Start of Term Guide for Faculty
Fall 2019

Start of Instruction: Weekday Classes – Monday, August 19, 2019
Saturday Classes – Saturday, August 24, 2019

Class Roster
May be accessed via the MyCOM Portal at mycom.marin.edu

Accessing Add Authorization Codes
- Log into the MyCOM portal.
- Go to the Employees Tab.
- Select Applicable Term.
- Click on the Authorization Code Link in the Faculty Dashboard
- Choose the Correct CRN to access codes for each class.

NOTE: Add Authorization Codes are six (6) alphanumeric characters long. (Example - 1A2B3C)

Adding Students
Faculty may release an add code (one code per student) to use for registration online or in-person. Waitlisted students also need add authorization codes as automatic waitlisting function is disabled after the start of instruction.

Accessing Waitlists
Faculty may access their waitlist(s) through the Faculty Dashboard in MyCOM. NOTE: If you need assistance in printing your waitlist(s), please contact your departmental assistant.

Prerequisite & Corequisite Enforcement
Enforcement of prerequisites & corequisites takes place at the time of enrollment, not at the classroom level. Students enrolled in classes that appear on class rosters or waitlists have met prerequisite requirements.

Auditing
In accordance with California Education Code 76370, College of Marin has adopted a policy of auditing classes. Attending classes with the intent to audit without registering as an auditor is NOT permitted.

- Auditor status is allowed only if student has exhausted repeat possibilities
- Instructor must provide an Add Authorization code on the Audit Enrollment card
- Auditors may NOT attend or participate until officially enrolled after the First Census date of the class.
- Auditors do not receive grades.

The list of current courses available for Audit is available at www1.marin.edu/course-audit