

## Spring 2024 Quick Reference for Faculty

### Important Dates

- Last day to drop with refund – Feb. 2
- Last day to add a full-term class online – Feb. 11
- **Spring 2024 census – Feb. 12**
- Last day to drop without a “W” entry on transcript – Feb. 15
- **Last day to petition for a Late Add – Feb. 15**
- Spring AA-T/AS-T Application Feb. 1 – Feb. 15
- File for Spring graduation – Feb. 1 – Mar. 8
- **Mid-Term grades due March 29 - NOON**
- Last day to drop with a “W” entry on transcript – April 19
- Last day to change grading option (P/NP) – May 17
- Last day of classes before final exams – May 17
- Final Exams – May 18 - 24
- **Grades due – June 3, 2024 - 11:59 p.m.**

Please verify all students attending are listed on your course roster. You may drop students who have not attended.

To qualify for a Late Add students MUST have been in attendance prior to Feb. 12

### Enrollment Services Contact Information

<http://es.marin.edu/>

Please see our [complete service schedule](#) for expanded hours during peak registration through Feb 9.

#### Phone Service

(415) 457-8811 ext. 8822  
Monday through Thursday  
9 am - 1 pm, 2 pm - 4 pm  
Friday  
9 am – 1 pm

#### Kentfield Campus

**830 College Avenue - Welcome Center**  
Monday through Thursday  
9 am – 1 pm, 2 pm – 4 pm

#### Indian Valley Campus (Novato)

**Building 27**  
Monday through Thursday  
10 am – 1 pm, 2 pm – 4 pm

#### Virtual Service (Zoom)

Friday  
10 am – 1 pm  
<https://marin-edu.zoom.us/j/99597294752>

Please refer a student to Enrollment Services if they are experiencing difficulty in any part of the enrollment process.

# FERPA Quick Reference for Faculty

The Family Educational Rights and Privacy Act (FERPA) and COM policy restrict the disclosure of information from student records.

Student educational records include records directly related to a student and maintained by the institution or by a party acting for the institution. Examples include exams, papers, advising or other notes about a student, applications, financial documents, and any correspondence that contains information about a student, including e-mail correspondence.

**Presume that all student information is confidential, and do not disclose information without a student's consent except to College of Marin officials who have a legitimate educational interest in the information.**

Avoid inadvertently disclosing information from student records by following these examples.

- **Do not** post grades or leave graded tests, papers, or other student materials for students to pick up in a stack that requires sorting through the papers of all students.
- **Do Not** send confidential information such as grades in an e-mail.
- **Do Not** require students to post identifiable homework assignments or projects in a publicly accessible online forum (e.g., Facebook, YouTube, and other social media spaces).
- **Do not** require students to participate in a publicly accessible online blog – Use Canvas.
- **Do not** circulate or post a class roster of student names or one that includes photographs or student ID numbers.

Placing any information about students on a website or app not under contract with the College of Marin may not meet FERPA requirements.

In letters of recommendation, faculty, teaching assistants, and readers can discuss their personal observations, but they should not disclose information from student records, such as grades, without the student's consent.

## Use MyCOM Student Email or Canvas to Communicate with Students

The ONLY FERPA approved form of email communication is to use the institutional-assigned MyCOM Student email. The use of any personal email is always subject to others having access, etc. Students can forward the institutional emails to their personal email if they choose to do so.

All enrolled students have access to this email through MyCOM.

The address is in the form [USERNAME@mycom.marin.edu](mailto:USERNAME@mycom.marin.edu)

If a student initiates communication with you using a personal email use the sample text below to respond and redirect the student to their MyCOM Student Email.

*Dear STUDENT'S NAME,*

*To protect your privacy I cannot share personally identifiable information with you using your personal email address. Please use your MyCOM Student Email or Canvas to communicate with me in the future. Learn how to access and forward your MyCOM Student Email at <http://it.marin.edu/accessing-mycom-email>.*

If you have any questions or concerns related to FERPA please contact Jon Horinek, Dean of Enrollment Services at [jhorinek@marin.edu](mailto:jhorinek@marin.edu).