

# Are you a **returning student** and you want to restart taking English as a Second Language Classes this semester?

**STEP 1. When you studied at College of Marin, did you fill out an online CCC Apply application?**

**Yes**

Log in to CCCApply at [www1.marin.edu/apply](http://www1.marin.edu/apply) and submit a new application. If you cannot access your account, call CCCApply directly at **(877) 247-4836** to retrieve the account, or contact the ESL office for assistance AND update your application. **See the contact information in Step 4, below.**

**NO**

Before starting your application, contact the ESL office to obtain your information from our system regarding your status and student profile. Once you have the correct information, follow the instructions on the flyer for new students at the back.

**STEP 2. Are you able to access your [MyCOM](#) Portal?**

**YES: Go to Step 3.**

**No**

**For help, contact the ESL Office or visit the Academic Center**

- Username.
- Reset Password.
- Update email and phone.

Go to [esl.marin.edu](http://esl.marin.edu) for office hours and phone numbers.

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**Step 3: Placement and Registration:** You must complete these steps before you can register for classes. If you would like to take a placement test to help you choose the best level, you will be able to sign up for a test after you have completed the steps above.

- To sign up for the next Orientation/Placement Test, contact the ESL Office
- Visit the Academic Center (AC) Room 109; email: [esl@marin.edu](mailto:esl@marin.edu)
- Go to [esl.marin.edu](http://esl.marin.edu) for office hours, phone numbers, information and videos.

You can also get help in English or Spanish with CCCApply from the [Student Ambassadors](#)  
<https://es.marin.edu/student-ambassador-virtual-hours>

## Is this your **FIRST TIME** at College of Marin?

### Step 1. Complete an [Application](#)

APPLY FOR ENGLISH AS A SECOND  
LANGUAGE (ESL) – NONCREDIT CLASSES



- (a) Make sure your phone or computer keyboard language is in English and autocorrect is turned off. Do not use accented letters on the application. You cannot use letters with accents, ñ, ü or unique letters of this type (even if your name or surname has an accent, ü o ñ, **should not be used** in the form)
- (b) *\*You can also call CCCApply directly and get help in Spanish to create your account and fill out your application.*  
*At: (877) 247-4836*
- (c) Create a Noncredit CCC Apply Account at [www1.marin.edu/apply](http://www1.marin.edu/apply). Once in CCCApply, you can change the account language to Spanish.
- (d) Please remember to write down your username and password. Keep it safe, you will need it in the future.  
Note: You Can Skip the ID.Me Verification by clicking "Verify Later."  
***\*CCCApply is a California Department of Education page. We do not have access to your account, information or password.***
- (e) After your account has been created, it will log into CCCApply. Press "Start a New Application" to apply to the College of Marin. You can change the application's language to Spanish in the settings.  
***\*Remember, CCCApply is two steps: 1. Create the account and 2. Fill out and submit the application to apply successfully!***
- (f) Within 2 to 3 business days, you will receive a welcome letter from "The College of Marin" that includes your username (different from CCCApply) and student number (M00#). This welcome letter will arrive by email to your account (Search for "Welcome Letter" in all mailboxes, such as Spam, Drafts, etc.)

**Step 2: Set up and access your account in the MyCOM portal:** In your welcome email, open "[First Time Users](#)" or in your browser go to "[tinyurl.com/firstuser](http://tinyurl.com/firstuser)". Follow the instructions of the portal; you will need the M00# (student number) and username (User Name) from the welcome email.

**Step 3: Placement and Registration: You must complete the steps above three days before the test date (or earlier). We will help you register for classes after you take the placement test.**

- To sign up for the next Orientation/Placement Test, or if you need help contact the ESL Office
- Visit the Academic Center (AC) Room 109; email: [esl@marin.edu](mailto:esl@marin.edu)
- Go to [esl.marin.edu](http://esl.marin.edu) for office hours, phone numbers, information and videos.
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