the successful program has been replicated at 59 community colleges and 33 high schools in California. The UC Regents oversee the programs. For more information, call (415) 485-9375 or e-mail Arnulfo Cedillo.

TESTING

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

Kentfield Campus
Student Services, Room 238
(415) 485-9469
Web address: http://www.marin.edu/student_services/testing.htm

TRANSFER/CAREER CENTER

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

Kentfield Campus
Student Services, Room 202
(415) 485-9671
Web address: http://www.marin.edu/student_services/transfer_center/index.htm

TUTORING AND LEARNING CENTER

The Tutoring and Learning Center offers free drop-in peer tutoring for currently enrolled College of Marin students in a wide range of academic subjects. All tutors are trained and recommended by a faculty member. This service provides support and encouragement for students to reach their educational goals.

Kentfield Campus
Learning Resources Center, Room 160
(415) 485-9620
Web address: http://www.marin.edu/student_services/tutoring.htm

WRITING CENTER

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

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

Kentfield Campus
Learning Resources Center, Room 110
(415) 485-9609

STUDENT ACTIVITIES

CLUBS

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

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

ECHO TIMES, STUDENT NEWSPAPER

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

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

INTERCOLLEGIATE ATHLETICS

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

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

See College Health Center regarding athletic injuries.

(415) 485-9580

PERFORMING ARTS

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

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

STUDENT AFFAIRS

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

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

Students who wish to take advantage of this unique aspect of the college should contact the Associated Students or Student Affairs offices to find out more about Associated Students, Student Senate, student appointments to college committees, clubs and organizations, student project funding, and special student forums and events.

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

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

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

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

STANDARDS OF CONDUCT

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

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

STUDENT CONDUCT

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

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

in California Health and Safety Code Section 11014.5.

- Committing or attempting to commit robbery or extortion.
 - Committing or attempting to cause damage to District property or to private property on campus, or knowingly receiving stolen District property or private property on campus.
 - Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
 - Committing sexual harassment as defined by law or by District policies and procedures.
 - Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender) religion, age, national origin, disability, or any other status protected by law.
 - Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
 - Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty, including, but not limited to:
 - a. Copying, in part or whole, another student's quiz or examination answers.
 - b. Submitting work previously submitted in another course, if contrary to the rules of either course.
 - c. Altering or interfering with grading.
 - d. Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
 - e. Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
 - f. Submitting a paper purchased from a research or term paper service, or written by another student, and falsely representing it as one's own work.
 - g. Purposely allowing another student to copy answers during a test.
 - h. Knowingly providing homework, a term paper, or other academic work for another student.
 - i. Having another person submit any work in one's name, for purposes of deceiving the instructor to obtain a higher grade.
 - j. Lying to an instructor or District official to obtain a higher grade.
 - k. Altering graded work after it has been returned and resubmitting the work for grading without the instructor's permission.
 - l. Removing tests or examinations from the classroom without the permission of the instructor.
 - m. Stealing tests or examinations.
- Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
 - Unauthorized entry upon or use of District facilities.
 - Lewd, indecent, or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
 - 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 typewritten class notes, except as permitted by any District policy or administrative procedure.

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

STUDENT RIGHTS AND GRIEVANCES

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

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

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

Guidelines on the filing of a grievance are available from the dean of student development and special services.

SMOKING IN DISTRICT FACILITIES

The Board of Trustees of College of Marin recognizes that smoking presents a health and safety hazard that can have serious consequences. Therefore, the Board and the California Education Code prohibits smoking by staff, students and visitors at all times and in all buildings of the District, and within 10 feet of all buildings, including covered walkways, courtyards, ramps or entrances to buildings. Violation of this policy could lead to disciplinary action under usual disciplinary procedures.

DRUG-FREE AND ALCOHOL-FREE CAMPUS

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

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

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

SEXUAL ASSAULT AND OTHER ASSAULTS ON CAMPUS

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

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

ADDITIONAL PHONE AND OFFICE NUMBERS

KENTFIELD CAMPUS (KTD)

Inside calls to Kentfield Campus from IVC or KTD Campus, dial 7 plus the last three digits of the direct number. For calls from outside the Campus dial the switchboard at (415) 457-8811 or the direct number as listed below:

ADMISSIONS AND RECORDS 457-8811, EXT. 7722	SS 254
AFFIRMATIVE ACTION/COMPLIANCE OFFICER 485-9504	AC 107
ALPHA GAMMA SIGMA 485-9213	SS 119
ALUMNI ASSOCIATION 485-9686	
ASSESSMENT AND TESTING 485-9469	SS 238
ASSOCIATED STUDENTS (ASCOM) 485-9390	SS 241
BOOKSTORE 485-9394	LC DOWNSTAIRS
CALWORKS 485-9605	LC 160
CHILDREN'S CENTER (PRESCHOOL) 485-9468	AC 40 DOWNSTAIRS

DIRECTOR OF CHILD DEVELOPMENT PROGRAM, LYDA BEARDSLEY 451-8811, EXT. 8222	
COUNSELING APPOINTMENTS 485-9432	SS 212
DEAN OF ENROLLMENT SERVICES, ROBERT BALESTRERI 485-9414	SS 252
DEAN OF STUDENT DEVELOPMENT AND SPECIAL SERVICES, GRETA SIEGEL 485-9619	SS 260
DIRECTOR OF FINANCIAL AID, DAVID COOK 485-9405	SS 235
DIRECTOR OF STUDENT AFFAIRS, ARNULFO CEDILLO 485-9375	SS 251
DISABLED STUDENTS PROGRAM 485-9406	LC 115
ECHO TIMES NEWSPAPER 485-9690	LC 36
EMERITUS COLLEGE 485-9368	SS 148
EMERITUS STUDENTS (ESCOM) 485-9652	SS 146
ENGLISH AS A SECOND LANGUAGE (ESL) 485-9642	HC 123
EOPS/CARE 485-9605	LC 160
FINANCIAL AID OFFICE 485-9409	SS 236
GED/BASIC SKILLS 485-9445	LC 120
HEALTH CENTER 485-9458	PORTABLE, LOT 6
HEALTH SCIENCES OFFICE 485-9319	HC 111
JOB PLACEMENT 485-9410	SS 206
LOST AND FOUND 485-9455	TB 105
MEDIA CENTER/LANGUAGE LAB 485-9645	LC 127
OUTREACH AND SCHOOL RELATIONS 485-9663	SS 232
PARKING PERMIT PURCHASE, A/R 457-8811, EXT. 7722	S 254
POLICE, CAMPUS 485-9455	TB 105
SWIMMING POOL 485-9587	PE
TRANSFER/CAREER CENTER 485-9671	SS 202
TUTORING AND LEARNING CENTER (TLC) 485-9620	LC 160
VETERANS OFFICE 487-8811 EXT. 8822	SS 254

INDIAN VALLEY CAMPUS (IVC)

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

ADMISSIONS AND RECORDS 457-8811, EXT. 8822	AS 136
ASSESSMENT AND TESTING 485-9469	KENTFIELD/SS 238
ASSOCIATED STUDENTS (EMERITUS) 457-8811, EXT. 8322	AS 140
COLLEGE OPERATIONS 884-3100 AND 884-3101	AS 108
CAREER EDUCATION OFFICE 457-8811, EXT. 8200	L1 101
CHILDREN'S CENTER (PRESCHOOL) 457-8811, EXT. 8170	CS 110
CHILD DEVELOPMENT PROGRAM OFFICES 457-8811, EXT. 8221, 8222	OH 204 & 205
COUNSELING APPOINTMENTS 485-9432	KENTFIELD/SS 212
DEAN OF WORKFORCE DEVELOPMENT, COLLEGE AND COMMUNITY PARTNERSHIPS SITE ADMINISTRATOR, NANDA SCHORSKE 457-8811, EXT. 8506	AS 135
DISABLED STUDENTS PROGRAM 485-9406	KENTFIELD/LC 115
EARLY HEAD START INFANT TODDLER CENTER 457-8811, EXT. 8171	BLDG. 12
ECHO TIMES NEWSPAPER 485-9690	KENTFIELD/LC 36
EMERITUS COLLEGE 485-9368	KENTFIELD/SS 148
FINANCIAL AID OFFICE 457-8811, EXT. 8118	AS 111
FISCAL SERVICES 884-3160	AS 100
FOOD VENDING MACHINES AND POOL	PM 189, OL 105, AS 130
HEALTH CENTER 457-8811, EXT. 8126	AS 121
JOB PLACEMENT 485-9410	KENTFIELD/SS 232
LEARNING CENTER - ENGLISH	BLDG. 17-222
LEARNING CENTER - MATH 485-8811, EXT. 8510	BLDG. 17-100
LOST AND FOUND/CAMPUS POLICE 883-3179	C3 104
POLICE, CAMPUS 883-3179	C3 104
SWIMMING POOL 883-3473 OR 457-8811 EXT. 8262	
VETERANS OFFICE 457-8811, EXT. 8822	AS 136