

**Next Steps to register for
English as a Second Language (ESL) classes
at College of Marin**

Complete the online Noncredit Application

<http://www1.marin.edu/apply>

Checklist (detailed instructions below:

- Noncredit CCCApply
- Have MyCOM Welcome Letter from College of Marin

Next:

- 1. Sign up and take a placement test to find your level of English
- 2. Come to an orientation (This may be at the same time as the test.)
- 3. See a counselor (Intermediate to Advanced students)
- 4. Register for classes

1. As a new ESL student, you must take a placement test.

- You can sign up for the next **Noncredit Placement Test/Orientation Workshop** here:
<http://esl.marin.edu/noncredit-application-process>
- You can take the placement test at the **Assessment and Testing Center (ATC)**.
- **To make an appointment**, call, email or come to the ATO Office:
Tel: (415) 485-9469
Email: assessment.testing@marin.edu
ATC Office: Kentfield Campus, Student Services (SS) Building, Room 238.
- **Note: Please bring your Welcome Letter and identification.**

2. Orientations

- Take the placement test during one of the Scheduled Placement Orientation Workshops. (See sign-up information above.)
- If your score is 40 or below and you took the test in the Assessment and Testing Office, please come to one of the Placement/Orientation Workshops. Explain that you took the placement test at the testing office.
- If your score is level 50 or higher, please come to one of these Counseling Orientations.

3. See a Counselor (Intermediate and Advanced students)


- Make an appointment to see a counselor to make a student education plan.
 - **Call:** 415-485-9432.
 - **Visit the Counseling Office:**
Kentfield Campus, Student Services (SS) Building, Room 212.

**Next Steps to register for
English as a Second Language (ESL) classes
at College of Marin**

4. Register for Classes

To register for classes, you must access the **MyCOM Portal** on a computer or on your smart phone. Please follow the log-in instructions below.

If you would like help, please visit the ESL office in AC 109 on the Kentfield campus.

- Open the email account where you received the Welcome Letter from College of Marin.
- In another browser window, go to: <http://mycom.marin.edu>
- Click on **First Time Users** below the sign-in button
- Enter your **Student ID number**: M00 -- ----
- Enter your **Last Name**
- **Additional Security Verification Option:**
 - Click on the small  to receive the verification code by email.
 - You will have One Minute to enter this verification code.
 - Enter the verification code in the space provided.
 - Click submit
- **Password:**
 - Create and confirm your new password.
 - Make sure it follows the password guidelines.
 - Click submit.
- **Security Profile:**
 - You will have to choose 4 security questions
 - Type in answers for each one. Spelling is important.
 - These will be used in the future if you forget your password.
 - When you are done, **CLICK SUBMIT**
- **Email Recovery (to receive verification codes by email)**
 - Make sure that the personal email listed under Email Recovery is correct. If you forget your password, the College will send you a temporary password here.
 - If it is not correct, you can **edit** it here by clicking “update”.
 - If you do update your email, you will receive an email with a verification code.
 - Enter the code and click submit.
- **Phone Recovery (to receive verification codes by text)**
 - Select Country: choose United States
 - Enter your 10-digit phone number including the area code – no spaces: xxxxxxxxxx
 - Click Verify
 - You will receive a text with a verification code.
 - Enter that code and click submit.
- **Finished!**
 - Click on **My Applications** to return to the Portal.
 - **Note:** You may be asked to log in again with your new password.