New Mission Statement

(Replaces Mission Statement as listed on page 2 on the online catalog.)

College of Marin’s mission is to provide educational opportunities for all students and community members, preparation for transfer to four-year schools and universities, workforce education, basic skills improvement, intellectual and physical development and cultural enrichment. The College is committed to responding to community needs by offering student-centered programs and services in a supportive, innovative learning environment. The College of Marin pledges educational excellence to all members of our diverse community.

In addition to the 2004-2006 College of Marin Catalog, we have published this supplement. It contains important information regarding additions, deletions, and revisions that have occurred since the publishing of the online catalog. Consult a counselor or the particular department for any clarifications.

This supplement contains instructions directing you to SEE CATALOG Page XX. These page numbers refer to the 2004-2006 online Catalog and not the Supplement. The page numbers will specify either the beginning of a revised section or the actual page.

Prepared by the Office of Instructional Management
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**Beginning August 22 and Ending December 17**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2</td>
<td>Continuing students begin registering, according to priority</td>
</tr>
<tr>
<td>May 2</td>
<td>New &amp; Returning Students begin registering for Success Workshop</td>
</tr>
<tr>
<td>May 30 &amp; July 4</td>
<td>Holidays – campuses closed</td>
</tr>
<tr>
<td>July 6</td>
<td>New &amp; Returning Students begin registering for classes. Phone 415-883-3220</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Last day to pre-enroll for classes</td>
</tr>
<tr>
<td>Aug 22</td>
<td>FALL CREDIT CLASSES BEGIN</td>
</tr>
<tr>
<td>Aug 22 - Sept 2</td>
<td>Class adds with signature of instructor</td>
</tr>
<tr>
<td>Sept 2</td>
<td>Last day to request fee refunds for full-semester classes</td>
</tr>
<tr>
<td>Sept 3 - 5</td>
<td>Holidays - campuses closed</td>
</tr>
<tr>
<td>Sept 6</td>
<td>Late-starting class registration begins. Phone 415-883-3220</td>
</tr>
<tr>
<td>Sept 12 - Oct. 31</td>
<td>File application for spring graduation</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Last day to drop full-semester class without a “W” grade. Date equivalent to 30% of term for short term classes.</td>
</tr>
<tr>
<td>Sept 23</td>
<td>Last day to request “CR/NC” grade</td>
</tr>
<tr>
<td>Nov 4</td>
<td>Midterm grades available.</td>
</tr>
<tr>
<td>Nov 11</td>
<td>Holiday – campuses closed</td>
</tr>
<tr>
<td>Nov 18</td>
<td>Last day to drop a full-semester class with a “W” grade. Date equivalent to 75% of term for short term classes.</td>
</tr>
<tr>
<td>Nov 24, 25, 26</td>
<td>Holidays – campuses closed</td>
</tr>
<tr>
<td>Dec 10</td>
<td>Last day of classes before final examinations</td>
</tr>
<tr>
<td>Dec 12 - 17</td>
<td>Final examinations</td>
</tr>
<tr>
<td>Jan 13</td>
<td>Final grades available</td>
</tr>
</tbody>
</table>

Credit Program Spring Semester 2006

**Beginning January 23 and Ending May 26**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1</td>
<td>Continuing Students register according to priority</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Success Workshop Registration begins for New &amp; Returning Students (Touch-tone and In Person)</td>
</tr>
<tr>
<td>Dec 19 – Jan 2</td>
<td>In person registration closed</td>
</tr>
<tr>
<td>Dec 24 – Jan 1</td>
<td>Winter break. Campuses closed, but touch-tone registration open</td>
</tr>
<tr>
<td>Jan. 4</td>
<td>Beginning New and Returning students register for classes. Phone 415-883-3220</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Holiday - campuses closed</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Last day to pre-enroll for classes</td>
</tr>
<tr>
<td>Jan 23</td>
<td>SPRING CREDIT CLASSES BEGIN</td>
</tr>
<tr>
<td>Jan 23 - Feb 3</td>
<td>Last day to add full-semester classes (with instructor signature)</td>
</tr>
<tr>
<td>Feb 3</td>
<td>Last day to request fee refunds for full-semester classes</td>
</tr>
<tr>
<td>Feb 3</td>
<td>Last day for Dismissed Students to file a Petition to Return</td>
</tr>
<tr>
<td>Feb 3</td>
<td>Last day to file Petition to Carry Extra Units.</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Late-starting classes registration continues on Touch-tone at 415-883-3220</td>
</tr>
<tr>
<td>Feb 6 - Mar. 31</td>
<td>File application for spring graduation</td>
</tr>
<tr>
<td>Feb 17, 18, 20</td>
<td>Holidays - campuses closed</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Last day to drop a full-semester class without a &quot;W&quot; grade. Date equivalent to 30% of term for short term classes.</td>
</tr>
<tr>
<td>Feb 24</td>
<td>Last day to request “CR/NC” grade</td>
</tr>
<tr>
<td>April 7</td>
<td>Midterm grades available at 415-883-1523.</td>
</tr>
<tr>
<td>April 9 - 15</td>
<td>Spring break. No classes.</td>
</tr>
<tr>
<td>April 28</td>
<td>Last day to drop a full-semester class with a &quot;W&quot; grade. Date equivalent to 75% of term for short term classes.</td>
</tr>
<tr>
<td>May 19</td>
<td>Last day of classes before final examinations</td>
</tr>
<tr>
<td>May 20 - 26</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 26</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 29</td>
<td>Holiday - campuses closed</td>
</tr>
<tr>
<td>June 9</td>
<td>Final grades available</td>
</tr>
</tbody>
</table>
SECTION 2
ADMISSION, REGISTRATION, ACADEMIC INFORMATION
(Please see page 13 of the online catalog.)

Revisions contained in this part of the supplement apply to Admission, Registration, Academic Information, Section 2, of the 2004-2006 College of Marin Catalog. Because of extensive revision, Section 2 is shown here in its entirety.

Admissions Information

The College Serves Students of All Ages

Anyone 18 years of age or older, with or without a high school diploma, is eligible to enroll at College of Marin.

For information concerning enrollment of students under age 18, call the Office of Admissions and Records or the Counseling Department.

Application for Admission

All new and returning students, who have not attended the last two semesters, need to complete an application for admission available from the Office of Admissions and Records.

Residence Requirements for Admission

In general, to be considered a resident for tuition purposes, a student must have lived continuously in California for one year immediately preceding the residence determination date. The student must also provide evidence (as defined by the 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. The residency determination date is the day before the semester begins. Non U.S. citizens on certain visas are not permitted to enroll in classes.

International Student Admissions

International students seeking admission must provide the following:

1. Evidence of completing the equivalent of a high school education.

2. Transcripts of all U.S. colleges/universities attended.

3. A score of 500 or higher on the Test of English as a Foreign Language (TOEFL). Students living in the San Francisco Bay Area may take the College of Marin Institutional TOEFL.

4. Documentation verifying adequate financial support for housing, food, tuition, and medical care.

5. Completed International Student Application.

6. Health Insurance Coverage. (Must pay approximately $600 per year at the time of registration.)

International students are subject to nonresident tuition of $177 per unit plus a $26 per unit enrollment fee, a $50 application fee, a $13 health fee for the Fall and Spring semesters and $10 for the Summer session and a $1 student representation fee. Fees must be paid at the time of registration. All documents must be received by the stipulated deadlines.

Prerequisites, Corequisites, and Advisories

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

Definitions

1. **Prerequisite:** A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a particular course or program. Examples of courses that may require prerequisites are:

   - Courses for which specific prerequisites have been justified by content review, the appropriate level of scrutiny and any other validation procedures required by law (Title 5, 55201 a-f);
- Sequential courses in a degree-applicable program;
- Courses requiring a prerequisite to transfer to a four-year college;
- Courses requiring preparation to protect health and safety;
- Technical or vocational courses or programs that require special preparation.

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

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

4. **Limitations to Enrollment:** Other limitations on enrollment may include:
   - Courses that require public performance or competition;
   - Blocks of courses for which enrollment is limited in order to create a cohort of students.

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

Please note: Some prerequisites may be satisfied by equivalent course work from an accredited institution other than College of Marin. Please contact a counselor at (415) 485-9432 for more information.

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

1. The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2. The prerequisite or corequisite is in violation of Title 5 regulations.
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

Students interested in challenging a prerequisite or corequisite course are advised to contact the Challenge Office at (415) 485-9431 as soon as possible for more information about the challenge procedure and the particular requirements of the course being challenged.

**PREREQUISITE/COREQUISITE CHALLENGES MUST BE INITIATED NO LATER THAN FIVE WORKING DAYS PRIOR TO THE FIRST DAY OF CLASSES EACH SEMESTER.**

**Registration Information**

**Registration Priority**

The order of priority for registration is as follows:

1. All continuing students who have completed three or more semesters in the district.
2. All continuing students who have completed two semesters in the district, concurrently enrolled Marin County high school students, those who were graduated within the past year, and EOPS students.
3. All continuing students who have completed one semester in the district.
4. All other new and returning students in the order in which applications are accepted.

Students whose Petitions to Repeat have been approved must wait until the week before semester/session begins.
Where to Register

Students may apply and register for classes at the Office of Admissions and Records at the campus most convenient, regardless of where their classes are held.

College of Marin offers registration by touchtone telephone, e-mail and fax. Detailed information is published in each issue of the Schedule of Credit Classes.

Late Registration

Students may enroll late with the instructor’s approval through the Friday of the second week of instruction or the census date for a short-term class. With instructor’s approval on a Late Enrollment Card/Petition, students may enroll after the Friday of the second week of instruction for an additional two weeks providing the student was in attendance by the Friday of the second week of instruction or two additional days after the census date for short term classes.

Student Success Workshop

In order to help students reach their educational goal, College of Marin has established the Student Success Workshop. The purpose of the workshop is to help prepare students to be successful at the College of Marin.

The workshop has three components: orientation to college programs and services; administration of placement tests in Math and English; and an individualized counseling appointment to develop an educational goal and a student education plan. The workshop lasts five hours.

After completion of the Student Success Workshop and follow-up counseling appointment, students can register for classes.

Who Needs to Attend the Student Success Workshop?

All new, returning, or transfer students are required to participate before they can register for classes unless they fall into one of the following categories:

1. Students who have completed 15 or more semester units or 22 or more quarter units at any college.
2. Students who already have an Associate in Arts (AA) or Associate in Science (AS) degree or higher.
3. Students planning to enroll in courses that require no reading, writing, or math. (A list of these classes is available from the offices of Counseling or the offices of Admissions and Records on both campuses.)
4. Students who present sufficient evidence demonstrating that their prior learning is equivalent to number 1 or 2 above.

Students who wish to request a waiver should contact the Director of Student Affairs, at (415) 485-9376. Students not required to participate are welcome and encouraged to attend. All academic counseling is based on substantial research and professional training, but is advisory in nature.

Fees (Type and Amount)

College of Marin is part of the California Community Colleges system of the State of California. Fees are established by the State Legislature.

Registration Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$26 per unit</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$13, $10 (summer)</td>
</tr>
<tr>
<td>International Student Application Fee (nonrefundable)</td>
<td>$50</td>
</tr>
<tr>
<td>Materials Fee (payable when applicable at time of registration)</td>
<td>Varies</td>
</tr>
<tr>
<td>Nonresident Tuition Fee (U.S. Citizen)</td>
<td>$171 per unit</td>
</tr>
<tr>
<td>Nonresident Tuition Fee (Non-U.S. Citizen)</td>
<td>$177 per unit</td>
</tr>
<tr>
<td>Student Representation Fee (optional)</td>
<td>$1</td>
</tr>
</tbody>
</table>

Fees for Other Services

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Assessment Administration Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Credit By Examination</td>
<td>$26 per unit</td>
</tr>
<tr>
<td>Document/Verification Fee</td>
<td>$6</td>
</tr>
<tr>
<td>GED Test Administration</td>
<td>$85</td>
</tr>
<tr>
<td>GED Retest Fee (per test)</td>
<td>$10</td>
</tr>
<tr>
<td>Library Replacement Fee</td>
<td>$2</td>
</tr>
<tr>
<td>Parking Fee Per Semester</td>
<td>$50/Semester, $3 per day</td>
</tr>
<tr>
<td>Refund Processing Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Replacement Program Slip</td>
<td>$1</td>
</tr>
<tr>
<td>Returned Check/Declined</td>
<td>$15</td>
</tr>
<tr>
<td>VISA/MasterCard Fee</td>
<td></td>
</tr>
</tbody>
</table>
Rush Transcript Fee (next workday)  $15
Service Fee (for processing refunds and deferred fees for dropped classes)  $10
Service Fee for refund of Nonresident Tuition  $50
Transcript Fee (first 2 copies ever ordered are free)  $6

In addition to the above, students must purchase their own books and supplies. Interest at the rate of 7 percent may be charged on all delinquent deferred fees beginning the second week of classes.

All fees are nonrefundable and subject to change without notice except as indicated below. Payments may be made by check or MC/VISA credit card or MC/VISA debit card. Payments over $500 must be paid by cash, cashier’s check, or MC/VISA credit card.

**Outstanding Debt**

Grades, transcripts, diplomas and certificates will not be released until the student has paid all outstanding debts to the College.

**Refunds**

Refunds of Enrollment and Health Fees will be granted for full-semester classes dropped through Friday of the second week of the semester. Refund Requests for short-term classes will be granted if the class is dropped before completion of 10 percent of the class. A listing of short-term refund deadlines is printed in each schedule. Provided that no materials have been used, refund of Materials Fees will be granted through Friday of the second week of classes or, for short-term classes, before completion of 10 percent of the class. Refund Request Forms must be filed in the Office of Admissions and Records not later than Friday of the second week of classes or, for Summer Session and short term classes, before completion of 10 percent of the class. There are no “hardship” considerations in the law.

Pursuant to state law, students will be responsible for all fees unless the student files a Drop Card and Refund Request Form by the deadline.

**Please note:** Students who drop and add a class will be charged for the add beginning the third week of the term, or after the refund deadline.

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. For closed or canceled classes, Refund Request Forms must be received in the Office of Admissions and Records not later than Friday of the second week of classes or one week after the course has been canceled. Please allow approximately eight weeks for refund processing.

Nonresident tuition refunds are granted as follows:

1. 100% refund through the second week

The College cannot give refunds after the second week of instruction. Summer refunds of nonresident tuition will be 100 percent through the first week. No refunds will be granted after the semester is over. Refunds for short-term classes will be prorated accordingly. A $50 Service Fee will be deducted from all nonresident tuition refunds.

**Enrollment Fee Waivers**

**Board of Governors**

The California Community Colleges Board of Governors provides a waiver of enrollment and health fees for students who meet the State of California residency requirement and one or more of the following criteria:

1. Student or student’s family receives AFDC, SSI or General Assistance benefits.

2. 2003 income was below the following limits (includes taxable and nontaxable income)

   - Family size = 1/income under $13,470.
   - Family size = 2/income under $18,180.
   - Add $4,710 for each additional dependent.


   Note: The above information is subject to change in the event of new state regulations.

**Financial Aid**

College of Marin offers student financial aid assistance to all students who qualify on the basis of financial need. Eligible students receive funds in the form of grants, scholarships, loans and/or work-study programs.
Eligibility

To be eligible for federal financial aid programs, a student must:

1. Be a U.S. citizen, permanent resident, or eligible noncitizen.

2. Be in compliance with U.S. Selective Service registration regulations.

3. Have a high school diploma, GED certificate, or state equivalency credential, or pass the required Ability to Benefit test.

4. Be enrolled in a program leading to a degree, certificate or transfer to a four-year college or university.

5. Maintain satisfactory academic progress according to the policies of the Office of Admissions and Records and the Financial Aid Office.

Determination of Need

Generally, financial need is determined by calculating the difference between a student’s resources and expected expenses. For students who do not meet the criteria to be considered independent, parents’ income and assets are included in the calculation of resources. Students with exceptional circumstances should consult with the Financial Aid Office.

Need Equals Expenses Minus Resources

EXPENSES include tuition, books, fees, and standard allowances for transportation, rent, food and some other living expenses. (Standard student budget amounts are available from the Financial Aid Office.)

RESOURCES are defined as expected contributions from income and assets as calculated by the federal need analysis formula.

Application Procedure

The application form is the Free Application for Federal Student Aid (FAFSA) and is available from the Financial Aid Office and high school guidance offices. Follow the directions carefully. The Financial Aid Office often requires additional documents to verify or explain the information submitted on the FAFSA form. When a student’s file is complete, it is reviewed for eligibility for financial aid programs and an award letter is sent to the student.

Application forms are available in January for the following fall and spring semesters and must be submitted by March 1 for the following programs for priority consideration.

1. College of Marin Foundation, scholarship application.

2. Cal Grant A, B and C.

3. Priority filing deadline for students transferring to four-year colleges and universities.


Available Programs

Federal Grants

1. Pell Grants: Pell Grant eligibility is based on the Student Aid Report (SAR) the student receives after filing the FAFSA form. Grants range from $200 - $2025 per semester and are prorated according to the number of credits in which the student is enrolled. (Amounts are subject to changes in federal legislation.)

2. Supplemental Education Opportunity Grant (SEOG): SEOG grants are awarded to Pell Grant recipients with the least amount of financial resources. Grants are generally $300 per semester.

State Grants

1. Extended Opportunity Programs & Services (EOPS) Grants: The EOPS Office offers book grants to qualified students. Students must be full-time and qualify for a BOGW-A or a BOGW-B fee waiver. Information on other criteria can be obtained from the EOPS Office.

2. Board of Governors’ Waiver (BOGW): The State of California provides waivers of tuition for students who are recipients of SSI, General Relief or TANF, or meet certain income criteria or qualify on the basis of financial need. (See Enrollment Fee Waivers.)

3. Cal Grants: The State of California provides grants ranging from $300 - $700 per semester for students who qualify. Cal Grant B provides
funds to exceptionally needy students. Cal Grant C provides funds to students in certificate vocational programs. Cal Grant A is designed for students who intend to transfer and will cover a portion of tuition and fees once the student transfers to a four-year college or university.

Community Grants

Marin Education Fund Grants (MEF): The Buck Trust established the Marin Education Fund to provide funds for the education of Marin County residents. Grants ranging from $400 - $3000 are awarded to students who meet the Foundation’s county residency requirements and financial need criteria. The MEF application form must be filed by March 1 to be considered for the following fall and spring semesters.

Employment

1. College Work-Study Program: Federally funded part-time jobs are available on campus and off campus for students who have financial need and are awarded a work-study job. Available jobs are posted at the Financial Aid Office. Salaries range according to the requirements of the position.

2. Student Employment: The College Job Placement Office maintains up-to-date listings of jobs within the community. Many jobs are career-related and provide students with excellent work experience. Salaries are determined by the employer.

Student Loans

1. Emergency Loans: The College of Marin Foundation and the Associated Students of the College of Marin provide Emergency Loan funds. This program provides 30-day loans of up to $100. Preference is given to students who have applied for financial aid.

2. Federal Stafford Subsidized Loans (formerly Guaranteed Student Loans) provide deferred-payment, low-interest loans for qualified students. Principal and interest are deferred until six months after the student is no longer enrolled at least half time. Students must apply for financial aid and qualify on the basis of financial need. Federal Unsubsidized Stafford Loans provide low-interest loans for students who do not meet financial need criteria for Federal Stafford Loans. Principle is deferred during enrollment as at least a half-time student. Interest begins accruing when loan is borrowed. Students interested in federal student loans must make a loan counseling appointment with the Financial Aid Office.

Veterans or Dependents of Disabled/Deceased Veterans Educational Benefits

Educational Benefits

The VA toll-free number is 1(800) 827-1000.

College of Marin is approved as an educational facility for veterans and their dependents. Eligible veterans and their dependents are certified by the Designated School Official after the student has completed and returned the "Veteran Application Packet" (available from the Office of Admissions and Records) and has met with the designated College veteran’s counselor.

Dependent of Veterans College Fee Waiver Program (32320)

The State of California offers a "College Fee Waiver Program" to children and dependents of service-connected disabled or service-related deceased veterans. This program is administered by the California Department of Veterans Affairs (listed in the Government section of the telephone book under County Government Offices).

Scholarships

In May, students with outstanding academic records and financial need are awarded scholarships from the College of Marin Foundation and from an increasing number of community groups. Applications are available in January with a deadline of March 1 and are awarded each year in May.

A free computerized scholarship search program is available online at www.FastWeb.com.

The Financial Aid Office maintains information about other scholarship opportunities and helps students make proper and timely applications for such funds. Students should inform their counselors of possible financial need and review bulletin boards for notices of scholarship announcements.

Phone: (415) 485-9409
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 governments and before offices and agencies of the state and federal governments. Students have the right to refuse to pay the fee for religious, political, moral or financial reasons. A written statement to this effect must be presented to Admissions and Records staff at the time of registration.

Tax Credit

In accordance with federal tax credit legislation, College of Marin will mail a verification 1098T form at the end of January to each student registered at least half time on census day and who has paid their registration fees.

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

If you are entitled to this deduction, it is important that the College have your current address. If you have moved, you need to complete a green change form with the Office of Admissions and Records.

The social security numbers of students who have chosen an assigned identification number will not be printed on the 1098T. If you wish to change from an assigned identification number to your social security number, you may also do this by completing the green change form with the Office of Admissions and Records.

Military Fee Exemption

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

Procedure for the First Class Meeting

1. Attend classes beginning the first week of the semester (unless otherwise stated in the schedule). Nonattendance does not constitute an automatic drop; refer to Adding and Dropping. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting.

2. Students who do not wish to continue in a class must file a Drop Card, in person, with the Office of Admissions and Records to avoid a penalty grade. Please note refund deadline.

3. Students who did not preregister for classes may attend the class of their choice to see if space is available. Instructors may admit these students by issuing a signed Enrollment Card, which must be filed with the Office of Admissions and Records during the first two weeks of a regular semester.

Adding and Dropping Classes

Students may add a class by completing an Enrollment Card and filing it in person with the Office of Admissions and Records. Students need to have the Enrollment Card signed by the instructor after the class begins. Students may also add full semester classes before the semester starts by calling touch-tone registration at (415) 883-3220. For late-starting classes students may add by touch-tone beginning the third week of the semester until the business day before the class begins. Students may drop a class until the drop deadline by completing a Drop Card and filing it in person with the Office of Admissions and Records.

Nonattendance does not constitute an automatic drop. If you cannot attend the first class meeting, you may ask if your place can be held in the class by contacting the instructor prior to the first class meeting.

Please note that messages are retained in our phone system for thirty days and instructors are generally not on campus between sessions.

For classes dropped through 30 percent of the term, no course information or grade will appear on the student's record. Course information and a "W" grade will be placed on the permanent record for classes dropped between 30 percent of the term through the day which marks completion of 75 percent of the term. Courses may not be dropped after this 75 percent of the term deadline.

Instructors may drop students who have not been attending classes regularly by submitting a Drop Card or by assigning an Instructor Withdrawal at midterm. Students dropped after the first drop deadline will receive a "W" grade at end of term. It is, however, the student's responsibility to complete a Drop Card with the Office of Admissions and Records for any class the student does not wish to continue.
Unit Load

Students may not enroll in more than 18 units for fall or spring or 7 units (2 classes) for summer. Students who wish more units must submit a Petition to Carry Extra Units not later than Friday of the second week of the semester. College Credit Program (CCP) students may enroll in a maximum of 11.5 units in fall and spring and 5 units in the summer.

Classes with Time Conflicts

Students may not register for courses taught at conflicting times.

Outstanding Fee

Students who have outstanding fees at the College will be precluded from registering until all fees are paid. All students except students with Financial Aid fee waivers must pay all fees at the time of registration.

Academic Information

Attendance

Regular attendance is necessary for satisfactory progress in college. Failure to attend regularly may result in a failing grade. Students who are late in attending the first class meeting may lose their place to another student on the waiting list. For any absence, the student must make up all work missed. Such work must be completed to the satisfaction of the instructor. It is the student's responsibility to check on all assignments. Students may be dropped from classes as a result of excessive absences.

Nonattendance does not constitute a drop. Students must submit a drop card for any class they do not wish to continue.

Units of Credit

The conventional measurement of college work is called a unit. It represents one lecture hour per week for one semester (together with two hours of preparation outside class) or three hours of laboratory work per week for one semester.

Full-time students are enrolled in at least 12 units in the spring and fall and 4 units in the summer.

Courses Used for High School Credit

College-level course work that students have elected to use for high school credit will be counted, when applicable, toward the degree or certificate requirements and will be given as both high school and college credit.

Grading Symbols, Definitions and Grade Points

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (at least satisfactory -- C grade; units awarded, but not used to calculate GPA)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (less than satisfactory or failing, used to determine progress probation and dismissal, but not to calculate GPA)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (used to determine progress probation and dismissal, but not to calculate GPA)</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress (not used to determine progress probation or dismissal nor to calculate GPA)</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed (not used to determine progress probation or dismissal nor to calculate GPA)</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal (used to determine progress probation and dismissal but not to calculate GPA)</td>
</tr>
</tbody>
</table>

Grade points

Each letter grade has the following point assignment for each unit, A=4, B=3, C=2, D=1, F=0.

Grade Point Average (GPA)

Divide the total grade points earned by the number of units attempted. Do not include I, IP, W, CR or NC.

Nonprogress Grades (NPG)

Grades of I, NC, and W.

Consecutive Semesters

Semesters shall be considered consecutive based on a student's enrollment pattern.
Probation

A warning that a student's grades do not meet acceptable standards.

Dismissal

A student is not allowed to continue at the College unless the student receives special permission from the Academic Standards Committee.

Midterm Grade

Midterm grades are available for students by touch-tone phone (check calendar).

Final Grade

Enrollment, evaluation and credit for courses shall be entered on a student's official academic record in accordance with College policy and state law. Final grades are only available to students by touch-tone phone (check calendar).

Credit/No Credit Option

Credit/No Credit grading encourages students to take a wider variety of courses and to extend their intellectual horizons without jeopardizing their grade point average.

A student who selects the Credit/No Credit option, in those courses which permit a student to be evaluated either on a Credit/No Credit or a letter-grade basis, needs approval from the instructor no later than the last day of the fifth week of instruction for a semester-length course or, for a short-term course, no later than the day which marks completion of 30 percent of the term.

Incomplete Grades

An Incomplete grade may be assigned to a student who cannot complete all academic work because of a justifiable emergency or unforeseeable reason at the end of the semester. The decision to give an Incomplete rests solely with the instructor. A student who receives an Incomplete grade needs to make arrangements with the instructor and must make up the work by the last day of final examinations in the following semester. In extenuating circumstances, and with the instructor's approval, the student may petition for an extension of not more than one additional semester.

The instructor for the class shall submit a form to the Office of Admissions and Records, with a copy to be mailed to the student, stating the conditions for completing the work and the final grade to be assigned if the work is not completed. The instructor shall submit a change of grade form when the work is completed. If the “I” is not removed by the end of the subsequent semester and no extension has been granted, it shall be changed to the grade originally assigned by the instructor.

In Progress Grades

The “IP” symbol is used when a class is open-entry or extends beyond the normal end of an academic term. “IP” indicates that work is “in progress.” The “IP” symbol shall remain on the student's permanent record. The following semester, the appropriate grade and unit credit shall be assigned by the instructor when the course is completed. An “IP” shall be recorded only once for any given class. It shall not be used in calculating grade point average or determining progress probation. The instructor shall submit an “IP” form that includes a final grade to be posted if the student fails to re-enroll. A student who receives an “IP” must re-enroll for the course the subsequent semester and complete the required work to achieve a grade. If the student does not re-enroll in the next regular semester, the student shall receive the grade submitted on the “IP” form. Students will be charged an enrollment fee when they re-enroll.

Report Delayed Grade

The “RD” symbol may be assigned only by the Office of Admissions and Records and is used when there is a delay by the faculty member in reporting the grade of a student. “RD” shall be a temporary notation to be replaced by a permanent symbol as soon as possible. It shall not be used in calculating grade point average or determining progress probation/dismissal.

Withdrawal

Students may withdraw from classes through the day that marks the completion of 75 percent of the course. Students who do not withdraw by this date will be assigned a grade, other than “W”, by the instructor. It is the student’s responsibility to withdraw officially from a class. Students should not assume that they will be automatically withdrawn by an instructor.

Students who withdraw before completion of 30 percent of the course shall have no notation made on their permanent records.
Students who withdraw between 30 percent of the course and 75 percent of the course shall have a "W" recorded on their permanent records.

In extenuating circumstances such as illness, accident or other events outside of the student’s control, the student may petition the Academic Standards Committee for a "W" grade after completion of 75 percent of the course. After consultation with the appropriate faculty member, the Committee may authorize withdrawal with a "W" grade. Should the Committee deny the petition, the determination of the student’s grade by the instructor shall be final. Once a faculty member has submitted a grade, a "W" cannot be assigned. Section 55760 of Title 5 of the California Code of Regulations states that an instructor’s grade is final in the absence of mistake, bad faith or incompetency.

Successfully Completed
Successful completion of a course is defined as receiving a grade of CR (Credit), C or better.

Military Withdrawal
Upon verification that a student was a member of an active or reserve military service unit who received orders compelling a withdrawal from courses, withdrawal with no "W" grade will be allowed. Upon petition by the affected student, a refund of the entire enrollment/health fee will be authorized.

Repetition of Courses for Line Out
Students may repeat any nonrepeatable course taken at College of Marin for which a substandard grade of "D", "F", or "NC" has been recorded one time. Upon successful repetition of the course, the student may request that the substandard grade of "D", "F" or "NC" be lined out. The lower grade and units completed shall not be computed in the student's grade point average or nonprogress grade percentage. A "W" grade may not be lined out. Equivalent coursework completed at other accredited colleges and universities may be accepted when approved by the appropriate department chair and the student has successfully completed 12 units at College of Marin. A student with 2 substandard grades in a non-repeatable class may not, however, line them out with work successfully completed at another college.

Repeatable Courses
Certain courses, as defined in the college catalog may be taken more than once. Students may enroll up to the maximum number of times allowed but no course may be taken more than four times. Consult the catalog to determine which courses are designated as repeatable.

Additional repetitions of DSPS courses designed for students with disabilities, such as Adaptive PE and Study Skills classes, will be based on measurable progress determined by the DSPS staff. No Petition to Repeat is necessary for DSPS courses. Students should contact the Disabled Students Program & Services for more information.

Non-Repeatable Courses
1) A student may repeat any non-repeatable course taken at the College of Marin for which a substandard grade of "D", "F", or "NC" has been recorded on time. Upon successful repetition of the course, the student may file a petition to have the original substandard grade lined out. (See Course Lineout Policy for specific requirements.)

2) A course may not be designated as repeatable unless the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience for one of the following reasons:
   a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods.
   b) Active participatory experience in individual study or group assignments are the basic means by which learning objectives are obtained.

3) A student may not register for or be placed on a waiting list of a non-repeatable course for more than one section of the same course per semester.

4) A student may petition to repeat a non-repeatable course based on one of the following circumstances listed below:
   a) Two semesters with a substandard grade of "D", "F", or "NC" was due at least in part to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the students. If approved, the student must wait until one week before the semester/session begins to register for the course. In addition, the grade received will not be calculated into the student's grade point average, and the student will not receive credit for that enrollment. The grade and units on the student's transcript will be annotated accordingly.
b) Two years or more must have elapsed since successfully completing the course with a C, CR or better grade. If approved, the student must wait until one week before the semester/session begins to register for the course. In addition, the grade received will not be calculated into the student's grade point average, and the student will not receive credit for that enrollment. The grade and units on the student's transcript will be annotated accordingly.

c) The course is needed to meet a legally mandated training requirement as a condition of continued employment (paid or volunteer). A verification letter is required at the time of registration.

d) A student has already enrolled twice in a non-repeatable course but has a documented disability verified by the DSPS counselor and has been making measurable progress.

5) A student who has received the symbol "W" after withdrawing from a course may re-enroll in the course without a petition. After receiving 4 "W" grades in a given course, a student may not enroll in that course again.

6) Courses granted Academic Renewal will not be included for course repetition limits. (See Academic Renewal Policy for specific requirements.)

Basic Skills Classes

Students are limited to 30 units of remedial Basic Skills classes (remedial English and Math) – courses numbered 100 or lower (there is no 30 unit limit for ESL classes). Once a student has reached the 30-unit limit the student can't register for any credit classes at College of Marin. If the student can demonstrate ability to successfully complete college-level work, the student can petition to take further credit classes. Students with documented functional limitations associated with learning-related disabilities, who have shown significant measurable progress toward appropriate skill development in Basic Skills classes, may receive approval for additional enrollments but will be limited to a specific period of time or number of units. Students should contact the Disabled Students Program for more information. If the student can demonstrate ability to successfully complete college-level work, the student can petition to take further credit classes.

Academic Renewal

Students who have successfully completed 12 units at College of Marin may petition for Academic Renewal. Academic Renewal provides students with an opportunity to reverse the negative impact of past academic failures at College of Marin. Students may petition the Academic Standards Committee for a review of their academic record. Students can request line out of up to three semesters of substandard coursework in accordance with Section 55764 of title V. Academic Renewal is not automatic. The following criteria will be used in the Committee's determination:

1. One year must have elapsed subsequent to the semesters to be renewed.

2. Students shall present evidence that the substandard work does not reflect the student’s academic abilities. Work from other colleges with recognized accreditation will be considered.

3. Students must have completed a minimum of 12 units with a GPA of 3.0 or 24 units with a GPA of 2.0 subsequent to the semesters requested for renewal. The student’s most recent semesters utilized to demonstrate that the substandard work is not a reflection of the student’s ability must not include “D,” “F,” “I,” or “NC” grades. (Semesters with lined out D, F & NC grades do not count towards Academic Renewal.

4. Course work granted Academic Renewal status may be counted, when appropriate, toward fulfillment of prerequisites.

5. All course work granted Academic Renewal status shall not be computed in the student’s grade point average or nonprogress grade percentage, and this shall be noted on the student’s permanent record; all work shall remain legible to assure a true and complete academic history.

6. In computing grade point average toward honors at graduation, all work, including semesters designated as Academic Renewal, shall be included.

7. Course work with grades of "C" (CR) or higher will be retained on the record for the semester granted Academic Renewal status.

8. Academic Renewal may only be granted once.
Grade Changes

Changes of grade will only be made due to an error, or in accordance with Title V regulations. When an error has been made, the erroneous grade will be obliterated. No grade change will be made more than four years after the original grade was issued.

Credit by Examination

The requirements for Credit by Examination shall be determined by the department being challenged. There will be a 12-unit limitation per department on the total number of units to be earned by examination, subject to the conditions outlined below:

1. A student must submit a Petition for Credit By Examination, with the instructor’s approval, to the Office of Admissions and Records.

2. Re-examination for credit in a given course will not be allowed.

3. The student may be graded on a Credit/No Credit or letter-graded basis as determined by the instructor. The grade earned shall be binding and become a permanent part of the student’s academic record and will appear with a “Credit By Examination” annotation indicating the grade has been earned through Credit by Examination.

4. If the student fails the examination, the student may re-enroll in the course by Census Date, with the consent of the instructor, or the student may drop the class according to official drop deadlines.

5. The course being challenged must be offered in the semester in which the examination is being taken.

6. The student will be eligible for Credit by Examination after completing 12 units at the College of Marin.

7. Courses completed through Credit by Examination shall not be used toward the 12-unit residency requirement for the Associate Degree or Certificate.

The student’s grade shall be reported by the instructor on the final scanner at the end of the term. Students may not apply these courses toward part or full-time status to receive financial aid, veterans’ benefits and other student verification.

Forged/Altered College of Marin Transcripts

“Furnishing false information, forgery, falsification, alteration or misuse of college documents, records, or identification” is a violation of college policy. When it comes to the attention of college personnel that a forged or altered College of Marin transcript has been submitted to a third party, a hold will be immediately placed on that academic record, if an actual record exists. An attempt will be made to contact, by phone or mail, the individual whose name appears on the forged or altered transcript requiring that individual to meet with the Dean of Enrollment Services, Development & Special Programs/designee within 10 days. If the Dean of Enrollment Services, Development & Special Programs/designee determines, after investigation, that the individual whose name appears on the forged or altered transcript is responsible for preparing/submitting same, the individual will be barred from attending any future credit classes at College of Marin. An appeal of the decision to permanently bar the student from attending any future credit classes may be made in writing to the Academic Standards Committee within 10 days of the decision of the Dean of Enrollment Services, Development & Special Programs/designee. In the event there is no approval of the Academic Standards Committee upholds the determination of the Dean of Enrollment Services, Development & Special Programs/designee, the Academic Standards Committee will then recommend a permanent bar from attending credit classes at the College of Marin to the Board of Trustees. The individual will be notified at the last known address, if available, of the decision to bar attendance.

Further, an annotation will be placed on the student’s actual academic record, if any, stating, “Not to be Released to Student.” In addition, when the individual has actually taken classes at College of Marin, future release of a transcript will be at the sole discretion of the Dean of Enrollment Services, Development & Special Programs/designee. No transcripts will be released directly to the student.

The college reserves the right to take all appropriate legal action.

Forged Signatures

Students who are determined to have filed an official form with a forged faculty member’s signature will be
subject to disciplinary action including but not limited to at least one full regular semester of nonattendance. The College reserves the right to also take appropriate legal action.

Standards for Probation

A student who has enrolled in at least 12 units or two semesters and has a cumulative GPA of less than 2.0 will be subject to probation. A student who has enrolled in at least 12 units or two semesters and has a cumulative NPG of 50 percent or more will be subject to probation.

Students who were dismissed or on probation at their last school of attendance will enter College of Marin on a probationary status.

Standards During a Semester of Probation

Academic: A student who does not have at least a 2.0 semester GPA during a semester of academic probation (including summer) will be dismissed.

Progress: A student who has a 50 percent or more semester NPG during a semester of progress probation (including summer) will be dismissed.

All probationary students are required to meet with a counselor and complete or update a Student Educational Plan.

Probationary students may not register in more than 12 units for fall or spring (4 units or 1 course for summer) unless the student provides evidence that the student is graduating or transferring at the end of the semester. In such instances, 3 additional units may be approved. (The only other exception may be made for study skills and other counseling classes designed to help the student succeed.)

Standards for Dismissal

Academic: A student who has less than a cumulative GPA of 1.75 in three consecutive semesters (not including summer) will be dismissed. A student who does not have at least a 2.0 semester GPA during a semester of probation will be dismissed.

Progress: A student who has 50 percent or more NPG in three consecutive semesters (not including summer) will be dismissed. A student who has a 50 percent or more semester NPG during a semester of progress probation will be dismissed.

Readmission after Dismissal

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

a) File a Petition to Return not later than the second week of the semester. (Forms available in the Office of Admissions and Records). Students who fail to petition by this time or fail to show for their appointments will be denied and dropped from their classes.

b) Students seeking re-admission must meet with a counselor and complete or update a Student Educational Plan (SEP) and submit the SEP with their Petition to Return to the Academic Standards Committee.

c) Students seeking readmission may be required to make an appointment with the Academic Standards Committee and, if approved, will be admitted on probation.

d) 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.) Enrollment limits may not be appealed beyond the Academic Standards Committee.

e) Students who are readmitted must maintain at least a “C” grade at midterm or they will be dropped from the class. Within 5 days of notification, students who are dropped but wish to stay enrolled may provide the Academic Standards Committee with a letter from the instructor verifying that the student is likely to succeed in the class.

f) Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services, Development & Special Programs.

Right to Appeal

A student subject to dismissal has the right to appeal for readmission to the College’s Academic Standards Committee. Students who are readmitted on the basis of an exception shall re-enter on probation.
Any student who has been dismissed two or more times for either poor academic performance or lack of academic progress within four years shall not be permitted to return except with the recommendation of the Academic Standards Committee and the approval of the Dean of Enrollment Services, Development & Special Programs.

Examinations

Final examinations are held at fixed times. Instructors are not to give examinations in advance of the regular schedule. Any student who is needlessly absent from any examination held at any time during a semester thereby forfeits any right to make up the work by re-examination. If a student is unable to be present at an examination at the scheduled time due to illness or some other unavoidable reason, then the student may be permitted to take the examination at a later date by arrangement with the instructor. The examination must be made up by the last day of final examinations the following semester.

Honor List

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

Military Credit

Students who have completed at least one year of active military service may submit a copy of their DD214 showing an honorable discharge and receive 5 units of PE. These units will appear in the memoranda section of the grade record. Students must have completed 12 units at College of Marin to be eligible.

Advanced Placement (APT)

Please note that the APT scores for purposes of transfer, specifically the IGETC, differ from those used toward College of Marin degree programs.

English: Students with an APT score of 3 or an SAT score of 600 or more, will be eligible for English 150. After completing successfully 12 units at College of Marin, students with a score of 4 or 5 may petition for English 150 credit.

Chemistry: Students with an APT score of 3 or more will be eligible for Chemistry 115 and Chemistry 131.

Students with an APT score of 4 or more will be eligible for Chemistry 132, 132E, and 199. Students with an APT score of 5 or more will be eligible for Chemistry 215 and 231. After successfully completing 12 units at College of Marin, students with an APT score of 3 may file a student petition for 5 units of Chemistry 114. Students with an APT score of 4 may file a student petition for 5 units of Chemistry 131. Students with an APT score of 5 may file a student petition for 10 units of Chemistry 131/132.

History: Students with APT scores of 3 or higher may file a petition for credit for History 117 and 118 (6 units) after successfully completing 12 units at College of Marin.

Math: Students with an APT score of 3 on the AB test will be placed in either Math 123 or Math 124. Students with an APT score of 4 on the AB test will be placed in Math 124; students with an APT score of 5 on the AB test will be placed in either Math 124 or Math 223. After successfully completing 12 or more units at College of Marin, students with an APT score of 4 on the AB test may file a student petition to receive 5 units of Math 123. Students with an APT score of 2 on the BC test will be placed in Math 124; students with an APT score of 3, 4 or 5 on the BC test will be placed in either Math 223 and/or 116. After successfully completing 12 or more units at College of Marin, students with an APT score of 3, 4 or 5 on the BC test may file a student petition to receive 5 units of Math 123. Students with a score of 5 on the BC test may also file a petition to receive 5 units of Math 124.

Except as outlined above, units attained from Advanced Placement examinations may be used for general education and elective credit only and not for Major course requirements.

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
<th>Placement</th>
<th>Course Credit (Units)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>3</td>
<td>123 or 124</td>
<td>None</td>
</tr>
<tr>
<td>AB</td>
<td>4</td>
<td>124</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>AB</td>
<td>5</td>
<td>124 or 223</td>
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<tr>
<td>BC</td>
<td>2</td>
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<td>123 (5 units)</td>
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<tr>
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<td>4</td>
<td>223 and/or 116</td>
<td>123 (5 units)</td>
</tr>
<tr>
<td>BC</td>
<td>3, 4 or 5</td>
<td>223 and/or 116</td>
<td>123 (5 units) and 124 (5 units)</td>
</tr>
</tbody>
</table>
CLEP

After completing 12 units at College of Marin, a student may file a petition for 6 units of credit with a minimum score of 500 on each of the CLEP examinations in the areas of Social Science, History, and Natural Science. The maximum number of CLEP units that can be awarded is 18.

The English Department does not award CLEP units in English or Humanities to students; however, students will be eligible for English 150 if they score as follows:

540 or more on the CLEP General Examination in English composition, essay version - 55 or more on the CLEP Subject Examination in Freshman College Composition, essay version.

Except as outlined above, units attained from CLEP examinations may be used for general education and elective credit only and not for Major course requirements.

Early Childhood Education

After completion of 12 units at College of Marin, students with a grade of “B” or higher in Marin County Office of Education, R.O.P. Early Childhood Occupation Program, may either petition for credit or a waiver of ECE 100 and ECE 105.

Business and Information Systems

The following criteria must be met in order for a student to receive advanced placement (a waiver of BOS 114, 115, or 120ABC; CIS 105, 116, 118, or 140; MMST 111) in the Business and Information Systems Department or the student may petition for credit by examination. The student shall complete articulated high school courses in the Computer Information Systems Program at San Rafael, Novato, or Tamalpais District High Schools with a grade of "B" or higher. Credit by examination requires that the student complete 12 units at College of Marin.

Tamalpais District Articulation

Students who successfully complete 12 units at the College of Marin will be eligible to receive credit by submitting a Petition for Credit by Examination as follows:

**Accounting.** One year of high school accounting with a grade of “B” or higher = 3 units of Applied Accounting at College of Marin.

**Business Math.** One year of high school business math with a grade of “B” or higher = 3 units of Business Math at College of Marin.

**Computer Literacy/Word Processing.** One semester of high school computer literacy with a grade of “B” or higher = 1 unit of Keyboarding for Computers at College of Marin.

An official transcript may also be used to waive any of the above courses required for a degree or certificate.

Administration of Justice

After completion of 12 units at College of Marin, students who have completed P.O.S.T. Basic Academy may petition for 6-12 units of Basic Academy Credit (200 hours = 6 units, 400 hours = 8 units, 560 hours = 10 units and 800 hours = 12 units).

Students may transfer credits for other police academy work only if the academy is fully accredited (as listed in the ACCRAO Guide) or if another fully accredited college or university has granted credit for the work. Courses must closely parallel those in the Major requirements to be substituted.

Automotive Technology

After successful completion of 12 units at College of Marin, students may request a waiver of Auto 110 by providing verification, on a Student Petition, of completion of 1 year of Auto Shop with a "B" or better grade in a course meeting ATTS standards in the Marin County High School ROP program. Upon completion of 2 years of Auto Shop with a "B" or better grade in a course meeting ATTS standards, a student can receive a waiver of Auto 111 by providing verification on a student petition (includes San Rafael High School, Terra Linda High School, Tamalpais High School, San Marin High School and Novato High School).
Directed Study

Directed Study is learning undertaken by a student enrolled in a course without the immediate presence of the assigned instructor. A passing grade will be assigned upon satisfactory completion of prescribed objectives. An Application for Directed Study Form must be completed and signed by the student and the full-time faculty member credentialed in the requested discipline. Students must submit completed signed forms with their Enrollment Cards prior to the census date. The completed form must contain the following:

1. Goals and methodology of the course.
2. The number of units and hours of study required.
3. The arrangement for consultation with the faculty member.
5. The College facilities required.

Students are limited to 4 enrollments of Directed Study per discipline (maximum of 12 units).

Transcripts

A student desiring to transfer to another school should complete a Transcript Request Form with the Office of Admissions and Records. Students may request two free transcripts of their records. After the first two, there will be a fee of $5 per copy. Transcripts to other colleges may now be ordered by Fax (415) 884-0429. Please allow 20 working days for processing. Priority service (next working day) is available for $15 per copy. College of Marin does not issue unofficial transcripts.

Student Petitions

Appeals and grievances in the following areas should be submitted on a Student Petition: Academic/Progress Dismissal, Admission, Attendance, Financial Aid, Final Grades, Graduation, Fee Payment, Refund, Residence Determination, and Student Records. All petitions are reviewed by the College Academic Standards Committee. The Committee is composed of members of the administration, faculty, classified staff, counseling staff, and the student body. Decisions of the Committee may be appealed to the Dean of Enrollment Services, Development & Special Programs.

Open Enrollment to All

Affirmative Action

In compliance with 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, and the Americans with Disabilities Act, it is the policy of the Marin Community College District not to discriminate against any person on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran in all of its educational and employment programs and activities, its policies, practices, and procedures. Students have the right to file an internal complaint or a complaint with the Office of Civil Rights.

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 policy 5.004 prohibits verbal, physical, visual, and sexual harassment of any applicant, employee, or student by any District employee on the basis of race, color, religion, age, sex, ancestry, sexual orientation, national origin, marital status, medical condition (cancer), physical or mental disabilities, or status as a Vietnam-era veteran. Conduct of non-employees while on District property is also expected to follow these guidelines.

It is further the policy of this College to take affirmative action in all its programs and in all aspects of employment to ensure equal opportunity and the achievement of proportional representation of qualified members of historically underrepresented groups. The lack of English language skills will not be a barrier to admission and participation in vocational educational programs.

Title IX Coordinator/ ADA Coordinator/ Equal Employment Opportunity Officer:

Linda Beam
Administrative Center 107
Kentfield Campus
(415) 485-9312
Section 504 (Disability) Coordinator:  
David Cook  
SS Center, Rm 263  
Kentfield Campus  
(415) 485-9409

Gender, Equity Coordinator:  
David Cook  
SS Center, Rm 263  
Kentfield Campus  
(415) 485-9405

Open Enrollment Policy  
It is the policy of College of Marin that unless specifically exempted by statute, every course, course section or class, the attendance of which is to be 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 5 of the California Code.

Changes May Occur Without Notice  
Rules, policies, regulations, procedures, fees, courses, schedules and student services described in this publication are subject to change at any time without prior notice. The College reserves the right to alter fees, statements and procedures contained herein. Fees and procedures are subject to change at any time 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 Class Schedule.

Academic Records  
State and federal legislation permits students to have access to their academic and educational records.

Types of Records and Locations  
The Office of Admissions and Records will maintain documents completed by the student, such as applications, petitions and Advanced Placement and CLEP scores, for the period of time required by law. These records, as well as a permanent record of all academic work completed at the College, are maintained by the Dean of Enrollment Services, Development & Special Programs in the Office of Admissions and Records. Students may obtain two free transcripts of their College of Marin permanent academic record by submitting a Transcript Request Form. A $5 charge will be made for each subsequent copy.

Copies of transcripts from other colleges are kept in the Counseling Office. Copies must be requested from the issuing institution and cannot be released from College of Marin.

Student Rights Related to Academic Records  
Students shall be afforded all rights and are subject to all requirements set forth in SB 182 (Chapter 816, Statutes of 1975 as amended September 28, 1976 by SB 1493), a copy of which may be obtained in the Office of Admissions and Records. If a violation occurs, students have the right to file a complaint with the Family Compliance Office, United States Department of Education, 600 Independence Avenue S.W., Washington D.C. 20202-4605 concerning an alleged failure by the institution to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. 1232G).

Review, Inspection and Challenge of Records  
Any currently enrolled or former student has the right of access to all of the student’s College of Marin academic records. Students wishing to inspect their records may obtain forms from staff in the Office of Admissions and Records; access shall be granted no later than 45 days following receipt of the written request to the Dean of Enrollment Services, Development & Special Programs at College of Marin, Kentfield, CA 94904. The Dean of Enrollment Services, Development & Special Programs will make arrangements for access and notify the student of the time and place where records may be inspected. Qualified personnel will assist the students in interpreting their records, if necessary. If the records are not maintained by the Dean of Enrollment Services, Development & Special Programs, the student will be advised of the correct office to which the student’s request should be addressed.

The Dean of Enrollment Services, Development & Special Programs will provide forms for any student who wishes to challenge the content of the student’s records, excluding grades, if the student believes the information to be (1) inaccurate, (2) misleading, (3) an unverifiable personal conclusion or inference.
outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted. The student should clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the student is not satisfied with the results of the challenge procedure, a written request for a formal hearing may be filed with the College President, or designee.

Within 30 days of receipt of such a request, the College President, or designee, shall meet with the student and employee who recorded the information in question, if any, and if such employee is presently employed by the College. The President, or designee, shall then sustain or deny the allegations in writing. If the President, or designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student will be notified that the student may, within 30 days of the refusal, appeal the decision in writing to the College of Marin Board of Trustees. Within 30 days of receipt of such an appeal, the College of Marin Board of Trustees shall, in closed session with the student and the employee (if presently employed by the College), determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the President, or designee, to immediately correct or remove and destroy the information. Additional information regarding the hearing procedure will be provided to the student when notified of the right for hearing.

**Directory Information**

Directory information includes: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous public or private school attended, and any other information authorized in writing by the student to be released. Generally, it is the College’s policy to deny the release of any directory information. The only exception is that the student address will be provided to employees of the College of Marin Foundation for use in surveys, newsletters, solicitation for the College, and event notifications. Students who wish to ensure that no information is released, however, need to notify the Dean of Enrollment Services, Development & Special Programs in writing.

**Access to Student Records**

Access will be permitted to student records pursuant to the written request of the student or in accordance with a legal subpoena or a judicial order. Others entitled to access without notification of the student include:

1. Officials and employees of the College of Marin may inspect records if they have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. All requests for such access must be approved by the Dean of Enrollment Services, Development & Special Programs.

2. Authorized representatives of the Controller General of the United States, the Department of Health, Education and Welfare, or the United States Office of Civil Rights; the administrative head of an education agency; and state education officials or their respective designees may have access to information necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law. When personally identifiable information is collected, it shall be protected in a manner that will not permit the personal identification of students or their parents by other than those authorized officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.

3. In response to an ex parte order College of Marin will release to the Attorney General (or his/her designee) the educational records requested that are relevant to an authorized investigation or prosecution of an offense as listed in Section 23326 (g) (5) (B) of Title 18 United States Code or an act of domestic or international terrorism as defined in Section 2331 of that title.
4. Other state and local officials or authorities may inspect records in accordance with requirements of state law adopted prior to November 19, 1974.

College of Marin may release information without student consent to the following:

1. Officials of other public or private schools or school systems with legitimate educational interests, including local county or state correctional facilities where educational programs are conducted and/or where the student seeks or intends to enroll or is directed to enroll, subject to the rights of students as provided in Section 54610 of Title 5 regulations on Student Records (Chapter 6, Division 5).

2. Agencies or organizations at which a student has applied for or received financial aid, provided that personally identifiable information is released only as necessary to determine the student’s eligibility for aid, to decide on any conditions to be imposed, or to enforce those terms or conditions.

3. Accrediting organizations carrying out their functions.

4. Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating or administering predictive tests and/or student aid programs, and improving instruction, provided that such studies are conducted in a manner that will not permit the personal identification of students or their parents by anyone except representatives of the organization and that any personally identifiable information be destroyed when no longer needed for the study.

5. Appropriate persons in connection with an emergency, if such information is deemed necessary to protect the health or safety of the student or other person, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare. No one given access to student records in such an emergency may share information obtained with anyone (except other persons involved and having a legitimate interest in the information) without written consent of the student.

6. Victims of sexual assault at College of Marin shall be provided with information regarding disciplinary action against the assailant within three days of the results of any disciplinary action and of any appeal. The victim shall keep the results confidential.

7. The Internal Revenue Service in accordance with provisions of federal law.

Record of Access

A log is maintained in the Office of Admissions and Records, as specified in Section 76222, California Education Code, for each student’s record which lists authorized persons, agencies or organizations requesting or receiving information from a student’s record without a judicial order, or a legal subpoena, or the student’s consent.

Transcripts

In order to apply units completed at another institution toward a College of Marin degree, transcripts must be mailed from the issuing institution and arrive in a sealed envelope. Official transcripts have an embossed or water seal. Transcripts should be sent via U.S. Mail to: Counseling Department, College of Marin, Kentfield, CA 94904. Transcripts from other colleges received by the College of Marin will not be copied or released to the student.

Students may only transfer units from fully accredited colleges or universities as listed in the AACRAO Transfer Credit Practices of Selected Educational Institutions. Upper division units may not be used toward an Associate degree. Students may, however, petition for a waiver of requirements with relevant upper division work. The student must still have 60 lower division units.

Course Substitution

Substitution for any required course must be approved through student petition to the Academic Standards Committee. An official transcript and catalog description must accompany the petition. For noncomparable courses, Department Chairs will be consulted to determine course acceptability. Students should be encouraged to request substitution in their first semester of attendance.

Procedures for Substitution of Requirement Courses for College of Marin Registered Nursing Program
There are two methods for students to obtain credit for required courses.

**Evaluation Separate From Application to the Registered Nursing Program**

1. Petitions for Substitution may be submitted before applying to the Nursing Program. It will be the student’s responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee). The student will be notified and a copy will be sent to the Counseling Office. Decisions will be made part of the official record.

2. Students who obtain substitution approval in advance must retain the original approved copy and attach it to their Application for the Nursing Program.

**Evaluation as Part of the Registered Nursing Application**

1. The R.N. Application will include two forms. One will require the student to list all pre and corequisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.

2. The Nursing Department will send the Petitions for Substitution to the Dean of Enrollment Services, Development & Special Programs, Academic Standards Committee for evaluation of petitions together with catalog descriptions and copies of the student’s “official” transcript. (Sent directly from the college to College of Marin)

3. Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

**Military Units**

Military units may not be used toward a degree or certificate unless the courses are fully accredited by the University of Maryland or another fully accredited college or university (as listed in the ACCRAO Guide).

**Chemistry**

Students with chemistry courses over 5 years old at the time of admissions may fulfill the Registered Nursing chemistry requirement but may not apply units toward the 60 needed for a degree.

**Registered Nursing**

Thirty units of credit may be granted to students who have attended unaccredited diploma schools and graduated. The students must have a current California nursing license. These students must have completed 12 units in residence and secure the approval of the Director of Health Sciences.

**Foreign Colleges**

Transcripts from foreign colleges and universities will be accepted only when evaluated by UC, CSU, or an evaluating service recognized by the College of Marin. The service recommended by the College is International Education Research Foundation, Inc., P. O. Box 66940, Los Angeles, CA 90066, telephone (310) 390-6276. Credit will be granted when the academic level of the course work is deemed to be comparable to that of classes taught in fully accredited U.S. colleges and universities.

**Cancellation of Programs/Classes**

Programs of study and/or individual classes are subject to cancellation based on funding considerations or enrollment levels.

**Student Identification Number**

Social security numbers are used as the Student Identification Number at College of Marin. Students who do not wish to use their social security number will be assigned another number by the Office of Admissions and Records. Please note that students who elect to use an assigned number will not have their social security number printed on their 1098T tax credit form.
Children’s Centers

The Children’s Centers are located on both campuses and provide a high quality preschool program. Student teachers are trained in the program, in addition to work-study and psychology students. Admission is based on the California State Department of Education guidelines. College of Marin students have priority admission. The childcare fees are based on family income, and priority is given to low-income students.

Interested parents must submit a preliminary application, available at the Centers or by phoning (415) 883-2211, ext. 8221. Applications must be received at least three weeks in advance of the semester to allow time to receive the application packet, complete the forms, and make an enrollment appointment. Interested parents should call for a preliminary application as soon as possible, preferably at the end of the semester prior to desired enrollment. The Center’s may be full before the semester begins. A waiting list will be established. Late applications will receive a lower priority.

For further information, call the Children's Center Program Assistant at (415) 883-2211, ext. 8221.

Job Placement/Career Employment

The Job Placement Office helps students and former students find employment in the community and the larger 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 Vocational/Occupational 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.

Phone: (415) 485-9410

SECTION 3
STUDENT AND SPECIAL SERVICES

Revisions contained in this part of the supplement apply to Student and Special Services, Section 3, of the 2004-2006 College of Marin Catalog.

Student Conduct

The following information replaces catalog copy regarding student conduct on page 42 of the online catalog.

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, violations 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.
• Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty, including, but not limited to:
  o Copying, in part or whole, another student's quiz or examination answers.
  o Submitting work previously submitted in another course, if contrary to the rules of either course.
  o Altering or interfering with grading.
  o Using or consulting any sources or materials, including electronic devices, during an examination unless expressly authorized by the instructor or as a permitted accommodation.
  o Misrepresentation or falsification of academic work for purposes of obtaining a higher grade.
  o 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.
  o Purposefully allowing another student to copy answers during a test.
  o Knowingly providing homework, a term paper, or other academic work for another student to plagiarize.
  o Having another person submit any work in one's name, for purposes of deceiving the instructor to obtain a higher grade.
  o Lying to an instructor or District official to obtain a higher grade.
  o Altering graded work after it has been returned and re-submitting the work for grading without the instructor's permission.
  o Removing tests or examinations from the classroom without the permission of the instructor.
  o 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.
SECTION 4
GRADUATION AND DEGREE REQUIREMENTS

Revisions contained in this part of the supplement apply to Graduation Requirements, Section 4, of the 2004-2006 College of Marin Catalog.

General Education Courses
(Please see page 48 of the online catalog.)

The Associate Degree General Education Requirements Areas are revised as follows:

C. Humanities
Add the following courses:
American Sign Language 110
Chinese 102
English 242
French 108
Humanities 242
Japanese 203

NOTES
2. Humanities credit is awarded for only one course in each of the following groups:
   English 242, Humanities 242

G. Cross-Cultural Studies
Add the following course:
American Sign Language 110

Majors for the Associate in Arts
(Please see page 50 of the online catalog.)

Revisions for the College of Marin Associate in Arts degrees as published in the 2004-06 College of Marin Catalog are listed here.

International Studies (A.A.)
(New)

(a) Prerequisites for the degree:
   - English 150;
   - Math 115.

(b) Completion of the following:
   - Behavioral Science 201 or Economics 201 or Political Science 201;
   - Economics 101;
   - Geography 102;
   - Political Science 104;
   - Speech 128.
   (c) In addition, complete ten units in modern languages:
      (Chinese, French, Italian, Japanese, Spanish)
   (d) Six units from the following electives:
      - Anthropology 102, 103
      - Art 102, 104
      - Art 108 or Ethnic Studies 108 or Humanities 108
      - Biology 138
      - Dance 107, 108
      - History 101, 119, 120, 206, 214, 216, 238
      - Humanities 114, 121, 125
      - Italian 203, 204, 225, 226
      - French 203, 204, 225, 226
      - Spanish 203, 204, 225, 226
      - Political Science 102, 220

Note: Student can also test out of the modern languages requirement.

Modern Language, General (A.A.)
(Please see page 52 of the online catalog.)
Revised to add American Sign Language and Chinese for the Modern Languages, General degree.

To fulfill requirements for a general modern language major, students must complete two degree-applicable courses in any of two languages (American Sign Language, Chinese, French, Italian, Japanese, or Spanish) offered at the College of Marin for a minimum of 18 units.

Majors for the Associate in Science
(Please see page 53 of the online catalog.)

Revisions for the College of Marin Associate in Science degrees as published in the 2004-06 College of Marin Catalog are listed here.

Applied Accounting (A.S.)
(Please see page 53 of the online catalog.)
Revised to add Business 121 and Computer Information Systems 113 and remove Business 120 as electives for the Associate degree in Business, Applied Accounting.

(c) Suggested Electives:
   Business 104, 107, 108, 109, 420, 121, 131, 144, 146;
   Computer Information Systems 113, 118;
   Economics 101, 102.
Business, General (A.S.)
(Please see page 54 of the online catalog.)
(Revised to delete Bus 120 and add Business 121 for (a); add Computer Information Systems 113 for (b); add Business 132, 134, 135, 137 for (c).

Completion of the following:
(a) Business 101, 109, 112A, 420, 121, 131, 144, 146;
(b) Computer Information Systems 110, 113, 118.
(c) Suggested Electives:
   Economics 101, 102.

Business, Management (A.S.)
(Please see page 54 of the online catalog.)
Revised to add Computer Information Systems 113 to (b); delete Business 120, 124, 125, 126, 131 and add Business 121, 129, 135, and 137 to (c).

(b) Computer Information Systems 110, 113, 118.
(c) Suggested Electives:
   Economics 101, 102.

Computer Information Systems (A.S.)
(Please see page 55 of the online catalog.)
New and corrected information regarding courses required in Computer Information Systems specialties, as indicated in bold type, are reflected in this revision.

(a) Completion of the Core Program:
   - Computer Information Systems 110, 113, 117, 118, 122, 126, 141;
   - Multimedia Studies 123. (CORRECTED TO DELETE MULTIMEDIA STUDIES 123 EFFECTIVE FALL 2004)

Add new specialty in Computer Information Systems
Desktop Network Specialty (A.S.) (NEW)
Computer Information Systems 150, 151, 153, 155, 159, 161, 162, 163, 164.

Design, Architectural (A.S.)
(Please see page 55 of the online catalog.)
Revised to add Architecture 140 to (a).

(a) Architecture 100, 101, 102, 110, 111, 120, 121, 130, 140, 220;

Environmental Landscaping (A.S.)
(Please see page 56 of the online catalog.)
Revised to add Environmental Landscaping 201 to (b).

(b) In addition, complete one of the following specialties:
   Landscape Construction and Design Concepts Specialty
   - Environmental Landscaping 157, 158, 201, 253, 260.

Multimedia Studies (A.S.)
(Please see page 57 of the online catalog.)
Revised to add Multimedia Studies 166 and remove 156 and 157 as requirements for the Sound and Video Design Specialty.

(b) In addition, complete one of the following specialties:
   Sound and Video Design Specialty
   Multimedia Studies 143, 144, 156, 157, 158, 159, 166, 240.

Real Estate (A.S.)
(Please see page 58 of the online catalog.)
Revised to remove Real Estate 118 from (b).

(b) Real Estate 115, 116; 117, 148, 210, 212, 215.

Career Certificates
(Please see page 59 of the online catalog.)
Add Desktop Network Specialty and International Studies to the listing of Career Certificates.

Skills Certificates
(Please see page 59 of the online catalog.)
New information regarding the courses required for the following Skills Certificates are indicated in bold type.

BUSINESS

Management and Supervision (NEW)
(a) Completion of Business 131, 132, 133, 134, 135, 137.

COMPUTER INFORMATION SYSTEMS

Microsoft Office Database Specialist
Revised to add Computer Information Systems 200 and remove 200A as a requirement.

Network Fundamentals
Network Security
Revised to add Computer Information Systems 159.
(a) Completion of Computer Information Systems 150, 151, 153, 155, 159.

EDUCATION (NEW)
Completion of the following:
(a) Education 110;
(b) Six units from Education 111, 122, 222.

MULTIMEDIA STUDIES
Multimedia Video Design
Revised to add Multimedia Studies 166 and remove 156 and 157 as requirements.
(a) Completion of Multimedia Studies 143, 456, 457, 166, 240.

REAL ESTATE
Real Estate Appraisal (NEW)
(a) Completion of Real Estate 115, 116, 212.

Real Estate Finance (NEW)

Real Estate Law (NEW)
(a) Completion of Real Estate 115, 116, 117.

Real Estate Property Management (NEW)
(a) Completion of Real Estate 115, 116, 218.

SECTION 5
TRANSFER INFORMATION
Revisions contained in this part of the supplement apply to Transfer Information, Section 5, of the 2004-2006 College of Marin Catalog.

2005-2006 CSU General Education Program
(Please see page 65 of the online catalog.)

From: Nine units. Select one course from C-1 and one course from C-2 and the remaining course from C-1 or C-2 in a discipline other than what has already been selected.

To: Nine units. Select three courses to include at least one course each from C-1 and C-2.

Add the following courses:
American Sign Language 110 (Areas C-2 or D-1)*
American Sign Language 203 (Area C-2)
Psychology 112 (Retained in D-9 and newly added to Area E)**

Area Notes
* American Sign Language 110 may be used for C-2 or D-1, but not both.
** Credit for Psychology 112 is given in Area D or E, but not both.

College of Marin Courses Transferable Toward Baccalaureate Degree Credit at the California State University
(Please see page 66 of the online catalog.)
Courses that the College of Marin designates as appropriate for baccalaureate credit are accepted by the California State University for credit toward the baccalaureate degree. Effective Fall 2005, the following changes apply.

Delete the following course:
Aeronautics 101 (CORRECTION EFFECTIVE FALL 2004)

Revise the following discipline:
Chinese – all courses

2005-2006 IGETC Program
(Please see page 69 of the online catalog.)

The following revision to the Intersegmental General Education Transfer Curriculum (IGETC) is effective Fall 2005:

Add the following courses:
Speech 130 (Area 1C)

Courses From the College of Marin Acceptable at the University of California (All Campuses)
(Please see page 71 of the online catalog.)
The following information updates the University of California Transferable Course Agreement.

**American Sign Language**
Deleted: American Sign Language 203

**Chinese**
Added: Chinese 102

**Computer Information Systems**
Added: Computer Information Systems 241

**Computer Science**
Added: Computer Science 150B

**Drama**
Added: Drama 119

**Engineering**
Added: Engineering 150B

**English**
Added: English 242

**Humanities**
Added: Humanities 242

**Japanese**
Added: Japanese 203

**Speech**
Added: Speech 130

### SECTION 6 PROGRAMS AND COURSES

Revisions contained in this part of the supplement apply to programs and course descriptions as found in Section 6 of the 2004-2006 College of Marin Catalog.

**American Sign Language (ASL)**
(Please see page 81 of the online catalog.)

110. History and Culture of Deaf People in America. (3) *(No prerequisite. Three lecture hours weekly.)*

This course identifies basic anthropological approaches toward the examination and study of minority groups in general, with specific emphasis on American Deaf culture as a minority group. There will be an introductory comparison of the structures of visual and spoken languages and a presentation of the normative system of laws in America that has developed for deaf Americans. *(CSU) (NEW)*

AA/AS Areas C & G, CSU Area C-2

203. Intermediate Sign Language III. (5)
*(Prerequisite: American Sign Language 101, 102. Four lecture and three laboratory hours weekly.)*

This course expands upon the conversational and grammar functions. Skills to be learned include locating things, asking for solutions to everyday problems, telling about life events and personal background, making suggestions and requests and asking permission. *(CSU) (REVISED TRANSFER CODES)*

AA/AS Area C, CSU Area C-2

**Architecture (ARCH)**
(Please see page 85 of the online catalog.)

140. 2-D Computer Graphics for Architecture. (4)
*(No prerequisite. Advisory: Architecture 120. Three lecture and three laboratory hours weekly.)*

Students will learn the basic skills needed to produce 2-D presentation and construction drawings for architecture and similar disciplines using the computer. Emphasis will be placed on using software tools to create drawings that effectively communicate the intention of the designer to clients and builders; on organizing information within the drawing environment to simplify the production and revision of drawings; and on building the skills necessary to produce drawings efficiently. The class will be taught using Vectorworks software. The basic concepts and skills apply generally to all CAD software applications. *(CSU) (NEW)*

**Automotive Technology (AUTO)**
(Please see page 107 of the online catalog.)

278. Alignment, Wheel Balance and Brakes. (2)
*(DELETED)*

**Business (BUS)**
(Please see page 125 of the online catalog.)

97. Business English. (3) *(No prerequisite. Three lecture hours weekly.)*

This is a course in grammar, usage, editing, and punctuation specifically for students of business and the professions. It focuses on the conventions of
standard written English and mechanics applied specifically in business, technical, and professional writing. This course is appropriate for students who deal with the language professionally, in the creation of business documents, editing, and transcription of oral language. (NO LONGER REPEATABLE)

**102. Business and Economics Simulation. (1/2)**

(DELETED)

**112A. Financial Accounting IA. (2) (No prerequisite. Four lecture hours and one laboratory hour weekly for eight weeks.)**

An introduction to accounting practice, principles, and analysis. This course is basic for students in accounting, business administration, economics, law, and other professions. Also it should be the first course in accounting theory for vocational bookkeepers, as well as small business people needing basic accounting theory. This first eight-week course covers the accounting cycle for a service enterprise and for a merchandising enterprise, preparation of financial statements and internal control. The course includes a computerized tutorial. (CSU/UC) (REVISED DESCRIPTION)

_CAN BUS 2 = Bus 112A + 112B_

**112B. Financial Accounting IB. (2) (No prerequisite. Advisory: Business 112A. Four lecture hours and one laboratory hour weekly for eight weeks.)**

An introduction to accounting practice, principles, and analysis. This is a continuation of Business 112A designed for business and other transfer students. This course is basic for students in accounting, business administration, economics, law, and other professions. This second eight-week course covers accounting for assets, liabilities, and the underlying framework for accounting concepts, incorporation and corporate terminology, cash flow statements, and financial statement analysis. (CSU/UC) (REVISED DESCRIPTION)

_CAN BUS 2 = Bus 112A + 112B_

**114. Beginning Computerized Accounting. (1 1/2) (No prerequisite. Advisory: Business 112A. Two lecture and three laboratory hours weekly for eight weeks.)**

A first course in the operation of computerized accounting software. This course is designed for business entrepreneurs who will be using a computerized accounting system in their business as well as students training to be professional accountants. Subjects will include an overview of the software, setting up a company, entering, working with lists, setting up inventory, paying bills, payroll, and preparation of reports and graphs. (CSU) (NO LONGER REPEATABLE)

**120. Entrepreneurship. (1 1/2)**

(DELETED)

**121. New Venture Creation. (3) (No prerequisite. Three lecture hours and one laboratory hour weekly.)**

This is an introductory course in new venture creation/entrepreneurship designed to create knowledge, skills, awareness, and involvement in the process of starting, operating, and managing a small firm. The aim is to guide students in discovering the concepts of entrepreneurship and the competencies, skills, know-how, experience, resources, and techniques that are necessary to achieve success. The course deals with the driving forces of entrepreneurship, the environment and competition, physical, capital and human resources, developing a business plan, accounting and finance for smaller firms, market potential, how to practice marketing, management and legal aspects. Students working in teams are required to develop and write a business plan. (CSU) (REVISED DESCRIPTION)

**124. Create a Marketing Plan. (1 1/2)**

(DELETED)

**125. Legal Planning for the Small Firm. (1 1/2)**

(DELETED)

**126. Create a Finance Plan. (1 1/2)**

(DELETED)

**127. Create a Business Plan. (1 1/2) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)**

This course provides a hands-on approach for actively developing an operational business plan. The process, using computer software, involves opportunity recognition, research, analysis, and completing each section of a business plan including the cover letter, the executive summary, company and industry overviews, market strategy and tactics, financial analysis (profit and cash flow forecasts), location, physical facilities, capital spending, purchasing, and promotion. Students receive individual attention regarding their business plans. (CSU) (REVISED TITLE AND ADVISORIES DROPPED)
128. Personal Finance. (3)  
(DELETED)

131. Supervision and Management. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This is an introductory course covering the core concepts and current issues related to supervision and management. Students will learn how to assume supervisory responsibility and how to apply management principles in today's rapidly changing world of work.  
(CSU) (REVISED DESCRIPTION AND TITLE; FORMERLY ELEMENTS OF MANAGEMENT AND SUPERVISION. ADD LECTURE HOUR AND DELETE LABORATORY HOURS)

132. Human Resource Management. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This is an introductory course designed to give employers and employees an overview of the various functions within the human resource management field.  
(CSU) (REVISED DESCRIPTION AND TITLE; FORMERLY HUMAN RESOURCES MANAGEMENT; ADD LECTURE HOUR AND DELETE LABORATORY HOURS)

133. Diversity in the Workplace. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This course teaches students how to manage diversity. It broadens their viewpoints, beliefs, and attitudes; promotes an understanding of widely varying and equally valid world views; and prepares future leaders to effectively collaborate with the diverse groups they will encounter in the work and market places.  
(CSU) (NEW)

134. Human Relations. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed to acquaint the student with human relations and motivation in business and the implications of business practices as they apply to individual employees and supervisors.  
(CSU) (REVISED DESCRIPTION; ADD LECTURE HOUR AND DELETE LABORATORY HOURS)

135. Managing Change and Innovation. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed to develop the skills necessary to manage change and innovation within an organization which is dynamic, complex, and often unpredictable. Students will learn how to help people and organizations learn and renew themselves continually.  
(CSU) (REVISED DESCRIPTION AND HOURS)

137. Managing Groups and Teams. (1 1/2)  
(No prerequisite. Three lecture hours weekly for eight weeks.)

This course is designed for anyone who wishes to learn the skills of leading and facilitating both the interpersonal relationships and the tasks of groups and teams. Primarily focused on the workplace, the skills can also be used in other settings, including working with volunteer groups.  
(CSU) (REVISED DESCRIPTION)

145. Internet Research and Presentation Skills for Business. (1 1/2)  
(No prerequisite. Advisory: Computer Information Systems 116. Two lecture and three laboratory hours weekly for eight weeks.)

This course uses the Internet and World Wide Web to help students gain the research and interpretation skills needed for problem solving in business. Class activities focus on interactive search projects, resulting in written and oral presentations of project findings using presentation software.  
(CSU) (REVISED DESCRIPTION AND ADVISORIES; NO LONGER REPEATABLE)

Business Office Systems (BOS)  
(Please see page 133 of the online catalog.)

44. Skill Building for Keyboarders. (1)  
(No prerequisite. Advisory: Knowledge of keyboard and ability to type by touch method. Three laboratory hours weekly.)

In this course students will concentrate on accuracy and speed drills to improve keyboarding skills. Diagnostic tests are given to determine weaknesses. Timings are taken on a regular basis so progress can be measured. May be taken four times for credit.  
(REVISED DESCRIPTION)

60A. Beginning Computer Keyboarding (ESL).  
(1)  
(No prerequisite. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to acquire alphabetic and numeric keyboarding techniques for
computer work. Students will learn how to keyboard by touch at a minimum speed of 20 words-a-minute.
(REVISED DESCRIPTION; NO LONGER REPEATABLE)

60B. Beginning Computer Keyboarding (ESL). (1) (No prerequisite. Advisory: Business Office Systems 60A. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn basic letter and report formatting. Students will learn how to keyboard by touch at a minimum speed of 25 words-a-minute. Students will also learn how to set up letters and reports in good form. Basic editing skills are practiced. (NO LONGER REPEATABLE)

60C. Beginning Computer Keyboarding (ESL). (1) (No prerequisite. Advisory: Business Office Systems 60B. Three laboratory hours weekly.)

This course is recommended for any English as a Second Language student needing to improve keyboarding speed and accuracy, and wishing to learn additional letter and report formatting skills, plus business memos. Students will learn how to keyboard by touch at a minimum speed of 30 words-a-minute. Students will also learn how to set up and edit letters, reports, and memos. (NO LONGER REPEATABLE)

70C. Programmed Writing Skills. (1) (No prerequisite. Three laboratory hours weekly.)

This self-paced course, covering writing skills for the business writer, stresses how to write clearly and effectively with correct mechanics. (REVISED DESCRIPTION)

114. Beginning Word Processing. (1 1/2) (No prerequisite. Advisory: Ability to keyboard by touch. Two lecture and three laboratory hours weekly for eight weeks.)

This beginning course in Microsoft Word develops competency in creating, editing, formatting, saving, and printing a variety of business and personal-use documents. Topics include creating and editing letters, memos, reports, tables, and mail merge. In addition, students complete several desktop publishing assignments and use Word to create a Web site. Students are shown how to integrate Word documents with other office programs. (CSU) (REVISED DESCRIPTION AND NO LONGER REPEATABLE)

115. Intermediate Word Processing. (1 1/2) (No prerequisite. Advisory: Business Office Systems 114. Two lecture and three laboratory hours weekly for eight weeks.)

This Microsoft Word course develops competency in using intermediate to advanced features of Word. Students will create, format, edit, save, and print a variety of business and personal-use documents. Topics covered include formatting with styles, sharing information with other programs, working with and sharing long documents, working with graphics, creating and modifying charts, creating and using forms, and customizing Word with AutoText and Macros. Students complete several desktop publishing projects, using the Internet to access multi-media resources. (CSU) (REVISED DESCRIPTION AND NO LONGER REPEATABLE)

116. Word Processing for Professional and Office Users. (2 1/2) (DELETED)

122A. Machine Transcription. (1) (No prerequisite. Advisories: Touch typing and limited to the number of transcription machines available. Three laboratory hours weekly.)

This course is designed to prepare students to become efficient operators of transcribing machines and to be able to transcribe mailable business correspondence from predicated material on the computer. Emphasis will be placed on the mechanics of letter styles, grammar, punctuation, spelling, word division, vocabulary, and proofreading. (CSU) (REVISED ADVISORIES)

163A. Professional Office Procedures. (1) (No prerequisite. Three laboratory hours weekly.)

This is a short course which presents methods and techniques basic to the efficient performance of office services, including interpersonal communications, document preparation, mail processing, meeting arrangements, travel, time management, and telephone communications. This course is offered through a combination of instructor-assisted and self-paced, audiovisual learning methods, including a text CD and Internet access. (CSU) (REVISED DESCRIPTION AND TITLE; FORMERLY COMMUNICATION IN THE OFFICE AND TIME MANAGEMENT)

163C. Travel and Conference Arrangements. (1) (No prerequisite. Three laboratory hours weekly.)
This course is designed to enable students to become proficient in planning and arranging business travel, and setting up business conferences. This course develops skills in choosing airline flights, making reservations, arranging hotel accommodations and ground transportation, and maintaining accurate follow-up records. This is a self-paced course. (CSU) (REVISED DESCRIPTION)

200W. Software Certification Test Preparation – Word. (1/2)  
(DELETED)

Chinese (CHIN)  
(Please see page 141 of the online catalog.)

102. Elementary Chinese Mandarin II. (5)  
(Prerequisite: Chinese 101. Four lecture and three laboratory hours weekly.)

This is the second semester in Chinese Mandarin grammar. The goals are to communicate in Mandarin through the development of skills in speaking, understanding, reading and writing, and to develop an appreciation of the Chinese culture. (CSU/UC) (NEW)  
AA/AS Area C

Computer Information Systems (CIS)  
(Please see page 143 of the online catalog.)

A.S. in Computer Information Systems, Occupational  
(NEW SPECIALTY ADDED IN DESKTOP NETWORK)

CORE PROGRAM

The following courses are required of all Computer Information Systems degree students:

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<th>Requirements</th>
<th>Units</th>
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<tr>
<td>Introduction to Computer Information Systems</td>
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<td>CIS 113</td>
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<td>Presentations and Publications</td>
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<td>CIS 117</td>
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<tr>
<td>Introduction to Database Design and Programming</td>
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<tr>
<td>CIS 118</td>
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<tr>
<td>Introduction to Spreadsheet Design</td>
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<tr>
<td>CIS 122</td>
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<tr>
<td>Networking Essentials</td>
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<td>CIS 126</td>
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<td>Introduction to Windows</td>
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<td>CIS 141</td>
<td>1-1/2</td>
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<tr>
<td>Introduction to HTML Programming</td>
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NEW SPECIALTY

Desktop Network Specialty

<table>
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<tr>
<th>Course</th>
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<td>Personal Computer Server and Workstation Operating Systems</td>
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<td>CIS 151</td>
<td>Implementing and Administering a Network Infrastructure for a Personal Computer Operating System</td>
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<td>CIS 153</td>
<td>Implementing and Administering a Directory Services</td>
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<td>CIS 155</td>
<td>Designing Security for a Personal Computer Server Operating System</td>
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<tr>
<td>CIS 159</td>
<td>Network Security</td>
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<td>CIS 161</td>
<td>Introduction to Computer System Hardware</td>
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<tr>
<td>CIS 162</td>
<td>Computer Operating Systems</td>
<td>1 1/2</td>
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<td>CIS 163</td>
<td>Computer System Peripherals</td>
<td>1 1/2</td>
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<tr>
<td>CIS 164</td>
<td>Troubleshooting System Peripherals and Networking</td>
<td>1 1/2</td>
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</tbody>
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Repeatability Policy Statement for Computer Information Systems Courses

The following is a revision of the Repeatability Policy Statement:

Students must petition to repeat any course in Computer Information Systems for the purpose of meeting the two-year currency requirement for a degree or skills certificate.

113. Presentations and Publications. (1 1/2)  
(No prerequisite. Advisory: Computer Information Systems 116. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the fundamental design and layout requirements for the creation of effective computer generated presentations and printed documents for business. The course’s lecture component focuses on the operation of software that aids in the creation of color presentations, business graphics, and standard printed documents (e.g., stationery, business cards, flyers, and brochures). The lab component allows students to learn and practice the operation of at least one of three software packages (presentation, business graphics, and page layout). Basic layout, composition, and
issues regarding typography, use of color, and choice of various output media are the underlying and unifying topics for the course. (CSU) (REVISED DESCRIPTION AND TITLE; FORMERLY INTRODUCTION TO DESKTOP PUBLISHING; NO LONGER REPEATABLE)

114. Print Design and Layout. (1 1/2)  
(Prerequisite: Computer Information Systems 113. Two lecture and three laboratory hours weekly for eight weeks.)

This course introduces the student to the operation of professional-level print design and layout software for the production of documents such as business forms, brochures, newsletters, posters, flyers, business identity materials, and other printed pieces. The course does not present fundamental design concepts per se; rather, it focuses on the functions of the tools of design, such as layout software and complementary graphics editing software. In addition, students will learn about the print publishing cycle, its component parts and its contributing experts. (CSU) (REVISED DESCRIPTION AND TITLE; FORMERLY DESKTOP PUBLICATIONS; NO LONGER REPEATABLE)

115. Print Production. (2)  
(Prerequisite: Computer Information Systems 114. Three lecture and three laboratory hours weekly for eight weeks.)

This course follows CIS 114 in a sequence leading to an internship assignment or entry-level work in the digital print publishing industry. In this course, students use software tools (design and layout programs, graphic editing software, text editing software) to design and produce documents ready for the press. Students will work with computers configured in a local area network with shared resources, practice basic operations of vector and bitmapped graphics software, complete production jobs using professional-level layout software, and apply new terms and concepts of the digital publishing industry in planning and spec-ing print production jobs. (CSU) (NO LONGER REPEATABLE)

116. Introduction to Personal Computers and Operating Systems. (1 1/2)  
(No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

In this introductory course in the operation of the personal computer and its operating systems, students will be introduced to the hardware components, system software, and application programs of a personal computer. This course provides students with the computer skills necessary to successfully study application software packages such as spreadsheets and databases. Through both lecture and laboratory experience, students will gain the knowledge and confidence necessary for further work with a personal computer. This course is designed to accompany Computer Information Systems 117 and 118. (CSU) (REVISED DESCRIPTION; NO LONGER REPEATABLE)

117. Introduction to Database Design and Programming. (1 1/2)  
(No prerequisite. Advisory: Computer Information Systems 116. Two lecture and three laboratory hours weekly for eight weeks.)

This is a first course in the design and installation of a database for personal computers. Students will use a personal computer database software program to create and program database applications. (CSU) (NO LONGER REPEATABLE)

118. Introduction to Spreadsheet Design. (1 1/2)  
(No prerequisite. Advisory: Computer Information Systems 110 or 116. Two lecture and three laboratory hours weekly for eight weeks.)

In this first course in the design and application of spreadsheets for personal computers, students will use a personal computer spreadsheet software program to design, create, and use spreadsheets for accounting, and other business applications. (CSU) (REVISED DESCRIPTION AND ADVISORY; ADVISORY FORMERLY CIS 116 ONLY; NO LONGER REPEATABLE FOR CREDIT)

119. Introduction to Project Management Software. (1 1/2)  
(DELETED)

126. Introduction to Windows. (1 1/2)  
(No prerequisite. Advisory: Computer Information Systems 116. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides an introduction to Windows for personal computers. Topics include Windows environment, menus and dialog boxes, folder management, Explorer, disk maintenance, and other Windows tools. (CSU) (NO LONGER REPEATABLE)

127. Intermediate Database Design. (1 1/2)  
(Prerequisite: Computer Information Systems 117. Two lecture and three laboratory hours weekly for eight weeks.)
This is a continuation of Computer Information Systems 117, Introduction to Database Design. Students will use the advanced features of database software to design and implement database applications. Database applications will be created using development tools to integrate information from other applications, analyze data, utilize Internet capabilities, include forms for data input and validation, produce custom reports, and integrate databases for workgroups. (CSU) (REvised DESCRIPTION AND ADVISORY; ADVISORY FORMERLY CIS 140)

128. Intermediate Spreadsheet Design. (1 1/2) (No prerequisite. Advisory: Computer Information Systems 118. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that will further prepare students in their ability to create and to use accurate electronic spreadsheets on a personal computer. Students will learn techniques of designing business-oriented spreadsheets on a personal computer. Students will learn how to plan, write, and execute program codes to manipulate a data management software package to meet management, marketing, and other business needs. (CSU) (NO LONGER REPEATABLE)

137. Advanced Database Design. (1 1/2) (No prerequisite. Advisory: Computer Information Systems 127. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course extending students’ database application development knowledge using Access. Students will concentrate on advanced topics and techniques such as designing complex forms and reports, customizing the user interface, action queries and SQL, using Visual Basic for Applications, error handling, ActiveX Controls, security, and connecting to the Web. (CSU) (REvised DESCRIPTION AND ADVISORY; FORMERLY DESIGNING AND IMPLEMENTING WEB SITES)

140. Introduction to the Internet for Business and Personal Users. (1 1/2) (DELETED)

141. Introduction to HTML Programming. (1 1/2) (No prerequisite. Advisory: Computer Information Systems 110 or 116. Two lecture and three laboratory hours weekly for eight weeks.)

Hypertext Markup Language (HTML) is the language of the World Wide Web. In this class students will learn how to design, code, and implement Web pages using HTML. The focus of this beginning class will be creating pages with textual and limited inline image data and links for both Internet and Local Area Network intranet applications. (CSU) (REvised DESCRIPTION AND ADVISORY; ADVISORY FORMERLY CIS 140)

143. Designing Web Sites. (1 1/2) (No prerequisite. Advisory: Computer Information Systems 142. Two lecture and three laboratory hours weekly for eight weeks.)

This course teaches students how to design and implement Web sites using Microsoft FrontPage. Students who understand how to use a simple text editor to develop source documents incorporating HTML, JavaScript, DHTML and server-side form handlers will learn how a Web site editor creates static and dynamic pages. Additionally, FrontPage's site management features will be fully explored. (CSU) (REvised DESCRIPTION AND TITLE; FORMERLY PERSONAL COMPUTER SERVER OPERATING SYSTEM; UNITS CHANGED FROM 1 1/2 TO 2; ADD ONE LECTURE HOUR WEEKLY; NO LONGER REPEATABLE FOR CREDIT)

151. Implementing and Administrating a Network Infrastructure for a Personal Computer Server Operating System. (1 1/2) (Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor and troubleshoot a network server operating system infrastructure. This course concentrates on the following network services: DHCP, DNS, remote access, network protocols, IP routing and NetBIOS naming conventions within a network server based operating environment. (CSU) (NO LONGER REPEATABLE)

152. Windows 2000 Accelerated. (1 1/2) (DELETED)
153. Implementing and Administering a Directory Services Infrastructure for a Personal Computer Server Operating System. (1 1/2)
(Prerequisite: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will install, configure, manage, monitor and troubleshoot directory services for a network server operating system. This course concentrates on the following: Directory Services and DNS, security and Directory Services within a network server-based operating environment. (CSU) (NO LONGER REPEATABLE)

154. Upgrading from Windows NT 4.0 to Windows 2000 or 2003 Server. (1 1/2)
(DELETED)

155. Designing Security for a Personal Computer Server Operating System. (1 1/2)
(Prerequisite: Computer Information Systems 150. Advisories: Business 101 and 112AB. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course for students who will design and implement a security system to meet the business requirements of a network server operating system infrastructure. This course includes analysis of security system requirements, auditing access to resources, authenticating users, and encryption. (CSU) (NO LONGER REPEATABLE)

156. Designing a Network Infrastructure for a Personal Computer Server Operating System. (1 1/2)
(DELETED)

157. Designing a Directory Services Infrastructure for a Personal Computer Server Operating System. (1 1/2)
(DELETED)

158. Managing a Personal Computer Network Environment. (1 1/2) (Prerequisite: Computer Information Systems 122. Advisory: Computer Information Systems 150. Two lecture and three laboratory hours weekly for eight weeks.)

This course provides students with experience managing a network which is based on a personal computer server operating system. Students will develop skills necessary to manage, monitor, and troubleshoot a personal computer network environment. Students will develop skills in setting up file, print and Web servers. Students will learn to manage, monitor, and troubleshoot the Active Directory structure in a network as well as explore software deployment and group policy implementation. The process of setting up Remote Access, VPN’s and Terminal Services in a network will be developed by hands-on practice with network server operating systems. (CSU) (REVISED DESCRIPTION AND ADVISORY: ADVISORY FORMERLY CIS 149 OR 150; NO LONGER REPEATABLE)

159. Computer Network Security Basics. (1 1/2)
(Prerequisite: Computer Information Systems 122. Advisory: Computer Information Systems 153. Two lecture and three laboratory hours weekly for eight weeks.)

This course is designed to prepare the student to support, monitor, configure, and test basic security features applied to personal computer networks. The goal of this course is to provide the student with a fundamental understanding of network security. Students explore principles applied in a network. They will learn how to implement a variety of security settings for data and services. (CSU) (NEW)

161. Introduction to Computer System Hardware. (1 1/2) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

A course that brings students up-to-date with the latest technology covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU) (REVISED DESCRIPTION; NO LONGER REPEATABLE)

162. Computer Operating Systems. (1 1/2) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

This is a course that brings students up-to-date with the latest operating systems covered by the A+ exams. For the more experienced user, the course provides a fresh review and focus on what is required to meet the objectives of the A+ exams. (CSU) (NO LONGER REPEATABLE)

163. Computer System Peripherals. (1 1/2) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

A course that brings students up-to-date with the latest system peripherals included in the A+ exams. The course covers the installation, testing,
troubleshooting, and maintenance of devices such as printers, disk drives, and monitors. (CSU) (NO LONGER REPEATABLE)

164. Troubleshooting System Peripherals and Networking. (1 1/2) (No prerequisite. Two lecture and three laboratory hours weekly for eight weeks.)

In this course, students develop the skills necessary to identify and resolve computer system hardware and operating system software problems. Included in this course are the networking concepts relating to system troubleshooting. (CSU) (NO LONGER REPEATABLE)

200. Software Certification Test Preparation
(1/2) (No prerequisite. One and one-half laboratory hours weekly.)

In this course, students work with computer software to evaluate skill level in selected application software and prepare for software certification tests. May be taken four times for credit. (CSU) (NEW)

200A. Software Certification Test Preparation -- Access. (1/2)
(DELETED)

200E. Software Certification Test Preparation -- Excel. (1/2)
(DELETED)

213N. Internship in Networking. (3)
(Prerequisites: Computer Information Systems 150, 158. Corequisites: Computer Information Systems 151 or 153 or 155. Advisories: Computer Information Systems 161, 162. Two lecture and three laboratory hours weekly.)

This course bridges the gap between the classroom and the networking industry by providing an on-campus lecture class coupled with a short-term internship. Students gain an understanding of real networking work situations and expectations in a “real-life” context characterized by workgroup activities, multiple projects under deadline, and collaborative effort. Internships are not guaranteed. Projects may be suitable for students’ portfolios. (CSU) (REVISED PREREQUISITES; FORMERLY CIS 149, 150, 158 OR COMPLETION OF COMPUTER INFORMATION SYSTEMS NETWORK FUNDAMENTALS SKILLS CERTIFICATE)


The students will plan and create their own interactive Windows applications using Visual BASIC on a personal computer. Problems will be presented in logic and computation to develop skill in developing interactive BASIC programs. (CSU/UC) (NO LONGER REPEATABLE)

AA/AS Area E

227. Database Programming. (3 1/2) (DELETED)

241. Introduction to XML Programming. (1 1/2) (No prerequisite. Advisories: Computer Information Systems 141, 142. Two lecture and three laboratory hours weekly for eight weeks.)

Extensible Markup Language (XML) is designed to allow authors to go beyond the limitations of Hypertext Markup Language (HTML) in the development of Web pages. Already competent in coding HTML documents with style sheets, students will learn XML techniques such as using document type definitions (DTD), schemas, and extensible style language (XSL/XSLT). The use of Extensible Hypertext Markup Language (XHTML – the refinement of HTML into an XML application) will also be addressed. (CSU/UC) (REVISED TRANSFER CODES; NOW UC TRANSFERABLE)

Computer Science (COMP)

(Please see page 151 of the online catalog.)

150B. Programming in MATLAB for Engineers. (2) (Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)

Designed to meet computer programming requirements for engineering transfer students when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC) (NEW)

Dance (DANC)

(Please see page 164 of the online catalog.)

Repeatability Policy for Dance Courses
The following information reflects changes made in the repeatability policy for Dance courses.
All dance courses may be taken four times for credit not to exceed a total of 40 dance units. The following courses are not repeatable: Dance 105AB, 107, and 108. Repeatable lettered courses may be taken a total of four times, regardless of the letter: Dance 127AB, 130AB, 131AB, 228AB, 229AB, 241ABCD, and 260ABC.

115. Modern Ballet I. (1 1/2)  (No prerequisite. One lecture and two laboratory hours weekly.)

Introduces the basics of classical ballet and how they may be integrated with modern dance techniques to form the idiom called modern ballet. Floor exercises, ballet barre, and center work using the two styles. Emphasis on proper body alignment, strength, flexibility and endurance. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) (REVISED DESCRIPTION; ADDITION OF REPEATABILITY STATEMENT) AA/AS Area H

116. Modern Ballet II. (1 1/2)  (No prerequisite. Advisory: Dance 115. One lecture and two laboratory hours weekly.)

Furthers the student's knowledge of the synthesis of ballet and contemporary dance techniques at the intermediate level. Performance techniques will be introduced. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) (ADDITION OF REPEATABILITY STATEMENT) AA/AS Area H

119. African-Haitian Dance. (1 1/2)  (No prerequisite. One lecture and two laboratory hours weekly.)

This course will include skills in African-Haitian dance based upon the technique of Katherine Dunham. Emphasis will be placed upon the development of rhythmic awareness through barre and floor progressions. Movement phases will be based upon authentic dances from Africa and the Caribbean Islands. Participants will learn to use their body parts polyrhythmically and in isolation. The history and the culture of the people will also be studied. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT) AA/AS Area H, CSU Area C-I

121. Popular Dance Styles. (1 1/2)  (No prerequisite. One lecture hour and two laboratory hours weekly.)

This class will enhance the beginning student's skill in mastering popular dance styles of the twentieth century. By exploring the technical basis of these styles, it is hoped that insights will be gained necessary for understanding and appreciating the emergence of popular dance in the last century. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT) AA/AS Area H, CSU Area C-I

122. Jazz Dance I. (1 1/2)  (No prerequisite. One lecture and two laboratory hours weekly.)

This class is primarily designed for students to develop a proficiency in beginning jazz dance technique. Rhythmic exercises and sequences, isolations, turns, walks, combinations, and polyrhythmic movement will be covered. Jazz choreography will also be explored. In addition, students will be given an opportunity to learn about the historical development of America's self-created dance form. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT) AA/AS Area H, CSU Area C-I

123. Jazz Dance II. (1 1/2)  (No prerequisite. Advisory: Dance 122. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of intermediate level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT) AA/AS Area H

126. Ballet I. (1 1/2)  (No prerequisite. One lecture and two laboratory hours weekly.)

Beginning ballet with exercises for body awareness and alignment, flexibility, balance, strength, and stamina. Center floor work with basic adagio and allegro movements, jumps and turns. References to different national styles and ballet history. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and
limitations to repeat this course. May be taken four times for credit. (CSU/UC) (ADDITION OF REPEATABILITY STATEMENT)
AA/AS Area H, CSU Area C-1

127AB. Ballet II. (1 1/2, 2) (No prerequisite. Advisory: Dance 126. One lecture and two laboratory hours weekly for one and one-half units, and one lecture and three laboratory hours weekly for two units.)

Dance 127A: Intermediate ballet technique. Emphasis on body alignment and placement, foot articulation, leg rotation, port de bras. Attention to the linkage of steps and the quality of individual movements. Introduction to principles of artistic expression.

Dance 127B: More intensive treatment of the material covered in Dance 127A. Includes exploration 1) of the dancer as artist and 2) of the elements of theatrical performance.

Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. Combinations of Dance 127AB may be taken a total of four times for credit. (CSU/UC) (REVISED DESCRIPTION, HOURS, STUDENT UNITS; ADDITION OF REPEATABILITY STATEMENT)
AA/AS Area H

160. Introduction to Dance Performance Skills. (1) (No prerequisite. One-half lecture and two laboratory hours weekly.)

Basic skills of rehearsal and performance. Development of projection, stage presence, mastering stage space and artistic expression. Students perform in and/or choreograph for group, small groups, duet or solo pieces that are presented in a studio venue. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. May be taken four times for credit. (CSU/UC) (ADDITION OF REPEATABILITY STATEMENT)
AA/AS Area H

170. Summer Intensive: Workshop in Broadway Dance I. (1 1/2) (No prerequisite. Three lecture and six laboratory hours weekly for six weeks during the summer.)

An intensive workshop focusing on a comparative analysis of the styles of Broadway dances from the past to the present. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT)
AA/AS Area H

171. Summer Intensive: Workshop in Broadway Dance II. (1 1/2) (No prerequisite. Advisory: Dance 170. Three lecture and six laboratory hours weekly for six weeks during the summer.)

An intensive workshop focusing on the historical social sources which shaped Broadway dances with emphasis on learning to utilize these sources as a means of becoming an expressive interpreter of the art. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT)
AA/AS Area H

224. Jazz Dance III. (1 1/2) (No prerequisite. Advisory: Dance 223. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of advanced level jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT)
AA/AS Area H

225. Jazz Dance IV. (1 1/2) (No prerequisite. Advisory: Dance 224. One lecture and two laboratory hours weekly.)

Emphasis in this class will be on the development of high level advanced jazz dance technique. Continued emphasis on rhythmic exercises and sequences, turns, walks, isolations, and polyrhythmic movement. Further exploration of jazz choreography will be covered, as well as aspects of the historical development of jazz dance. May be taken four times for credit. (CSU/UC) (REPEATABILITY CHANGED FROM TWICE TO FOUR TIMES FOR CREDIT)
AA/AS Area H

228AB. Ballet III. (1 1/2, 2) (No prerequisite. Advisory: Dance 127A or B. One lecture and two laboratory hours weekly for one and one-half units; and one lecture and three laboratory hours weekly for two units.)
Dance 228A: Principles of ballet movement covered in Dance 127 are carried into advanced technique and vocabulary. Emphasis on fluidity of movement and on integration of the physical, mental, and emotional skills that create the total dancer.

Dance 228B: Additional technical work, as well as exploration of major ballet styles (romantic, classical, contemporary), will be covered through videotape, discussion, and practice of ballet variations.

Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. Combinations of Dance 228AB may be taken a total of four times for credit. (CSU/UC) (REVISED HOURS, STUDENT UNITS; ADDITION OF REPEATABILITY STATEMENT)

AA/AS Area H

229AB. Ballet IV. (1 1/2, 2) (No prerequisite. Advisory: Dance 228A or 228B. One lecture and two laboratory hours weekly for one and one-half units; and one lecture and three laboratory hours weekly for two units.)

A continuation of skills developed in Dance 228AB. Emphasis on integrating the dancer's physical skills of equilibrium, extension, elevation, and endurance with the intellectual and emotional skills that create the artistry of the advanced dancer. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. Combinations of Dance 229AB may be taken a total of four times for credit. (CSU/UC) (REVISED HOURS, STUDENT UNITS; ADDITION OF REPEATABILITY STATEMENT)

AA/AS Area H

241ABCD. Dance Company. (3,4,5,6) (Prerequisites: Audition required. One and one-third to two and two-thirds lecture and five to ten laboratory hours weekly for three to six units.)

Students rehearse and perform faculty choreography in a formal concert (predetermined number of scheduled performances). Focus on technique, choreographic phrasing, artistry, and performance presence. Please refer to the dance repeatability policy at the beginning of the dance section for requirements and limitations to repeat this course. (CSU/UC) Combinations of Dance 241ABCD may be taken a total of four times for credit. (REVISED PREREQUISITE; ADDITION OF REPEATABILITY STATEMENT)

AA/AS Area H

Dental Assisting: Registered (DENT)

(Please see page 173 of the online catalog.)

173. Tutorial Practicum. (1-3) (DELETED)
298. Practical Experience in Dental Assisting. (2) (DELETED)

Education (EDUC)

(Please see page 192 of the online catalog.)

111. Foundations of Teaching. (3) (No prerequisite. Three lecture hours weekly.)

This course explores what it means to be a professional teacher in today's high-stakes environment of education. Building upon a strong mentoring approach, this course helps students make decisions about their teaching future by fostering an awareness of the realities of teaching in America today. This approach provides students with the tools and information necessary to explore what it takes to become a professional teacher and choosing teaching as a career. Also included are practical perspectives for meeting the challenges of teaching as well as practical and foundational topics that provide students with a well-rounded view of the teaching profession. (CSU) (NEW)

Engineering (ENGG)

(Please see page 194 of the online catalog.)

150B. Programming in MATLAB for Engineers. (2) (Prerequisites: Computer Science 150A and Math 123. Two lecture hours weekly.)

Designed to meet computer programming requirements for engineering transfer students when combined with the prerequisite COMP 150A course. Students outline, write, test, and debug computer programs to solve problems and display results, with emphasis on proper documentation of computer code and reports. Common examples and applications of physics and engineering are used throughout the course. (CSU/UC) (NEW)

English (ENGL)

(Please see page 198 of the online catalog.)

98. Fundamentals of Composition I. (3) (Prerequisite: English 92 or English as a Second Language 85 or 89A. Satisfactory completion of
English 98 qualifies the student for English 120. Three lecture hours and one laboratory hour weekly.)
This course is designed to help students develop a basic foundation in writing clear and effective compositions. Students work on grammar, punctuation, and usage mastery while constructing sentences, paragraphs, and short essays. (REVISED PREREQUISITE TO ADD ESL 85)

242. Global Writings. (3) (Prerequisite: English 120. Can be taken for credit as English 242 or Humanities 242. However, credit will be awarded for only one course. Three lecture hours weekly.)

The cultural diversity and complex histories of the nations composing the contemporary international world are revealed in a variety of forms of writings from the twentieth century. Discussion and analysis of representative texts focus on colonial exploitation, political domination, liberation, formations of racism, gender inequality, expressions of cultural power, ethnic conflict and division, immigration and migrancy, and processes of globalization. It is recommended for majors in International Relations. (CSU/UC) (NEW)

AA/AS Area C

English as a Second Language (ESL) (Please see page 206 of the online catalog.)

53. Intermediate English as a Second Language: Writing and Grammar. (4) (No prerequisite. Advisory: ESL Placement Test. Four lecture hours and one laboratory hour weekly.)

This course introduces the conventions of standard written English to intermediate nonnative English speakers and reviews basic grammar structures. Emphasis is placed on sentence structure and the correct use of tenses. (NEW)

55. Intermediate English as a Second Language: Writing (DELETED)

63. High Intermediate English as a Second Language: Writing and Grammar. (4) (No prerequisite. Advisory: ESL Placement Test; completion of English as a Second Language 53, or 54 and 55. Four lecture hours and one laboratory hour weekly.)

This course is suitable for the high intermediate student with a good foundation in English grammar and writing. There is an emphasis on grammatical accuracy and on writing a logical sequence of sentences in organized paragraphs. Completion of all 50-level ESL courses is recommended. (NEW)

65. High Intermediate English as a Second Language: Writing (DELETED)

73. Low Advanced English as a Second Language: Writing and Grammar. (4) (No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 63, or 64 and 65. Four lecture hours and one laboratory hour weekly.)

In this course, students improve their writing skills including writing effective paragraphs and short compositions. Intermediate and advanced grammar structures and punctuation are reviewed. Completion of all 60-level ESL courses is recommended. (NEW)

75. Low Advanced English as a Second Language: Writing (DELETED)

83. Advanced English as a Second Language: Writing and Grammar. (4) (No prerequisite. Advisory: ESL Placement Test or completion of English as a Second Language 73, or 74 and 75. Four lecture hours and one laboratory hour weekly.)

This course is suitable for the advanced student with a strong foundation in English grammar and writing. This course is designed to review and build upon grammar and writing skills, enabling the student to function in academic courses and write short papers with a controlling idea. Completion of all 70-level ESL courses is recommended. (NEW)

Environmental Landscaping (ELND) (Please see page 210 of the online catalog.)

201. Special Topics in Landscape Design. (3) (No prerequisite. Advisory: A drafting course or an introductory course in landscape design. Two lecture and three laboratory hours weekly.)

This class explores current and specialized landscape design aspects. Topics include current design trends in light of ecological, social, economic and technology circumstances. Subjects covered may include new materials (plants, lights, structures, embellishments, and techniques [hardware,
software and connections between landscape design, ecological sustainability and health. May be taken three times for credit. (CSU) (NEW)

**French (FREN)**

(Please see page 221 of the online catalog.)

**108. French Classic Literature Goes to the Movies. (3)** *(Prerequisite: French 101. Three lecture hours weekly.)*

This course is designed as a survey of seven important literary French writers who have shaped the political and social landscape of France for the last two hundred years. Their most important pieces of literature have now been turned into movies. This class will focus on the connection between the literary work and its transformation into a film. Films are treated as cultural documents that speak to us about particular social, literary and historical aspects of French society through the years. Some knowledge of French is required, as students will make individual presentations in French. (CSU) (NEW)

**AA/AS Area C**

**Multimedia Studies (MMST)**

(Please see page 259 of the online catalog.)

**156. Software Applications for Multimedia: Digital Video Editing.** *(DELETED)*

**157. Software Applications for Multimedia: Digital Video Effects and Integration.** *(DELETED)*

**166. Digital Video Editing and Motion Graphics. (3)** *(No prerequisite. Advisory: Multimedia Studies 143. Two lecture and three laboratory hours weekly.)*

This course will provide intermediate knowledge of video editing and effects using current digital software, hardware and techniques. Focus is on how to make good editorial decisions as well as the efficient use of a variety of programs. Assignments involve practice tutorials and the creation of original projects using current digital tools. (CSU) (NEW)

**Requirements for a Completed Application:**

The following text contains new information regarding requirements for a completed application to the Nursing Program as shown on page 273 on the online catalog.

Submit the following to the Registered Nursing Education Department, Harlan Center 101, College of Marin, Kentfield, CA, 94904:

1. College of Marin Registered Nursing Education Program Application (Typed or printed in ink). Be sure to document your health care experience on this form.
2. Completed "Health Clearance Form" and fee for malpractice insurance upon enrollment in the program (by July 15).

3. College of Marin courses required for Registered Nursing Licensure/Graduation evaluation form.

4. Challenge Examination Forms. The applicant must request that these scores be forwarded to the Registered Nursing Education Program.

5. Petition for Substitution for Registered Nursing Student Form. There are two methods for students to obtain credit for required courses taken at other institutions:

(a) Evaluation prior to application to the program.
Petitions for Substitution may be submitted before applying to the Nursing Program. It will be the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee.) The student will be notified and a copy will be sent the Counseling Office. Decisions will be made part of the official record.

Students who obtain substitution approval in advance must retain the original approved copy and attach it to their Application for the Nursing Program.

(b) Evaluation as part of the Registered Nursing Application
The R.N. Application will include two forms. One will require the student to list all pre and corequisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.

6. Official Transcripts. The applicant is responsible for insuring that official transcripts from high school and/or college verifying successful completion of requirements or of requirements in progress, are mailed directly to the Registered Nursing Education Department from the issuing institution. If the applicant is submitting the petition for evaluation as part of the application process, two sets of college transcripts must be submitted to the Registered Nursing Education Department. Transcripts for courses taken at the College of Marin are not required.

7. Self-addressed stamped envelope. Include a self-addressed stamped envelope with your application.

8. Proof of Residency. Documentation of proof of residency in Marin County for one year prior to application; Xerox of California driver's license and one of the following: income tax form from previous year, or P G and E, Marin Municipal Water District, or North Marin Water District bill.

9. Returning/Transfer Students. Letter of recommendation from a nursing faculty member or a nursing program director.

10. Background Clearance/Conviction Information

(a) Notice Concerning Eligibility for the Nursing Program
Background checks are commonly completed on health care personnel, including students and volunteers. Current and prospective nursing students must at all times meet
applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals. Every student offered space in the program will be required to submit to a background screening prior to beginning clinical rotations as part of their clinical requirements for admission. A history of felony conviction(s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.

If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance, the space will be forfeited.

Students who are found to be ineligible for clinical placement by the clinical agency after admission to the nursing program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

Note that the student is given an opportunity to receive a copy of the screening report. The student has the right to dispute the accuracy of the report. If the clinical agency rejects the student, the student has the right of appeal to the clinical agency, following the appeal process of that agency.

(b) Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page.

If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

Screening Procedure for Enrollment in the Nursing Program

The following wording in bold type replaces catalog text regarding screening procedures for the Nursing Program, listed on page 274 of the online catalog.

Thirty-six students are enrolled in their first year of the Registered Nursing Education Program each fall. The program is committed to providing equal educational opportunities for qualified applicants. Each year the Registered Nursing Education Program receives more requests for enrollment than the program is able to accommodate. Enrollment is limited because of the need to maintain a safe student/teacher ratio in the clinical setting.

Each application received is reviewed by a nursing department committee to determine that the basic entry prerequisites and requirements have been met. Applications which are not complete or which do not satisfy the listed prerequisites shall not be considered further and shall not be eligible for enrollment into the program. To be considered for enrollment, all students must complete the basic entry course work and requirements as listed below:

1. All prerequisite courses must be completed with a "C" or higher before or during the spring semester prior to admission in the program. Summer prerequisite courses will be accepted only if additional space becomes available. Prerequisites include, Nursing Education 90, chemistry, anatomy, physiology, microbiology, English and math.

2. All required application materials must be submitted to the Registered Nursing Education Department office by the closing deadline.

3. All students are required to show evidence of work or volunteer history in a health related environment or field.

4. Any courses required for registered nursing licensure must have a letter grade of "C" or higher. These courses include the above prerequisites and Speech 110, 120, or 128, Psychology 110 and 112 or 114, and three
units from any of the following: Anthropology 102, 103, 208 or Sociology 110, 140.

Courses required for state boards and General Education Graduation Requirements must be completed prior to graduation, but it is highly recommended that these courses be completed prior to entry into the program.

Subject to available openings, all qualified students who meet the above requirements will be eligible to enroll in the nursing program. In the event that there are more eligible applicants than openings in the program, actual enrollment will be based on a computerized random selection method. All eligible applicants will receive a number for the current application period. Students who provide proof of Marin County residency of at least one year prior to application to the program will be given enrollment priority.

It is not necessary to contact the Registered Nursing Education Program regarding your application status. You will be notified by mail using your self-addressed stamped envelope of your application status. Please be patient. It will take time for us to complete this procedure. All applicants will be notified by mail no later than June 15 regarding their acceptance or nonacceptance status. Spaces, should they occur, will be filled by the next qualified applicant until the fall semester begins.

All students who were determined eligible but not selected due to a lack of sufficient openings must resubmit their application for the next year’s program openings. As part of this application they must submit the number assigned to them in the prior year’s application process. The top ten eligible applicants (the ten with the lowest numbers) who are also Marin County residents for at least one year prior to this application process will be offered a space in the program in this second year of application prior to filling openings with the first time applicants. The remaining eligible applicants from the prior year will be included with the current year’s applicants (first time applicants) and assigned numbers as described above if the number of eligible applicants exceeds openings. Students who are selected for the program and who drop from the program prior to completion of the first semester, must reapply for subsequent admission and shall be given the same consideration as first-time applicants. All applicants are bound by any new admission requirements and should contact a college counselor or the Registered Nursing Education Department to determine such requirements. All applications will be kept on file for one year. Applicants who were not accepted may reactivate their file with a new application form.

If you need assistance with the application process, please contact the Registered Nursing Education Department at (415) 485-9319 only during the following times: Tuesday or Wednesday between the hours of 1:00 and 4:00 p.m.

Registered Nursing Education Program Enrollment Procedures for Returning, Transfer, or Challenge Students

The following information reflects changes in prerequisites as found on page 275 on the online general catalog.

Prerequisites: Prerequisites must be fulfilled PRIOR to admission into the program. All prerequisites must be met with a grade of “C” or higher. A minimum grade of 2.0 is required for all courses required for registered nursing licensure.

Recency: Courses in nursing education more than three years old will not be accepted. Applicants must apply for first semester admission and will be required to repeat all nursing courses more than three years old.

Prerequisites include:

1. Nursing Education 90, Introduction to Nursing Education and Practice.

2. Chemistry: One semester of college chemistry (Chemistry 110).

3. Anatomy: One four- or five- (semester) unit college human anatomy course with laboratory (Biology 120).

4. *Physiology: One four- or five- (semester) unit college human physiology course with laboratory (Biology 224).

5. *Microbiology: One four- or five- (semester) unit college microbiology course (Biology 240).

6. Math: Math 101 or Math 101AB or Math 101XY.

7. English: English 120 or 120SL or 150.
8. Nursing Education 115 and 120: Required for Psychiatric Technicians only.

* Thirty-Unit Option LVN prerequisites.

**Requirements for a Completed Application for Returning, Transfer, or Challenge Students**

The following text contains new information regarding requirements for a completed application for returning, transfer, or challenge students as shown on page 276 on the online catalog.

Submit the following to the Nursing Department, Harlan Center 101, College of Marin, Kentfield, CA 94904:

1. College of Marin Registered Nursing Program Application.
2. Completed Health Clearance Form upon acceptance into the program. Submit by July 15.
3. College of Marin Courses Required for RN Licensure/Graduation Evaluation Form.
4. Petition for Substitution for RN Students Form. There are two methods for students to obtain credit for required courses taken at other institutions:
   (a) Evaluation prior to application to the program. Petitions for Substitution may be submitted before applying to the Nursing Program. It will be the student's responsibility to request official transcripts and course descriptions for the year the course was completed and attach catalog course descriptions to the Petition. Official transcripts must be mailed directly from the issuing college to College of Marin, Counseling Department, Kentfield, CA 94904. The Petition for Substitution will then be submitted and reviewed by Admissions and Records (Academic Standards Committee.) The student will be notified and a copy will be sent the Counseling Office. Decisions will be made part of the official record.
   (b) Evaluation as part of the Registered Nursing Application. The R.N. Application will include two forms. One will require the student to list all pre and corequisites completed at College of Marin. The other will be a Petition for Substitution for courses required for the R.N. Program that were completed at another college. Catalog descriptions for the year in which the class was completed must accompany the Petition for Substitution.
   
   The Nursing Department will send the Petitions for Substitution to the Academic Standards Committee for evaluation of petitions together with catalog descriptions and copies of the student's "official" transcripts (Send directly from the college to College of Marin.)
   
   Decisions will be made part of the official record. The student, the Nursing Department Office and the Counseling Office will receive a copy of the petition indicating which courses are approved/denied.

5. Official Transcripts. The applicant is responsible for ensuring that official transcripts from high school, psychiatric technician program, nursing school, or college, verifying successful completion of requirements or of requirements in progress are mailed directly to the Registered Nursing Education Department from the issuing institution. College of Marin transcripts are not required.

6. License. Submit a copy of a valid California LVN or LPT license, if applicable.

7. Work Experience. Submit proof (a written statement from your employer) of one year of continuous employment in an acute hospital or mental health facility in the last three years as an LPT or LVN.

8. Letter of Recommendation. From a nursing faculty member or nursing program director.


10. Nondegree Option LVN. Submit #1, #2, #3, #4, #5, #6, #7, and #9, listed above.

11. Self-Addressed Stamped Envelope. Include a self-addressed stamped envelope with your application.

12. Proof of Residency. Documentation of proof of residency in Marin County for one year prior to application: Xerox of California driver's license and one of the following: income tax form from
previous year, or P G and E, Marin Municipal Water District, or North Marin Water District bill.

13. Background Clearance/Conviction Information

(a) Notice Concerning Eligibility for the Nursing Program

Background checks are commonly completed on health care personnel, including students and volunteers. Current and prospective nursing students must at all times meet applicable hospital security standards for placement in mandatory clinical rotations at selected hospitals. Every student offered space in the program will be required to submit to a background screening prior to beginning clinical rotations as part of their clinical requirements for admission. A history of felony conviction(s) or any bar, exclusion or other ineligibility for federal program participation could render a student ineligible for clinical placement, as determined by the clinical agencies.

If a student cannot obtain background clearance from the clinical agencies, it will not be possible to place the student in the clinical area, which is a required component of the program. In the event that a student cannot obtain a background clearance, the space will be forfeited.

Students who are found to be ineligible for clinical placement by the clinical agency after admission to the nursing program shall be subject to dismissal from the program, as they will be unable to complete mandatory clinical rotations.

Note that the student is given an opportunity to receive a copy of the screening report. The student has the right to dispute the accuracy of the report. If the clinical agency rejects the student, the student has the right of appeal to the clinical agency, following the appeal process of that agency.

(b) Notice Concerning Board of Registered Nursing Licensure

Prior to obtaining a license to practice as a Registered Nurse, all graduates must report felony and misdemeanor convictions along with submission of fingerprints. The Board of Registered Nursing may deny licensure based on prior convictions. For a list of convictions substantially related to the practice of nursing, please contact the Nursing Department or the Board of Registered Nursing Web page.

If students have any questions about the background screening, nursing program eligibility, or the Board of Registered Nursing requirements, they should contact the Nursing Program Director.

Enrollment in the Program: Returning, Transfer and Challenge Students

The following new copy reflects changes in enrollment in the nursing program for returning, transfer, and challenge students as found on page 277 on the online catalog.

1. All prerequisite courses must be completed with a “C” or higher prior to admission in the program. Prerequisites include Nursing Education 90, chemistry, anatomy, physiology, microbiology, English and math except for LVN 30 unit option. LVN 30 unit option students must only complete physiology and microbiology. Psychiatric technicians must also complete Nursing Education 115 and 120.

2. All required application materials must be submitted to the Registered Nursing Education Department by the closing deadline.

3. All challenge procedures to courses as described must be satisfied prior to application deadline.

4. Any courses required for RN licensure must have a letter grade of “C” or higher. These courses include the above prerequisites and Speech 110, 120, or 128, Psychology 110 and 112 or 114, and three units from any of the following: Anthropology 102, 103, 208 or Sociology 110, 140 and nursing education coursework.

5. Courses in Nursing Education more than three years old will not be accepted.

New Courses
103. Open Skills Lab. (1/2)  (No prerequisite.  Corequisites: Nursing Education 101 or 102, or 150L.  One and one-half laboratory hours weekly.)

This course provides opportunities for registered nursing students concurrently enrolled in a nursing skills lab course (Nursing Education 101, 102 and 150L) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in Nursing Education 103 concurrent with other nursing skills labs during the fall and spring semesters of the first year of the nursing program. (CSU) (NEW)

205. Open Skills Lab. (1/2)  (No prerequisite.  Corequisite: Nursing Education 203 or 204.  One and one-half laboratory hours weekly.)

This course provides opportunities for registered nursing students concurrently enrolled in a nursing skills lab course (Nursing Education 203 and 204) to have additional supervised practice performing clinical skills that are required for the profession of registered nursing. Students may enroll in Nursing Education 205 concurrent with other nursing skills labs during the fall and spring semesters of the second year of the nursing program. (CSU) (NEW)

Physical Education (P E)

(Please see page 287 of the online catalog.)

70. Adapted Aquatics. (1/2)  (Prerequisite: Recommendation of student's physician and completed medical form.  Thirty-five laboratory hours per semester.)

A class for any student who will benefit from a program of therapeutic aquatic exercise. Students enjoy the positive effects of the aquatic environment in a group exercise program. Swimming skills are not necessary. Includes aqua aerobic activities, cardiovascular training, water walk/jog programs, and lap swimming. This course is repeatable for credit. (REVISED DESCRIPTION; THIRTY-FIVE LABORATORY HOURS PER SEMESTER; FORMERLY TWENTY-SIX AND ONE-QUARTER)

72. Adapted General Conditioning. (1/2)  
(Prerequisite: Recommendation of student's physician and completed medical form.  Thirty-five laboratory hours per semester.)

A course designed for students with physical disability. Students will be provided with a personalized fitness program based on individual needs. It will include the use of stationary bicycles, treadmill, weight equipment, and other adapted equipment. This course is repeatable for credit. (REVISED DESCRIPTION; THIRTY-FIVE LABORATORY HOURS PER SEMESTER; FORMERLY TWENTY-SIX AND ONE-QUARTER)

74. Adapted Yoga. (1/2)  (Prerequisite: Recommendation of student's physician and completed medical form.  Thirty-five laboratory hours per semester.)

This is a safe yoga, breathing, and relaxation course designed for the physically disabled adult. Instruction includes safe total body stretches, diaphragmatic breathing, and deep relaxation training. Emphasis is on proper alignment, mind/body connection, and techniques to relieve stress and reduce pain. This course is repeatable for credit. (REVISED DESCRIPTION; THIRTY-FIVE LABORATORY HOURS PER SEMESTER; FORMERLY TWENTY-SIX AND ONE-QUARTER)

75. Adapted Tai Chi. (1/2)  (Prerequisite: Recommendation of student's physician and completed medical form.  Thirty-five laboratory hours per semester.)

This class will introduce the art of Tai Chi, specifically the Yang Style Short Form and Long Form. Designed for the physically disabled adult, movements will be adapted to the needs of each student, so that all may participate successfully at their appropriate level. This course is repeatable for credit. (REVISED DESCRIPTION; THIRTY-FIVE LABORATORY HOURS PER SEMESTER; FORMERLY TWENTY-SIX AND ONE-QUARTER)

77. Stretching and Bodywork. (1/2)  
(DELETED)

78. Adapted Fitness for Students with Special Developmental Needs. (1/2)  
(DELETED)
79. Adapted Awareness through Movement. (1/2)
(Prerequisite: Recommendation of student’s physician and completed medical form. Thirty-five laboratory hours per semester.)

This class provides group lessons in the Feldenkrais group movement method. The class will focus on learning to move with awareness to improve functioning, balance, coordination, posture and well being. These lessons increase the capacity for easier and more effective movement in everyday activities. This course is repeatable for credit.

(THIRTY-FIVE LABORATORY HOURS PER SEMESTER; FORMERLY TWENTY-SIX AND ONE-QUARTER; NOW REPEATABLE FOR CREDIT)

Real Estate (REAL)

115. Real Estate Principles. (3) (No prerequisite. Three lecture hours weekly.)

This fundamental real estate course emphasizes the basic understanding, background, and terminology necessary for advanced study in specialized courses of real estate. This course is required for those preparing for the real estate salesperson’s license examination. It will also apply toward the California Department of Real Estate’s educational requirements for the broker’s examination. It may count toward the course requirements for the California Real Estate Appraiser’s license. (CSU) (REVISED DESCRIPTION)

116. Real Estate Practice. (3) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course deals with the day-to-day practice at a real estate office. It includes understanding the agency obligations inherent in a real estate agency, and the actualization of that agency in the listing, selling, financing, and managing of real property. Also included are basic listening and negotiation skills as they relate to the real estate industries. Tax implications and investment counseling are touched on as well, providing the student with a basic grounding in the broad areas of real estate practice. It is a required course for all licensees in their first 18 months of licensing. (CSU) (REVISED DESCRIPTION)

118. Real Estate Practice: Internship. (5)
(DELETED)

212. Real Estate Appraisal I. (3) (No prerequisite. Three lecture hours weekly.)

This introductory course covers the purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single unit properties. Applies toward the educational requirement for real estate broker’s examination and fulfills the requirement as one of two classes in addition to “Real Estate Principles” for the real estate sales license. It also applies toward the educational requirements for an appraiser’s license. (CSU) (REVISED DESCRIPTION)

215. Real Estate Economics. (3) (No prerequisite. Advisory: Real Estate 115. Three lecture hours weekly.)

This course provides the means to interpret economic activities for the benefit of property owners, investors, and real estate professionals. It includes relating business and real estate cycles to forecasting land use and capital growth patterns; the clash of land use controls; the dynamics of community demographics; and property investment alternatives. It is required for real estate broker’s license applications and partially satisfies the 18-month provisional real estate sales license requirements. (CSU) (REVISED DESCRIPTION)

219. Escrows. (3) (Prerequisite: Real Estate 115. Three lecture hours weekly.)

This course emphasizes the methods and techniques of escrow procedure, focusing on the title insurance industry and its effect in the ownership and marketing of real property. Included is a detailed study of the history of title insurance, escrows, and local as well as regional practices. Numerous title reports are reviewed in order to assist students in understanding these complex documents and provide experience in explaining those elements that impact title to their clients in real estate transactions. This course can enhance a student’s ability to seek employment in both the escrow and title industries. (CSU) (REVISED DESCRIPTION)
Spanish (SPAN)
(Please see page 311 of the online catalog.)

122. Spanish for Teachers. (3) (No prerequisite. Three lecture hours weekly.)

This is a Spanish conversation course designed to meet the needs of teachers who wish to learn Spanish with the goal to communicating with students and parents in their working environment. No prior knowledge of Spanish is required. This course fulfills continuing education requirements for teachers and is useful vocationally. (CSU) (NEW)

Statistics (STAT)
(Please see page 315 of the online catalog.)

115. Introduction to Statistics. (4) (Prerequisite: Math 103 or 103S or 103XY. Four lecture hours weekly.)

An introduction to statistics for students in social science and business. Students will be instructed in the use of computer spreadsheet software to solve statistical and data analysis problems. The course covers descriptive statistics, probability, hypothesis testing, linear and multiple regression, correlation, sampling, statistical inference and time series analysis. Illustrations are taken from the various social sciences and from business. (CSU/UC) (REVISED PREREQUISITE TO ADD MATH 103S OR 103XY)
AAAS Area E, CSU Area B-4, IGETC Area 2, CAN STAT 2

Study Skills (STSK)
(Please see page 315 of the online catalog.)

50. Understanding Learning Disabilities. (1/2) (No prerequisite. Two lecture hours weekly for four weeks.)

This is a class that will explore topics related to the field of learning disabilities. Areas covered may include causes of learning disabilities, effects of learning disabilities, evaluation, accommodations, and other relevant issues. May be taken twice for credit. (REVISE HOURS FROM ONE-HALF LECTURE HOUR WEEKLY TO TWO LECTURE HOURS FOR FOUR WEEKS; STUDENT UNITS FROM 1 TO 1/2)

70-78. Study Skills Workshop. (1/2 unit each module) (No prerequisite. Twenty-six and one-quarter laboratory hours per one-half unit. Open-entry, open-exit classes.) (MAY NOW BE TAKEN TWICE FOR CREDIT)

70. Evaluation 1/2

71. Reading 1/2 (DELETED)

72. Spelling 1/2 (DELETED)

73. Math 1/2 (DELETED)

74. Language Arts 1/2 (DELETED)

75. Vocabulary 1/2 (DELETED)