Do you want to take English as a Second Language Classes?
Are you a **returning student** who did not take classes in Fall 2022?

Before registering into any College Of Marin class, the college currently requires all students to verify that they are fully vaccinated for COVID-19. (Booster not necessary)

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

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Yes

Log in to CCCApply 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.**

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NO

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

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STEP 2. Are you able to access your MyCOM Portal?

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YES: Go to Step 3.

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No

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When you have received your Welcome letter: click on the "**First Time Users**" link or in your browser go to tinyurl.com/firstuser. Follow the instructions in the Portal; you will need the M00# (student ID#) and your username from the Welcome letter.

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STEP 3. Vaccine Verification: Before registering into any College Of Marin class, the college currently requires all students to verify that they are fully vaccinated for COVID-19. The form is accessed through your MyCOM portal.

(a) From your cell phone, take a photo of your COVID-19 Vaccination Record Card.
(b) **Log into** your MyCOM portal on your phone's browser; mycom.marin.edu
(c) Under "**New students**", click on ***Submit proof of COVID-19 vaccination.***
(d) Complete the information with the dates in **MM/DD/YYYY format** and upload the photo of your vaccination card.
(e) Within 1-2 working days, the college will update your account so that you can register for the placement test and enroll in classes.

Step 4: Placement and Registration: You must complete the 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
- Go to 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 es.marin.edu/student-ambassador-virtual-hours

Do you want to take English as a Second Language Classes?

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 can not 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)
You can also call CCCApply directly and get help in Spanish to create your account and fill out your application. At: (877) 247-4836

(b) Please remember to write down your username and password. Keep it safe, you will need it in the future.
*CCCApply is a California Department of Education page. We do not have access to your account, information, or password.

(c) Create a NC CCC Apply Account at *marin.edu/apply*. There, you can change the account language to Spanish.
*Remember, CCCApply is two steps: 1. Create the account and 2. Fill out and submit the application to apply successfully!

(d) Once 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.

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 Follow the instructions of the portal, you will need the M00# (student number) and username (User Name) from the welcome email.

Step 3: Vaccine Verification: Before registering into any COM class, the college requires all students to verify that they are fully vaccinated against COVID-19. To do this, you need access to MyCom:

(a) From your cell phone, take a photo of your COVID-19 Vaccination Record Card.

(b) **Log into** your MyCOM portal on your phone; mycom.marin.edu

(c) Under new students, click on ***Submit proof of COVID-19 vaccination.***

(d) Complete the information with the dates in **MM/DD/YYYY format** and upload the photo of your vaccination card

(e) Within 1-2 working days, the college will update your account so that you can register for the placement test and enroll in classes.

Step 4: 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*
- Go to *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*