

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

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

Yes

Log in to your CCCApply and submit a new application. If you can't access your account CONTACT THE ESL OFFICE FOR ASSISTANCE TO UPDATE YOUR APPLICATION. See contact information in Step 4 below.

NO

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

See instructions on the flier for new students on the other side.

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

YES: Go to Step 3.

No

When you have received your Welcome letter, click on the **“First Time Users”** Sign up link. To follow the instructions in the Portal, you will need the M00# (student ID#) and your username from the Welcome letter. The letter also has a link to a “how-to” video.

STEP 3. Vaccine Verification: Before registering into any COM class, the college currently requires all students to verify that they are fully vaccinated for COVID-19. The form is accessed in 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; mycom.marin.edu
- (c) Under new students, click on [Submit proof of COVID-19 vaccination](#).
- (d) Answer the questions and upload the photo of your Vaccination Card.
- (e) Within 1-2 work 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](http://es.marin.edu/student-ambassador-virtual-hours) es.marin.edu/student-ambassador-virtual-hours

| Orientation/Placement Tests before Fall 2022 Semester | | Option 1 | Option 2 |
|--|-----------|----------|----------|
| Monday, August 1, 2022 | Kentfield | 5:00 pm | 6:45 pm |
| Wednesday, August 10, 2022 | Kentfield | 5:00 pm | 6:45 pm |
| Saturday, August 13, 2022 | Kentfield | 8:30 am | 10:30 am |

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

- Make sure your phone or computer keyboard language is English and autocorrect is turned off. Do not use accented letters on the application.
- Create a NC CCC Apply Account at marin.edu/apply. There Spanish speakers can change the language to Spanish.
- Once your account is created, exit and then log-in to complete the application to College of Marin.
- Please remember to write down your username and password and keep it safe. You will need it in the future.
- Within 2 to 3 working days, you will receive a welcome letter from College of Marin that includes your student ID (M00#). This welcome letter comes as an email to your personal email address. Search all mailboxes because sometimes it goes to the Spam folder or to Drafts.

Step 2: Set up and access your account in the MyCOM portal: In your Welcome Letter, click on the “[First Time Users](#)” Sign up link. To follow the instructions in the Portal, you will need the M00# (student ID#) and your username from the Welcome letter. The letter also has a link to a “how-to” video.

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

- From your cell phone, take a photo of your COVID-19 Vaccination Record Card.
- Log into** your [MyCOM portal](#) on your phone; mycom.marin.edu
- Under new students, click on [Submit proof of COVID-19 vaccination](#).
- Answer the questions and upload the photo of your Vaccination Card.
- 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.
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