

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](http://mycom.marin.edu) 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>