Spring 2026 Start of Term Guide for Faculty

Start of Instruction: Saturday Classes – Saturday, January 17, 2026
                                        Weekday Classes – Tuesday, January 20, 2026

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) and ANY code in the list can be used.

We STRONGLY recommend faculty not distribute Authorization codes that contain the letter O or the number zero. These codes are often confused when entered.

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. Faculty may distribute Add Authorization Codes as they see fit, however Enrollment Services recommends distributing them on a first come first served basis.

PLEASE DO NOT DISTRIBUTE LISTS OF ADD CODES TO STUDENTS

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 enrollment 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