

Student and Special Services

NOTE: Services are offered at both campuses. Please refer to class schedule for specific locations and office hours.

Matriculation

Matriculation is the process that brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements. Matriculation enhances student access to the California Community Colleges and promotes and sustains the efforts of credit students to be successful in their educational endeavors. The goals of matriculation are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

The matriculation process is intended to ensure equal education opportunity for all Californians; ensure that students receive the educational services necessary to optimize their opportunities for success; and provide students with the information to establish realistic educational goals, and ensure that no students are excluded from receiving appropriate educational services at community colleges.

The matriculation process acknowledges responsibilities of both the College and the student:

The College agrees to:

1. Provide an admission process;
2. Provide an orientation to college programs, policies, procedures and services;
3. Pre-enrollment assessment and counseling;
4. Advisement and counseling for course selection;
5. A suitable curriculum or program of courses;
6. Continuous follow-up on student progress with referral to support services when needed;
7. And a program of institutional research and evaluation.

The student agrees to:

1. The expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment;
2. Diligence in class attendance and completion of assigned coursework;
3. And completion of course and maintenance of progress toward an educational goal according to standards established by the College and the State of California.

Students who feel that assessment, orientation, counseling or any other matriculation procedure is being applied in an inappropriate or discriminatory manner, or that their access to the College of Marin is otherwise being unfairly restricted, may contact the Dean of Student Development and Special Services.

Phone: (415) 485-9626

Counseling

College of Marin recognizes the importance of counseling and provides services for this purpose. Professional services are available both day and evening to help students establish or clarify educational goals and work out problems of a social or personal nature. Counseling services are located in the Student Services Center on both campuses.

Phone: (415) 485-9432

Academic Counseling

Information and advisement is provided to achieve a two-year degree from College of Marin. Counselors also assist students in selecting courses to meet specific transfer requirements to a four-year university or college. All students are encouraged to meet at least once each semester with a counselor to plan their courses.

Phone: (415) 485-9432

Career Counseling

Career counseling is available to students to help them develop their goals. This may include personality, ability, aptitude, and interest inventories used in conjunction with the student's academic record to develop an appropriate career choice.

Group counseling courses are presented during the semester for credit. See course descriptions under Counseling in this Catalog. Additional career resources, including EUREKA, a computerized information service, are available through the Transfer/Career Center.

Phone: (415) 485-9432

Personal Counseling

Students may also need help with personal problems that interfere with their educational progress. Counselors are available to give such help and to refer students in serious distress to private and public mental health agencies in the area.

Phone: (415) 485-9432

Transfer/Career Center

The Transfer/Career Center provides information and guidance to all students intending to transfer to a four-year college/university. Students can find resources including catalogs and informational handouts on all California and most national colleges/universities. Students can also find information on when the college/university reps will be on campus and when transfer application workshops are held. Computers are available for students who wish to use the online career and transfer resources.

No appointment is necessary.

Phone: (415) 485-9671

Outreach

College of Marin seeks to be an active participant in the efforts to aid the educational, cultural, and social conditions of the community it serves. To this end, the Office of Outreach will employ the College's educational resources to contribute to improving the quality of life and education for Marin County residents. The Office of Outreach supports the mission of the College and works to: establish partnerships with community-based organizations, facilitate educational access for targeted populations, develop events that allow the community to interface with the College, and bring educational services to the community.

Testing

The College recognizes the importance of testing and assessment in both educational planning and successful academic performance. Students and prospective students are encouraged to call the

Testing Office to obtain more information on the following services that the office provides:

1. Assessment in English and math for placement of new students.
2. English as a Second Language (ESL) placement testing in conjunction with the ESL department.
3. Vocational interest and personality inventories to students referred by career counselors.
4. Information on GED, SAT, ACT, LSAT, GMAT, MCAT, CBEST, CHSPE, and CLEP.
5. Make-up testing for credit classes with the consent of the instructor by appointment only.

Placement tests are part of the Student Success Workshops and are scheduled on a regular basis. Other tests may be arranged by appointment only.

Phone: (415) 485-9469

Reentry Services

The Reentry Services Program assists women and men who are single parents, displaced homemakers, or returning to school after a long period of time. In addition to individual academic, personal and career counseling, the Reentry Office provides information and referral services to campus and community services and offers workshops that address specific issues faced by single parents and adult students.

The Reentry Office is located in the Student Services Center on the Kentfield Campus.

Phone: (415) 485-9641

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. Special educational programs, childcare, and internship opportunities are intended to support student success and entry into the workforce.

The College's CalWORKs offices are located in the Student Services Center on the Kentfield Campus.

Phone: (415) 485-9641

High School Equivalency Preparation (GED and CHSPE)/Basic Skills

The High School Equivalency Preparation Program is a learning lab to help those who have not graduated from high school pass the General Educational Development (GED) or California High School Proficiency Examination (CHSPE). Diagnostic testing identifies strengths and weaknesses. An individual study plan focuses on the specific needs of each student. Instructor guidance through self-paced workbooks and computer programs allows students to improve skills in a stress-free environment. Practice testing assures readiness. Check the Community Education and Services schedule for current hours. There is NO FEE for the lab.

The Basic Skills Program is a learning lab for community members wishing to improve their reading, writing, or math skills. This program features open-entry, flexible scheduling, skills assessment, individual study plans and personal guidance. Check the Community Education and Services schedule for current hours. There is NO FEE for the lab.

**Phone: (415) 485-9445 for preparation information
(415) 485-9469 for official GED testing**

Disabled Students Program

This program offers support services and/or special classes to students with learning, communication, physical and psychological disabilities.

The Kentfield Campus offers Adaptive PE, 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, notetakers, readers, and interpreters, as well as liaison with instructors and other campus services and referrals to community agencies. Club events and trips also offer excellent socialization opportunities and personal support while attending school.

The Indian Valley Campus offers specialized support services to assist disabled students in meeting their educational and/or vocational goals. These services include academic, vocational and personal counseling, mobility aids and educational aids.

Adaptive PE is also offered on a limited basis. Enrollment in the Disabled Students Program requires an initial appointment.

Phone: (415) 485-9406

Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies and Resources for Education (CARE)

EOPS offers assistance to students who meet the EOPS State guidelines for eligibility. Support services include counseling, tutoring, book grants, and peer advisement.

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

Kentfield Campus (KTD)

Learning Resources Center, Room 160

Monday through Friday: 8 a.m. to 4:30 p.m.

Phone: (415) 485-9605

Tutoring Center

The Tutoring Center offers free drop-in and small group tutoring to College of Marin students in nearly all disciplines. GED/Basic Skills tutoring is also available on the Kentfield Campus.

Kentfield Campus

Learning Resources Center, Room 160.

(Call for current hours.)

Phone: (415) 485-9620

College Health Center

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, anonymous HIV testing, flu shots, physician appointments and more. Personal counseling is available through the Counseling 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 (10) days of the injury in order to be properly covered for reimbursable expenses in accordance with policy coverage.

Kentfield Campus

Dickson Hall, Room 118

See schedule for hours.

Phone: (415) 485-9458

Intercollegiate Athletic Eligibility

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/her community college during the season of sport. Of 12 credit units at least 9 shall be attempted 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 the College of Marin.

See College Health Center regarding athletic injuries.

Phone: (415) 485-9580

Student Affairs Program and Associated Students

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, 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 in 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 actually 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 curriculum and their college education, should contact the Associated Students or the Student Affairs Office. Students will find out more about the 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 Services Center

Phone: (415) 485-9376

Associated Students (ASCOM)

Phone: (415) 485-9390

Emeritus College (ASEC)

Phone: (415) 485-9652

Student Clubs

Under the sponsorship of the Associated Students (ASCOM, ASEC and ASIVC), and in coordination with Student Affairs, students may promote special interests by joining or forming student clubs on campus. With the Associated Students, 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 constitutions, 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.

College Honor Society

The Alpha Gamma Sigma and Sigma Nu Chapters at the College of Marin are affiliated with Alpha Gamma Sigma, the Honor Society of California Community Colleges. Alpha Gamma 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.

Food Service

Campus Bistro offers a variety of food selections throughout the year on the Kentfield and Indian Valley campuses. Daily selections include freshly made sandwiches, salads, soups, and hot entrees. A wide variety of beverages and snacks are also available. Vending machines are on both campuses.

See schedule for hours.

Kentfield Campus

Phone: (415) 456-7661

Indian Valley Campus

Phone: (415) 883-2211, Ext. 8331

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 and in the Student Services Center at the Kentfield Campus.

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 \$35 parking permit may be purchased for the fall or spring semester, or a daily \$1.00 (four quarters) parking permit may be purchased from the parking permit machines located in each student parking lot. Summer parking permits may be purchased for \$17.50. For the location to purchase parking permits, please refer to the class schedule. Senior citizens age 55 and over, and financial aid recipients may purchase a semester parking permit for half-price. Parking regulations are available when purchasing parking permits, or at the District Police Office.

Phone: (415) 485-9455

Disabled Parking

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

Libraries

Kentfield Campus

Learning Resources Center (upstairs)

(415) 485-9656

Hours: M-Th 8am-9pm; F 8am-4pm, Sat 10am-2pm

Indian Valley Campus

Library; (415) 883-2211, ext. 8140

Hours: As posted

The two campus libraries house substantial collections of books and periodicals. The Kentfield Campus library has over 20 computers with Internet and online Catalog capabilities. Library databases provide quick and easy electronic access to magazines, journals, and newspapers. Some materials are placed on reserve at the loan desk for students enrolled in particular courses.

Registered students may obtain a library card that entitles them to check out circulating books at either location. Coin-operated copiers are available.

To learn how to use the library, consider enrolling in Library 110, a self-paced, one-unit course on library skills. Reference librarians are on hand to assist students during most hours at the Kentfield Campus.

Students enrolled at either campus may borrow books from both libraries.

Please check our Web page for more information at <http://www.marin.cc.ca.us>.

Bookstores

The **Kentfield Campus Bookstore** is located on the ground floor of the Learning Resources Center.

Phone: (415) 485-9394

The **Indian Valley Campus Bookstore** is located near Administrative Services.

Phone: (415) 883-2211, Ext. 8123

The bookstores sell all required texts and supplies that instructors order for their classes. In addition, the bookstores also stock gift items, imprinted shirts, and art supplies.

Refund Policy

Please read refund policy in store for the most current information.

Refunds only under the following conditions:

1. Texts
 - (a) Only textbooks purchased for classes of the current semester.
 - (b) A CASH REGISTER RECEIPT IS ABSOLUTELY REQUIRED.
 - (c) 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.
 - (d) Dates will be posted in the bookstores for obtaining a refund.
2. Supplies
 - (a) Refund 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 bookstores 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 bookstores at both campuses will have hours posted.

Computer Centers

Science Computer Center

The Science Computer Center provides students with easy, open access to computers to help them with their classes in mathematics, science, and engineering. Students can use the computer to do word processing, spreadsheet analysis, simulation, graphing and programming in a variety of languages.

The center runs a network consisting of 30 stations. Students can access the World Wide Web and use CD-ROM tutorials, including six that are networked to physiology equipment.

The Science Computer Center is open daily to students enrolled in math, science, engineering and computer science. Math students are especially

encouraged to try out math tutorials and other software for graphing functions and visualizing concepts. For more information please visit our Web site at: www.marin.cc.ca.us/CompSci

Kentfield Campus

Science Center, Rooms 143 and 144

Phone: (415) 485-9540

Computer Information Systems and Business Office Systems Laboratories

The Computer Information Systems and Business Office Systems laboratories provide both IBM and Macintosh personal computers. A Windows local area network provides IBM personal computer users with access to laser printing, scanning, and a variety of application software. Macintosh personal computers also have access to laser printing, scanning and a variety of similar application software. Students enrolled in computer information systems, multimedia, business office systems, and business programs have access to the laboratory facilities, which are open daily and evenings.

Kentfield Campus

Learning Resources Center, Room 35

Phone: (415) 485-9603

Indian Valley Campus

Ohlone Cluster, Room 123 and Room 121

Multimedia Studies Laboratory

The Multimedia Studies Laboratory houses Macintosh computers. Laboratory hours for multimedia studies courses take place in this lab.

Indian Valley Campus

Ohlone Cluster, Room 103 and Room 121

Performing Arts**Dance Program**

The Dance Program offers a variety of classes at Kentfield and Indian Valley Campuses in jazz, ballet, and modern and musical theatre dance, plus choreography, improvisation and dance history. Each semester the Dance Program presents a main stage concert in the Fine Arts Theatre that gives the students an opportunity to perform in works by faculty choreographers and to work with professional guest artists. The program also offers studio concerts that provide students with a venue for their own choreography and/or performance practice. For each production students also

participate in technical aspects such as costuming and publicity. All concerts and production activities are given as College credit classes.

Phone: (415) 485-9315 (Dance Office)

Drama Program

The Drama Program stages two Fine Arts Theatre Main Stage and two Studio Theatre productions during the school year, and a production during the summer. Students receive college-level credit for participating in all aspects of the productions, including acting and the various facets of technical theatre such as sets, costumes, properties, lighting and sound. Additionally, there is a thriving Drama Club, which sponsors student productions and events as well as an active Brown Bag Theatre program which offers four student-directed, lunch-hour presentations during each semester.

Phone: (415) 485-9555 (Drama Office)

Music Program

The Music Program includes performing groups that serve the various interests and abilities of students and the community. Depending on background and interests, students are encouraged to enroll in one or more of the following ensembles: Advanced Instrumental Ensemble, Chamber Singers, College Chorus, Community Chorus, Day Band, Instrumental Jazz Ensemble, Piano Repertoire, Piano Ensemble, Symphonic Band and the Symphony Orchestra. These groups present scheduled concerts each semester, as well as performing at special occasions during the school year. Each ensemble listed in this Catalog is a college-level credit course.

Phone: (415) 485-9460 (Music Office)

Media Courses (Distance Learning)

The College offers a variety of credit courses by television, videocassette, in addition to a Web-based environment. 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 videocassettes and are available for viewing on both campuses. In addition to the videocassettes, these courses often include some scheduled on-campus meetings, readings, student assignments, and some form of evaluation.

If you have a computer, Internet connection, and sufficient on-line experience to visit various sites, you can take selected College of Marin courses online. Your ability to “surf the net” can enhance your eligibility for the increasing number of Web-based courses listed under “Distance Learning” in the credit class schedule each semester.

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. The ECHO TIMES offices are located in the Learning Resources Center, Kentfield Campus.

Phone: (415) 485-9690

Policies on Conduct and Grievances

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.

There are two important policies that all students should be aware of: 1) The Student Conduct Policy and 2) The Student Grievance Policy. These policies are briefly described below. Questions regarding these policies and procedures should be referred to the Director of Student Affairs.

Student Conduct

All members of the College community share the responsibility for preserving a quality-learning environment, which ensures that the educational process will continue uninterrupted. 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 may institute disciplinary action, following a process that guarantees students their legal rights. Guidelines on the appeal process are available from the Dean of Student Development and Special Services, or designee.

Student 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 logged by a student against another student. Such a grievance usually involves the invasion of privacy outside of a classroom situation but occurs either on campus or at a College-sponsored function.

In case of sexual harassment, the student should report the incident immediately and directly to the appropriate Dean.

Guidelines on the filing of a grievance are available from the Dean of Student Development and Special Services, or designee.

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.

Additional Phone and Office Numbers

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:

Kentfield Campus (KTD)	
Admissions and Records SS254	457-8811, ext 7722
Affirmative Action/Compliance Officer	485-9504
Alumni Association	485-9686
Assessment and Testing SS238	485-9469
Catalog Purchase - Bookstore LC downstairs	485-9394
Child Care Center AC downstairs	485-9468
Dean of Arts and Sciences (Interim) – Theo Mabry, AC 104	485-9506
Dean of Enrollment Services Pamela Mize-Kurzman, SS252	485-9417
Dean of Humanities and Instructional Technology – Bonnie Borenstein, LC 133	485-9655
Dean of Student Development and Special Services – Chris Schultz, SS260	485-9601
Director of Financial Aid, SS236	485-9405
Director of Student Affairs, SS251	485-9375
Echo Times Newspaper, LC32	485-9690
Emeritus College, SS147	485-9368
English As a Second Language (ESL) HC 123	485-9642
Financial Aid Office, SS236	485-9409
Health Sciences Office, HC 111	485-9319
Job Placement, SS232	485-9410
Lost and Found, TB1	485-9455
Media Center/Language Lab LC120	485-9645
Parking Permit Purchase – Bookstore, LC downstairs	485-9394
Police, Campus, TB1	485-9455
Swimming Pool, PE	485-9587
Tutoring Center (Tutoring/EOPS/ Basic Skills/GED), LC160	485-9605
Veterans Office	457-8811, ext. 8822

Indian Valley Campus (IVC)	
Calls to IVC from outside the IVC or Kentfield Campus, dial 415-457-8811, plus the extension	
Admissions and Records AS136	ext. 8822
Assessment and Testing KTD/SS238	485-9469
Associated Students (ASIVC), AS140	ext. 8322
Bookstore, CS100	ext. 8123
Business Services	ext. 8100 and 8101
Career Education Office, AS134	ext. 8108
Child Care Center CS105	ext. 8221, 8222 or 883-4034
Counseling Appointments, KTD/SS212	485-9432
Dean of Workforce Development and Athletics, IVC Site Administrator Lorraine Wilson, AS 135	ext. 8506
Digital Village Foundation	883-1150
Disabled Students Program, KTD/DS1	485-9406
Echo Times Newspaper, KTD/LC36	485-9690
Emeritus College, KTD/SS147	485-9368
EOPS, LI103	ext. 8120
Financial Aid Office, AS135	ext. 8118
Fiscal Services	ext. 8160
Food Vending Machines, PM189, OL105, AS130 and Pool	
Health Center, AS 121	ext. 8126
Job Placement, KTD/SS232	485-9410
Learning Center – English, LI107	ext 8326
Learning Center – Math, PM161	ext. 8510
Lost and Found/Campus Police, C-B	883-3179
Media Center and Language Lab, LI107	ext. 8203
Police, Campus, C-B	883-3179
Student Affairs, AS140	ex. 8322
Swimming Pool 883-3473 or 457-8811	ext. 8262
Tutoring Center. LI103	ext. 8120
Veterans Office, AS 136	ext. 8822