

Online Orientation
Storyboards Document
(Revision 2015-D)

for



Citrus College

1000 West Foothill Boulevard

Glendora, California 91741

TABLE OF CONTENTS

LAUNCH PAGE	5
Welcome	5
SIGN ON SEQUENCE	6
Sign On	6
Knowledge Gap Assessment.....	7
FRONT MATTER	8
President's Welcome (update video b-roll)	8
Student Success and Support Program (new video).....	9
A Partnership for Student Success.....	10
Student Success and Support Program and Enrollment Process.....	11
Your Rights	13
Registration Priority (new video).....	14
Navigation Instructions (new video).....	15
Main Menu	16
DEGREES & CERTIFICATES.....	17
Introduction (new video).....	17
Associate Degree // Título intermedio.....	18
Degree Program	19
Transfer.....	20
How To Transfer	21
Transfer Center.....	22
Transfer Program (new video).....	23
Check on Learning.....	24
Certificate of Achievement and Skill Award Programs	25
Technical Program.....	26
Noncredit Education.....	27
Check on Learning (new video).....	28
Conclusion (new video).....	29
TAKING CLASSES.....	30
Introduction	30
Assessment Tests.....	31
Assessment Test Scores	32

College Catalog	33
Class Schedule	34
How to use the Online Class Schedule	35
Check on Learning.....	37
Registering for Classes.....	38
Types of Classes	40
Online Learning.....	41
Am I Ready for Online Learning	42
Taking Online Classes	43
Check on Learning.....	44
Conclusion	45
STUDENT SERVICES	47
Introduction	47
Counseling & Advisement Center	48
Career Counseling and Services	49
Financial Aid	50
DSP&S.....	53
EOP&S/CARE.....	54
Check on Learning.....	55
CalWORKs.....	56
Spotlight: Center for Teacher Excellence	57
Veterans Success Center (new video)	58
College Success Program (new video).....	59
Check on Learning.....	60
Noncredit Counseling.....	61
International Student Center	62
Athletics	63
Conclusion	64
GUIDELINES FOR SUCCESS.....	65
Introduction	65
Schedule Overload	66
Time Management	67
Check on Learning.....	68
Grades and GPA.....	69

Probation, Dismissal, and Early Alert 70

Student Conduct Policy..... 71

Check on Learning..... 74

Conclusion 75

AROUND CAMPUS..... 77

 Introduction 77

 ASCC/Clubs..... 78

 Spotlight: Recording Technology..... 79

 Bookstore Services 80

 Library 81

 Learning Center (new video) 82

 Check on Learning..... 84

 Student Health Center 85

 Spotlight: Nursing Program..... 86

 Student Employment Services..... 87

 Parking..... 88

 Campus Safety 89

 Check on Learning..... 90

 Conclusion 91

ORIENTATION CONCLUSION 92

 Conclusion/Next Steps..... 92

NEXT STEPS PAGE 93

 Next Steps 93

ORIENTATION

LAUNCH PAGE

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	1					
SCREEN TITLE:	Welcome												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<i>Update Launch Page with up-to-date format</i>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> • Program buttons for English, Español, and Accessible versions • Remove sign language videos from the Accessible version. Update Spanish version. 													
CLICK TO REVEAL CONTENT													
NONE													

SIGN ON SEQUENCE

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Sign On Sequence					SCN#:	1					
SCREEN TITLE:	Sign On											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT &AUDIO/VIDEO NARRATION												
<div style="border: 1px solid black; padding: 10px;"> <p>Welcome</p> <p>Be sure you complete the fields with your student information and click the "GO OWLS" button. If you choose to enter the orientation as a guest, no record of your having completed the program will be made and you will not receive credit.</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>WingSpan ID: <input type="text"/></p> <p style="color: red;">Make sure the A or CC in your WingSpan ID is capitalized.</p> <p>E-mail Address: <input type="text"/></p> <p>Confirm E-mail Address: <input type="text"/></p> <p style="color: red;">Note: Information in this orientation is updated periodically and is subject to change.</p> <p style="text-align: center;"> <input type="button" value="GO OWLS!"/> - or - Continue as a Guest </p> </div>												
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION												
<ol style="list-style-type: none"> 1. Add text fields as appropriate 2. Program Go Owls as a button and branch accordingly. 3. Program "Continue as a Guest" link 												
CLICK TO REVEAL CONTENT												
NONE												

Questions:

- PIN has been removed from this new version. Will this affect our interface between the Cynosure data and our Banner ERP system?
 - **Not sure, will have to look into it.**

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Sign On Sequence						SCN#:	2				
SCREEN TITLE:	Knowledge Gap Assessment											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT &AUDIO/VIDEO NARRATION												
<p>Before starting this orientation, select your percentage of confidence with regard to each of the following statements.</p> <p>...I am aware of the variety of programs and majors available to me.</p> <p>...I am familiar with the requirements to obtain an associate degree or certificate.</p> <p>...I can state the difference between a Certificate of Achievement and a Skill Award.</p> <p>...I am familiar with the Student Success and Support Program and steps of the matriculation process.</p> <p>...I plan to visit a counselor at least once per semester.</p> <p>...I plan to complete a Student Educational Plan (SEP).</p> <p>...I can explain the IGETC.</p> <p>...I am aware of the process for registering for classes.</p> <p>...I understand how assessment test performance will affect my placement in math and English programs.</p> <p>...I am aware of the financial aid programs available.</p> <p>...I have already completed or plan to complete a FAFSA.</p> <p>...I am familiar with the services offered by the Financial Aid office.</p> <p>...I am familiar with the services offered by the Transfer Center.</p> <p>...I am familiar with the services offered by the DSP&S office.</p> <p>...I am familiar with the services offered by the EOP&S/CARE office.</p> <p>...I am familiar with the services offered by the CalWORKs office.</p> <p>...I am familiar with the services offered by the Veterans Center.</p> <p>...I know how many hours to study for each class unit.</p> <p>...I can calculate a GPA.</p> <p>...I can navigate the online Class Schedule.</p> <p>...I can describe the importance of good time management when planning a schedule.</p> <p>...I can explain the importance of the College Catalog.</p> <p>...I can explain what 'catalog rights' are.</p> <p>...I can name various extra-curricular activities available at Citrus.</p> <p>...I can explain the benefits of involvement in extra-curricular activities.</p> <p>...I am familiar with the significance of the Early Alert program.</p> <p>...I understand the disciplinary actions for falling out of good academic standing.</p> <p>...I have reviewed the Citrus Sexual Misconduct Information.</p> <p>...I have reviewed the Citrus Standards of Conduct.</p> <p>...I know how to purchase a parking permit.</p>												
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION												
1. Program the KGA with radio buttons and navigation as needed												
CLICK TO REVEAL CONTENT												
NONE												

FRONT MATTER

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	1					
SCREEN TITLE:	President's Welcome (update video b-roll)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Hello. I'm Geraldine Perri, Superintendent/President of Citrus College, and I want to congratulate you on choosing a great learning institution. Whether you're working toward a certificate, pursuing an associate degree, or planning to transfer to a four-year institution, Citrus College has the resources necessary to help you achieve your academic and career goals.</p> <p>I want to encourage you to pay attention during this online orientation program. We're going to be covering a lot of useful information, all of which is designed to help you become a more successful student. So stay focused, take a few notes along the way, and have fun.</p> <p>Good luck and welcome to Citrus College.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = CAMPUS PRESIDENT 4. Bracket video with campus b-roll 													
CLICK TO REVEAL CONTENT													
NONE													

INSERT NEW B-ROLL VIDEO TO REPLACE DAVID GREEN

NOTE: Re-video of the President is NOT required, please leave this as is. Replace embedded video clip of "male instructor lecturing to students w/ Periodic Element Chart in the background" with a different clip/picture OR leave it as is.

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	2					
SCREEN TITLE:	Student Success and Support Program (new video)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>The Student Success and Support Program provides required services to help you get your educational journey started off on the right foot. Also, completing Assessment, Orientation, and Student Educational Plan (SEP) services will not only help you to be a successful student, but it will also allow you to earn an earlier registration date giving you a better selection of classes. On the next few slides, take a moment to learn more about these important services and matriculation steps to help you reach your goals.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = FACULTY (Perhaps Lucinda) 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	3					
SCREEN TITLE:	A Partnership for Student Success												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>It is our sincere desire to help you make the most of your college experience by putting you on the right path towards successful achievement of your educational goals. Your success at Citrus College is a shared responsibility - a partnership between you and the college.</p> <p>How does a partnership like this work?</p> <p>It's easy! You commit yourself to an educational goal and we promise to help you succeed. As with all successful partnerships, each partner is responsible for meeting certain expectations.</p> <p>Click on each partner for an overview of these responsibilities.</p> <ul style="list-style-type: none"> • Citrus College • The Student (YOU) 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
<p>Citrus College</p> <p>As a partner in your success, Citrus College agrees to provide you with the following:</p> <ul style="list-style-type: none"> • Assessment before course registration • Orientation services about the college's programs and services • Counseling and other education planning services including Student Educational Plans (SEP) • Follow-up services to evaluate the academic progress of, and provide support services to at risk students • Referrals to appropriate support services and curriculum offerings <p>You</p> <p>As the other partner, YOU, the student, agree to:</p> <ul style="list-style-type: none"> • Identify an education and career goal • Take the English and Math assessments to determine appropriate course placement • Complete an orientation activity provided by the college • Participate in counseling services and complete an abbreviated SEP (first semester plan) before the first term of classes • Attend class and complete assigned coursework • Complete courses and maintain progress toward an educational goal and course of study identified in the SEP • Complete a comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the 3rd semester 													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	4					
SCREEN TITLE:	Student Success and Support Program and Enrollment Process												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>When you applied to Citrus College, you received a New Student Welcome Email which included important information to get you started. Some of the information includes access to your Citrus email address, use of Citrus ID and PIN numbers for the WingSpan registration system, and referral to the new student website that includes a Checklist for Applying and Registering. It is very important that you complete the steps listed in the email and Checklist.</p> <p>Steps one through four should already be complete. Steps five through eight remain once you complete this orientation. To learn more about what you'll need to do to get your academic career off to a great start, click on steps five through eight.</p> <ol style="list-style-type: none"> 1. Apply for Admission and Financial Aid and Complete the Checklist 2. Request Official College and High School Transcripts 3. Take Assessment Tests 4. Complete Required Orientation 5. Complete an Abbreviated SEP 6. Verify/Challenge Prerequisites 7. Register and Attend Classes 8. Identify a Career Goal and Course of Study 9. Complete a Comprehensive SEP 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
<p>Complete an Abbreviated SEP</p> <p>The abbreviated SEP is a one-semester plan listing recommended courses to enroll in during your first term of classes. If you are eligible for specialty counseling services, inquire with the appropriate department for available SEP services. Otherwise, refer to the Counseling and Advisement Center webpage listed on the Citrus College website for available service options.</p> <p>Verify/Challenge Prerequisites</p> <p><u>Verify Prerequisites</u></p> <p>Prior to registration, if you believe that you have met a prerequisite (a requirement that must be satisfied before enrolling in a course) or co-requisite (a course that is required to be taken at the same time with another course) for a course, you are required to verify how a pre or co-requisite has been satisfied. Otherwise, you will not be allowed to enroll in that course or be added to the waitlist. Official transcripts from other colleges can be brought to the Counseling and Advisement Center and may be used to verify course pre- or co-requisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college.</p> <p><u>Challenge Prerequisites</u></p> <p>Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:</p> <ol style="list-style-type: none"> 1) Knowledge or the ability to succeed in the course without the prerequisite, OR 2) Subject to undue delay in attaining their educational plan because the prerequisite or co-requisite course has not been made reasonably available, OR 3) Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner, OR 4) Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures. 													

A Prerequisite Challenge Form may be obtained from the Admissions and Records Office. The student must provide compelling documentation to support the challenge.

For more information, including the pre- and co-requisite challenge process refer to the Citrus College Catalog.

Register and Attend Classes

Register

Once you've created a SEP and verified any pre or co-requisites, your next step is to register for your classes and pay your tuition via the online WingSpan system or refer to financial aid for tuition assistance.

Attend Classes

Attendance is your responsibility as a student. If you enroll in a course and then miss the first meeting, you could lose your place in the class. Your additional responsibilities include:

- engage in course activities
- complete coursework and courses
- maintain progress toward an educational goal
- complete a course of study

Identify a Career Goal and Course of Study

It is important to explore and identify a career goal early in your academic journey. By doing this, you will know what course of study (i.e. – major, transfer preparation to a four-year university, associate degree) to follow which will then guide you in knowing what courses to complete and services to utilize in order to reach your educational goal. If you need more assistance in exploring career pathways, refer to the Career Center Services webpage located on the Citrus College website. If you have selected a course of study and it is different than what you selected on the Citrus application, download the Course of Study Change Form from the Admissions and Records webpage under Student Forms and submit it to the Admissions and Records office.

Complete a Comprehensive SEP

After you have completed the assessment, completed orientation, completed an abbreviated SEP, and identified a course of study, you will be required to complete a comprehensive SEP. The comprehensive SEP is a multi-term plan that describes student responsibilities, requirements, courses, programs, and services necessary to achieve your course of study goal.

The comprehensive SEP must be completed after completion of 15 degree applicable units (course number 100-299) or prior to the end of the 3rd semester of enrollment. If you are eligible for specialty counseling services, inquire with the appropriate department for available SEP services. Otherwise, refer to the Counseling and Advisement Center webpage listed on the Citrus College website for available service options.

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	5					
SCREEN TITLE:	Your Rights												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Student Success and Support Program Exemption</p> <p>Citrus College believes in the value of the Student Success and Support Program which was designed to help students to succeed in obtaining their educational goals. However, a student may be exempted from matriculation activities including orientation, assessment, counseling or advisement (including SEP) if the student meets one or more of the following criteria:</p> <ul style="list-style-type: none"> • You've already completed an associate degree or higher from a regionally accredited college. • You enrolled at the college solely to take a course that is legally mandated for employment or necessary in response to a significant change in industry or licensure standards. • You enrolled as a high school student. <p>An exemption form can be processed in the Counseling and Advisement Center with appropriate documentation verifying the exemption criteria. You can also view the form on the Counseling and Advisement Center webpage located on the Citrus College website.</p> <p>Grievance Procedures</p> <p>In addition to the exemption policy, you should be familiar with Grievance Procedures.</p> <p>The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights.</p> <p>For information regarding student grievance procedures, refer to the Citrus College Catalog or contact the Office of the Vice President of Student Services.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter							SCN#:	6				
SCREEN TITLE:	Registration Priority (new video)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Citrus College students are given a registration appointment date that provides the earliest date they may register for classes. The registration date students receive is based on the student's registration priority status. Earlier registration is given to students who complete orientation, assessment, and create a student educational plan (SEP). The more classes students take and complete with satisfactory grades, the earlier registration appointment students will receive.</p> <p>As a new student, completion of assessment, orientation, and a student educational plan will be needed to maintain early registration.</p> <p>When you become a continuing student, you must also follow these guidelines so that you will not be in danger of receiving a later registration appointment:</p> <ul style="list-style-type: none"> • Maintain good academic standing and earn a grade point average of a 2.0. • Maintain good progress by enrolling in courses you are sure you can finish. You must complete at least 50% of your courses each semester. • Select classes carefully. If you exceed 100 degree applicable units, you may receive a later registration appointment. The 100 unit limit does not include non-degree applicable English as a Second Language or basic skills courses. <p>For more information, go to the Registration Priority webpage on the Citrus College website.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	7					
SCREEN TITLE:	Navigation Instructions (new video)												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Since you're taking this orientation for credit, there are a few things you need to know.</p> <ul style="list-style-type: none"> • First, there are five segments in the orientation. These segments will provide you with a lot of important information that can help you be a more successful student. So pay attention! • Second, your progress will be monitored. You must complete each segment in order to receive full credit. • Third, there are quiz questions scattered throughout each segment. Once you've answered each question correctly, you'll be able to proceed to the next step of the orientation process. • Finally, this orientation should take you about 60 minutes to complete. If you don't finish it in one sitting, don't worry! Your progress will be saved and you can finish it later. <p>To satisfy the orientation requirement, complete all quizzes and print out the "Congratulations" page at the end of the orientation. Also, because this orientation contains audio, please wear earphones when completing the workshop in a shared area such as in the Library or in a computer lab.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Front Matter						SCN#:	XX					
SCREEN TITLE:	Main Menu												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Welcome to Citrus! This orientation is divided into five segments. Each segment title is listed in the legend below. Visit each segment and be sure to answer all the quiz questions. Once you've completed each segment, you'll receive instructions on how to receive credit for finishing this orientation.</p> <p>To begin, click on a segment title or select one of the student guides at the right.</p> <ul style="list-style-type: none"> • Degrees and Certificates • Taking Classes • Student Services • Guidelines for Success • Around Campus 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Program a menu system to link out to the individual content segments.													
CLICK TO REVEAL CONTENT													
NONE													

DEGREES & CERTIFICATES

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	1					
SCREEN TITLE:	Introduction (new video)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Remember when you were a kid and people would ask, "What do you want to be when you grow up?" Well, no matter what your answer was, Citrus College probably has a certificate, degree, or transfer program that can get you started toward that goal.</p> <p>In this segment, we'll go over the different programs you can earn during your time here.</p> <p>Ready? Then click the forward arrow and let's get started.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. Bracket video with campus b-roll 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	2					
SCREEN TITLE:	Associate Degree // Título intermedio												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>An associate degree is typically earned by completing a course of study at a community college. This degree is often referred to as an AA (Associate in Arts) or AS (Associate in Science) degree, depending on your major.</p> <p>As a result of the passage of Senate Bill 1440, California community colleges also offer Associate Degrees for Transfer (ADT). There are two types: AA-T (Associate in Arts for Transfer) and AS-T (Associate in Science for Transfer) degrees. These degrees serve to support transfer to campuses within the California State University system.</p> <p>Many people earn their associate degree so they can apply for better jobs or get promoted at their current job. However, many students get their associate degree and then transfer to a four-year school in order to work toward a bachelor's degree.</p> <p>At Citrus College, you must complete 60 units that apply toward an associate degree. You will need to take courses in a specific major, as well as general education courses. Be sure to check with a counselor about units that count toward your degree, because not all units apply.</p> <p>Courses required for each AA, AS, and ADT are listed in the College Catalog but the most current information is available online on the Citrus College Articulation webpage.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	3					
SCREEN TITLE:	Degree Program												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Let's take a look at a student who is pursuing an associate degree at Citrus:</p> <p>Hi, my name is Chris and I'm currently working on my associate degree in Theatre Arts. I chose to get my degree at Citrus for a couple of reasons.</p> <p>First, the program here has a really good reputation for teaching you all the different aspects of stage and production. Whether you want to be a director or stage manager or you just want to do Shakespearean theatre, Citrus has a program that will not only teach what you need to know, but also challenge you and push you to really develop your talent.</p> <p>The other reason why I came here was the proximity to Los Angeles. So, a lot of times we'll have workshops and we'll have a guest artist from L.A. or someone who works in the business that will come in and give a talk. And the number of Citrus alumni that live and work in L.A. is pretty substantial.</p> <p>Once I finish my degree, my plan is to move there and start looking for work. I think having a degree will show employers not only that I have the right skills, but that I also have the discipline and the work ethic and the passion to do a great job.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	4					
SCREEN TITLE:	Transfer												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>A couple of screens ago we discussed the possibility of earning your associate degree and then transferring to a four-year college or university to finish your bachelor's degree. This is a smart move, since it will be cheaper to complete your lower division coursework at Citrus College than it would be to do all four years at a university.</p> <p>Citrus College has a great transfer program in place to help you make that move. The counseling staff and the staff at the Transfer Center will help you figure out which college or university is right for you, which classes you have to take in order to transfer there, and answer any questions you have. Counselors/Advisors understand which courses are transferable and move you closer to your goal so it is important that you meet with a counselor to create a comprehensive Student Educational Plan (SEP) to meet your transfer needs.</p> <p>In short, Citrus College can help you with your transfer plans every step of the way!</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	5					
SCREEN TITLE:	How To Transfer												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Transferring from Citrus to a four-year college or university can be accomplished by completing the appropriate number of units in three areas. Click on each of these areas to learn more.</p> <ul style="list-style-type: none"> • Lower Division Major Requirements • General Education (GE) Requirements • Electives <p>Remember, it's important to make an appointment with a counselor or advisor in the Counseling & Advisement Center or the Transfer Center.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
<p>Lower Division Major Requirements</p> <p>These are a series of preparatory courses specific to the intended major taken during the freshman and sophomore years in college. Applicants to competitive campuses with selective (popular) majors may be required to complete specific courses, with a specific GPA, in order to be considered for admission to the major. Some majors that require extensive lower division coursework are business, engineering, science, math, and computer science.</p> <p>It is important that transfer students determine which major preparation courses are required and which would be beneficial to complete in order to maximize their chances of admission. Many majors are highly specialized; therefore major requirements can be different across campuses.</p> <p>ASSIST.org is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California. You should also check with a counselor/advisor to understand the requirements you need to fulfill in order to be the most competitive for transfer into a specific major.</p> <p>General Education (GE) Requirements</p> <p>Although not always a requirement, completing lower division general education (GE) courses before transfer gives students more freedom in selecting courses when they enroll at the university and helps them complete their degree on time. The GE pattern you complete will depend on the college and major you've selected.</p> <p>The California State University General Education (CSUGE) transfer pattern is a series of courses prospective transfer students complete to satisfy general education requirements for the California State University (CSU).</p> <p>The Intersegmental General Education Transfer Curriculum (IGETC) is a series of courses prospective transfer students complete to satisfy the general education requirements for both the University of California (UC) and the California State University (CSU). The IGETC is the most popular GE pattern due to its wide acceptance across colleges. However, some colleges may want students to complete Breadth Requirements, which are courses designed to give students a broad background in all academic disciplines. Highly competitive majors may require fewer GE, but more major preparation.</p> <p>Keep in mind that each college or university will identify the most appropriate way to satisfy its general education requirements. You should check with a counselor to determine which general education pattern is most appropriate for your intended major or transfer institution.</p> <p>Electives</p> <p>These are courses which can be taken in addition to major preparation and general education courses. Not all courses are transferable to universities so check the Citrus College Catalog to determine which courses are transferable.</p>													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	6					
SCREEN TITLE:	Transfer Center												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Now that you know a little more about transferring, let's talk about one of the resources on campus that can help you with this process – the Transfer Center.</p> <p>If you plan to transfer to a four-year school, you should definitely take advantage of this resource! The staff at the Transfer Center can assist you with:</p> <ul style="list-style-type: none"> • Guidance in selecting a transfer institution. • Access to the reference library containing up-to-date college catalogs and information on the various transfer programs around the state. • Arranging appointments with reps from four-year schools. • Participation in UC Transfer Admission Guarantees (TAG). • Arranging tours to four-year schools. • Applying for financial aid. • Reviewing articulation agreements between Citrus College and other colleges and universities. • Guidance in completing a Personal Statement, and CSU, UC, and Private Applications offered during workshops. • Further guidance through a Transfer Planning COUN 158 course. 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Use campus supplied photo A (students w/ pennants) to replace graphic of table w/ banner.													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates							SCN#:	7				
SCREEN TITLE:	Transfer Program (new video)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Let's take a look at a student who is transferring from Citrus to another school:</p> <p>Hi, I'm Sunny and my goal is to someday be a social worker. I chose that because I want a job where I can go home at night and know that I've made a difference in someone's life.</p> <p>My plan is eventually to transfer to Cal-State Fullerton and major in Human Services. So right now I'm doing all my lower division work at Citrus College. I chose Citrus because I wanted to save money on all my lower division courses but still get the same quality of education that I would at a university. When I walk onto the campus at Fullerton next year, I know I'll be just as prepared as everyone else in my major.</p> <p>The cool part about Citrus is that they make transferring so easy. They'll help you find the right school, they'll arrange for you to visit other campuses, they'll help you figure out which classes you have to take--everything you need in order to transfer.</p> <p>I can't say enough about the instructors here or the people at the Transfer Center. I'm really glad I chose Citrus College.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	8					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>OK – time or a quiz question. What are lower division major courses?</p> <ul style="list-style-type: none"> a) Preparatory courses specific to the intended major taken during the freshman and sophomore years in college b) Courses that are pre-college level c) Non-transferable courses d) None of the above <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Incorrect.</p> <p><i>REMEDIATION</i></p> <p>Lower division major courses are defined as preparatory courses specific to the intended major taken during the freshman and sophomore years in college.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: A 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	9					
SCREEN TITLE:	Certificate of Achievement and Skill Award Programs												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Citrus College offers a variety of training programs that can jumpstart your career and prepare you for a position in a variety of industries.</p> <p>There are two types of awards you can earn while taking technical classes: a Certificate of Achievement and a Skill Award. Many students who earn a Certificate of Achievement are able to find entry-level employment in their chosen field or are able to upgrade their skills to advance in their jobs. This is because the technical programs at Citrus give students the training, skills, and experience necessary to become valuable and productive members of the work force.</p> <p>A Skill Award is a short-term training program consisting of 17.5 college course units or less. It may also verify and provide documentation of proficiency for entry-level employment requirements, job upgrades and application into fields that require documentation of specific coursework.</p> <p>Please note that most certificate programs are eligible for financial aid, but no skill awards are eligible for financial aid. However, both certificate and skill award programs are eligible for the Board of Governor's Fee Waiver. See the financial aid web page for a list of eligible programs."</p> <p>Check out the available Certificate of Achievement and Skill Awards listed in the Citrus College Catalog.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	10					
SCREEN TITLE:	Technical Program												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Let's take a look at a student who is pursuing a certificate at Citrus:</p> <p>My name is Richard and I just started working on my certificate for Automotive Technology. It's a two-year program that teaches you all aspects of diagnosis and repair. In my second year, I can actually get a full-time technician's job as part of my schooling. Once I'm done with school, I'll be qualified to work at a dealership or independent garage.</p> <p>I chose Citrus because it has one of the strongest Auto Tech programs in the country. In class we use all the latest technology and my instructors are Master Technicians who make sure we are learning things the right way.</p> <p>There are a few different certificates you can earn here. Some of my classmates already work at a dealership and they just want to improve their skills so they can move up. Once I get my certificate and find a job, I can definitely see myself coming back to Citrus and continuing my education.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	11					
SCREEN TITLE:	Noncredit Education												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Noncredit education supplements students' continued growth and job skills development through classes that include basic skills, career development, college preparation and job retraining. Enrollment in noncredit classes is free and continues throughout the school year.</p> <p>Noncredit certificates include sequences of courses that allows students to develop individual competencies based upon their personal educational goals and objectives. All of these certificates provide the students an opportunity to gain skills necessary to advance in their career, transition into a new career, transition to credit ESL, or prepare for future academic studies and training.</p> <p>Here is a list of noncredit education certificate programs:</p> <ul style="list-style-type: none"> • Heating, Ventilation and Air Conditioning Technician • English as a Second Language (Beginning) • English as a Second Language (Intermediate) • English as a Second Language (Program Completion) <p>Students and community members who are interested in taking noncredit classes are encouraged to call the Noncredit and Community Education office at 626-852-8022 or visit the office, which is located in the Lifelong Learning Center.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Use campus supplied photo B (girl with textbook) 													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	12					
SCREEN TITLE:	Check on Learning (new video)												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>All right, let's do another quiz question. Which of the following programs requires 17.5 units or less and prepares students for entry-level employment in a particular area?"</p> <ul style="list-style-type: none"> a) Associate of Arts b) Associate of Science c) Technical Certificate d) Skill Award <p><i>FEEDBACK</i></p> <p>Right!</p> <p>Sorry.</p> <p><i>REMEDATION</i></p> <p>You can typically earn a skill award by completing 17.5 units or less of instruction in a specific discipline. Some people earn a skill award to upgrade their resume or to become eligible for certain jobs.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: D 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Degrees & Certificates						SCN#:	13					
SCREEN TITLE:	Conclusion (new video)												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
PART A													
<p>Hopefully, this segment has given you a better understanding of the various transfer, degree and certificate programs you can earn at Citrus College. If you have any questions about what we just went over, be sure to write them down so when you meet with a counselor, you can take them with you to your appointment and get all the answers you need.</p> <p>One last thing: if you're undecided on a career path, don't worry. The career counselors in the Counseling and Advisement Center can help you identify your interests and then show you a variety of careers that would be a good match. You'll learn more about career services in the Student Services segment.</p> <p>See you around campus!</p>													
PART B													
<p>Well, the good news is you made it to the end of the segment. The bad news is you didn't answer both quiz questions correctly. That means you'll have to retake this segment from the beginning.</p> <p>Be sure to pay attention to each screen and read through all the information. Good luck!</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Play video Part A or Part B as appropriate based on user's completion of segment requirements. 2. Screen Text = Verbatim video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
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TAKING CLASSES

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	1					
SCREEN TITLE:	Introduction												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>There's a lot more to taking classes than just showing up on time. In order to be successful at the college level, you'll need to know about assessment scores, catalog rights, how to register for your classes, and so on.</p> <p>In this segment, we'll go over some of the finer points of taking classes at Citrus. Pay attention, because these concepts will directly impact your ability to successfully manage your academic career at Citrus College.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. Bracket video with campus b-roll 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	2					
SCREEN TITLE:	Assessment Tests												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>You should've already taken your assessment tests in math and English. If you haven't, that should be your next step after completing this orientation. Or, if you completed assessment tests at another college, you should submit those placement results to the Admissions & Records Office.</p> <p>The address is:</p> <p>Admissions and Records Office Citrus College 1000 W. Foothill Blvd. Glendora, CA 91741-1899</p> <p>The next screen will discuss what your scores mean.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
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CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation											
SEGMENT TITLE:	Taking Classes					SCN#:	3					
SCREEN TITLE:	Assessment Test Scores											
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH
SCREEN TEXT & AUDIO/VIDEO NARRATION												
<p>Your test scores are used to place you in the proper math, English, and English as a Second Language (ESL) courses. If you believe your score is not reflective of your abilities, you can see a counselor about the possibility of completing a Review of Placement. The counselor will need to see your official high school and/or college transcripts or other evidence to support your adjusted placement request. Under certain circumstances you may take the placement test for a second time with approval from a counselor.</p> <p>At the right, you'll see the sequence of English courses. If you have your test scores handy, take a look at your English placement level which indicates where you are advised to begin in the sequence. You might want to learn more about the course descriptions by referring to the catalog. During a future counseling appointment, the counselor will then recommend the highest level English class that you will have to complete to satisfy your educational goal.</p> <p>You can compare your placement levels with all three sequences. Just click math, English, or ESL to see each sequence of classes.</p>												
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION												
<ol style="list-style-type: none"> 1. Program each link to open the appropriate course sequence. 2. Revise ESL/Math sequences in accordance with attached charts 3. In the English Placement Chart, revise "103" to "103/104". 												
CLICK TO REVEAL CONTENT												
NONE												

Note –

MODULE TITLE:	Orientation										
SEGMENT TITLE:	Taking Classes					SCN#:	4				
SCREEN TITLE:	College Catalog										
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD	OTH
SCREEN TEXT &AUDIO/VIDEO NARRATION											
<p>The College Catalog is published annually. It contains information such as Citrus College policies, regulations, requirements, academic calendar, enrollment and campus fees, and program descriptions. The Catalog may change significantly from year to year.</p> <p>The Catalog is particularly important because it outlines the agreement between you and the college that documents what criteria you must meet in order to earn your degree or certificate. The Catalog establishes what are known as "catalog rights." Under catalog rights, students who maintain continuous enrollment may elect to graduate under the requirements of the Citrus College catalog in effect at the time of enrollment at Citrus College or at the intended date of graduation from Citrus College.</p> <p>The current catalog can be found at the Citrus College homepage. Be sure to scroll through it. You might come across some interesting courses that you wouldn't have otherwise thought of taking.</p> <p>Let's say you read about <i>HIST 107 – History of the United States before 1877</i> and you thought it sounded interesting. If you talked to a counselor and they thought it would be a good fit with your Student Educational Plan, the next step would be to check the Class Schedule to see whether HIST 107 is offered next semester.</p>											
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION											
1. Update images											
CLICK TO REVEAL CONTENT											
NONE											

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	5					
SCREEN TITLE:	Class Schedule												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>The Class Schedule is different from the College Catalog. The Catalog contains information on everything from the school's history to summaries of each course available at Citrus.</p> <p>In contrast, a new Class Schedule is published every term and tells you the dates, times, and locations of every course that is being taught that term. This is the resource you'll use when you schedule your classes. You may also want to check out the information pages at the beginning to see things like important dates, fees, financial aid information, and registration guidelines. You can access the online class schedule from the Citrus home page.</p> <p>The next screen will demonstrate how to search for classes using the online Class Schedule.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Update images													
CLICK TO REVEAL CONTENT													
NONE													

KRISTIE – IT MAY NOT BE 100% REFLECTED IN THIS SCRIPT, BUT WILL UPDATE IMAGES, CHANGE EXAMPLE TO HIST 107, ADD WAITLIST INFORMATION, and UPDATE TEXT ACCORDINGLY

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Taking Classes					SCN#:	6					
SCREEN TITLE:	How to use the Online Class Schedule											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT & AUDIO/VIDEO NARRATION												
<p>This short presentation will demonstrate how to use the online Class Schedule. The schedule features the dates and times that each class meets during a particular semester. You'll need to know how to use this tool so that you can look up classes for the upcoming term and put together a schedule before registering for your courses.</p> <p>You can find a link to the Class Schedule on the college's homepage.</p> <p>This page displays important start dates for the current semester. It also features a number of links that you may find useful during your career at Citrus. There are links to information on how to pay your tuition, financial aid, notable dates and deadlines, et cetera.</p> <p>In this example, we'll look up classes for the upcoming fall semester by clicking the link that says 'live fall schedule.'</p> <p>Make sure you've got the proper term selected.</p> <p>Next, select the subject you'd like to search for. You can narrow your search by choosing from the variables listed here.</p> <p>Let's continue to use HIST 107 as our example. To find this class, we'll choose 'History' from the Subject menu and then add "107" to the Course Number field.</p> <p>Next, we'll click 'Search.'</p> <p>WingSpan immediately lists all the HIST 107 classes for that term. Let's take a closer look at the different parts of the listing.</p> <p>The "Status" column indicates whether a course is open or closed. The first one is closed. This is because all the seats in that class have been filled.</p> <p>If you check the columns at the right, you'll see that the capacity for this class is 45 seats. 45 people have actively signed up for this class, so zero seats remain.</p> <p>The next column lists the course reference number, or "CRN." Each class has a unique CRN. When you register for your classes, you'll use the CRN to identify which classes you want to take.</p> <p>If you click the CRN, you'll see a summary of the course content. Be sure to check this information. It may contain an important note, such as this one.</p> <p>It's strongly recommended that you take English 099 before signing up for this class.</p> <p>Let's go back to the listing. This column tells us the class is worth 3 credits.</p> <p>Next, it tells us the days and time the course meets. This class meets on Wednesday from 6 to 9:10 PM.</p> <p>The location of the class is "AC 103." To find out what "AC" stands for, check a campus map.</p> <p>You can find a campus map under the A-Z Index located on the Citrus College website.</p> <p>When you find the building on the map, look at the legend at the bottom of the map. "AC" denotes the Art Center.</p> <p>So this class meets in the Art Center in Room 103.</p> <p>Finally, the listing includes the instructor's name, the dates the class will meet, and the number of weeks the course will last.</p> <p>Since the class has a status of 'Closed,' we won't be able to register for it. We should probably choose from the open classes.</p> <p>However, what if you absolutely must take this specific class? There may still be a way for you to enroll. If another student drops the class, it will open up a seat.</p> <p>So the best thing to do is to attend the first day of class and ask the instructor to add you to the class. If a seat opens up, the instructor might choose to give you an add code and it will then be your responsibility to add the course on WingSpan that day. (also, revise text in blue pop up box)</p> <p>Sometimes, important information will appear below the listing. In this example, the course is taught online. Once you register for this course, you should visit the URL listed.</p> <p>Notice that if a course is taught online, it won't have days or a location listed. That's because you can access the course at any</p>												

time of day or night, from any computer with Internet access.

You might also see a note like this one. (consider Fast Track or Learning Community example, such as for Math 032) So be sure to pay attention to any notations that appear below a course listing. If you have questions about a note or anything else you find in the online Class Schedule, don't be shy! Ask a counselor.

This concludes the presentation on using the online Class Schedule. Later in this segment, we'll go over the registration process.

NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION

1. Emulation of how to read the schedule of classes

CLICK TO REVEAL CONTENT

NONE

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	7					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Earlier, you learned about a document that is published annually and contains information such as Citrus College policies, regulations, requirements, and program descriptions. Which document is this?</p> <ul style="list-style-type: none"> a) College Catalog b) Schedule of Classes c) Student Educational Plan (SEP) d) Class Schedule <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Incorrect.</p> <p><i>REMEDIATION</i></p> <p>The College Catalog has descriptions of all the programs at Citrus, as well as the school's policies and regulations.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: A 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

UPDATE IMAGES, CHANGE EXAMPLE TO HIST 107, ADD WAITLIST INFORMATION - MAKE SCRIPT CHANGES AS APPROPRIATE, ONLY A FEW ARE INDICATED BELOW. Add iParq information.

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Taking Classes					SCN#:	8					
SCREEN TITLE:	Registering for Classes											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT & AUDIO/VIDEO NARRATION												
<p>This short presentation will demonstrate how to use the WingSpan system to register for classes. In order to register, you will need your nine-digit Citrus ID number.</p> <p>Ideally, you should also have a pretty good idea of which courses you want to take next semester. If you've written down the course reference number for each of these courses, then the registration process will be very easy. Let's get started.</p> <p>There is a link to WingSpan on the college homepage.</p> <p>Click the WingSpan Login link.</p> <p>Next, enter your Citrus ID number and your PIN. If you are logging into WingSpan for the first time, your PIN will be your birth date.</p> <p>Next, you'll need to change your PIN to something more secure. You'll also need to create a security question, in case you forget your PIN in the future.</p> <p>From the Main Menu, choose Admissions & Records. Then click the link for registration.</p> <p>The Registration menu has a lot of useful options. From here, you can update your contact info, check out withdrawal information, or look up classes. For now, we'll focus on registering.</p> <p>Make sure you're registering for the right term and then click Submit.</p> <p>If you've already figured out which classes you want to take, this will be quick. Just enter the course reference number—or CRN—for each class you want to take.</p> <p>Remember when we looked up HIST 107 in the Class Schedule? The CRN for that course was 20002.(TBD) If we enter that number in the field and click Submit Changes, it will be added to our worksheet.</p> <p>But what if you didn't write down the CRNs and you need to find a class? In that case, click the search button.</p> <p>The search page is just like the one we used in the online Class Schedule. You can highlight a subject and then narrow your search with a number of variables. In this example, we'll search for a photography course.</p> <p>The results screen should look familiar. The listing is almost identical to the ones that appear in the Class Schedule. It provides the number of credits, the days and time, the instructor's name, and so on.</p> <p>As you can see, there are 31 seats in this class and 30 of those have already been filled. So we can still enroll in this class. To do so, click the check box in the left column, and click Register.</p> <p>The class has been added to our worksheet. If you make a mistake and want to drop a class, simply select that option in the drop-down menu. In this example, we're content with our two classes.</p> <p>But we're not officially registered yet. Once you've added all your classes, hit the link that says, "Click Here When Finished."</p> <p>At this point, you have the option of buying a parking permit for the upcoming semester. If you want to buy one, just click the box and hit Submit.</p> <p>If you buy a permit, it will be mailed to you</p> <p>This is the summary of your courses and fees. You'll notice a fee for health services. State law requires that the college includes this charge. It is not optional.</p> <p>The only step left in the process is to pay your fees. You can't attend classes unless you pay your tuition. If you do not pay for your classes by the Roll-Out date, you will be dropped from your classes. It is important to check out the Registration Roll-Out Schedule in the Schedule of Classes or on the Citrus webpage under Admissions and Records. To pay this fee right away, click the Credit Card Payment link at the bottom of the screen. Once you fill in the information and click Submit Payment, you'll be finished! You can now attend classes.</p> <p>If you don't want to use a credit card, you can pay in person at the Cashier's Office on campus.</p> <p>This concludes the presentation on registering for classes using Wingspan. If you have questions about which classes you should take or how to register, be sure to visit the Counseling Department. They'd be happy to assist you!</p>												

NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION
1. Emulation of how to register for classes
CLICK TO REVEAL CONTENT
NONE

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	9					
SCREEN TITLE:	Types of Classes												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Now that you know how to find courses in the Catalog, look them up in the Class Schedule, and register for them on WingSpan, let's go over some of the different types of classes available.</p> <p>A typical class is 16 weeks long and takes place on campus. However, there are classes that can be completed in less time or that meet entirely online. Click each option below to learn more.</p> <ul style="list-style-type: none"> • Fast Track • Late Start • Learning Communities • Online 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
<p>Fast Track</p> <p>These courses only last 8 weeks. They are ideal for the student who is motivated to complete the required coursework sooner and willing to spend more time on homework.</p> <p>This allows a student to complete two levels of course work in one semester.</p> <p>Fast Track Classes are often linked. This means you must register for the first and second 8 week sessions and will need two course registration numbers (CRN) to complete registration.</p> <p>An example might be:</p> <ul style="list-style-type: none"> • English 101: CRN 20522 and • English 103: CRN 21178 <p>Once the semester begins, a Fast Track class offered in the second eight weeks may have an opening. Students are encouraged to check on-line and register if seats become available for the second session.</p> <p>Late Start</p> <p>Late start classes begin after the regular term and are typically eight weeks.</p> <p>Learning Communities</p> <p>These classes are offered in linked pairs, with instructors working together. The focus of this program is to form a single "community" made up of students, faculty, counselors and staff -- a network of relationships to help students achieve their full potential as learners.</p> <p>This instructional format leads to stronger connections between students, between students and their instructors, and between students and the school itself.</p> <p>Online</p> <p>The Distance Education program offers online courses. Some online courses can be completed entirely on the Internet. Others, called hybrid courses, are taught partially on campus and partially online. For example, some online classes are taught online, but the tests are taken on campus.</p> <p>Online learning can be a convenient option since you can access your courses at any time of day or night, but it's not right for every student. We'll go over online courses in more depth on the next screen.</p>													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	10					
SCREEN TITLE:	Online Learning												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>The Distance Education program offers online courses that are popular at Citrus College. Many students take classes online because it's more convenient than on-campus learning. However, "more convenient" doesn't mean "easier." In fact, some students find that taking courses online is more difficult because it requires a lot more self-discipline and motivation.</p> <p>Is online learning right for you? Let's find out. The next screen will help you determine whether you're a good candidate for online classes.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Use campus supplied photo C (3 people & laptop) to replace Distance Education sign photo.													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Taking Classes					SCN#:	11					
SCREEN TITLE:	Am I Ready for Online Learning											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT & AUDIO/VIDEO NARRATION												
<p>Online courses are generally similar in content to the in-class course equivalent. However, more individual effort and initiative is required to successfully master the material. To succeed in such classes you need to be an independent learner, well organized, disciplined, and constantly on task.</p> <p>Review the following list of requirements to assess your readiness for taking online classes.</p> <ul style="list-style-type: none"> • I know how to connect to the Internet using a browser. • I can navigate around the Internet and I know how to use search engines. • I know how to send and receive e-mail • I know how to do basic word processing, including cutting and pasting. • I know how to open, save, and manage files. • I have access to a computer with an Internet connection 7 days a week. • I have 9-12 hours a week to work on each online class. • I am motivated to log in to the virtual classroom at least 5 days a week. • I am a self-starter and can manage my time and course workload efficiently. • I have good reading comprehension and written communication skills, and I enjoy communicating in writing. • I am able to ask for help when I need it. 												
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION												
<ol style="list-style-type: none"> 1. Interactive questionnaire to determine readiness to take online courses. 2. Change photo to updated distance education web page screen shot 												
CLICK TO REVEAL CONTENT												
NONE												

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	12					
SCREEN TITLE:	Taking Online Classes												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Let's hear about the benefits of online learning from one of our students:</p> <p>My name is Jeremy and I'm going to be transferring to UC Irvine next semester where I'll be majoring in History. I'm taking my lower division courses here at Citrus and, whenever possible, I take online classes. I work full-time. I have two young ones at home, so being able to do some of my schooling from home is really helpful.</p> <p>Last semester I took a couple of my general ed courses online and this semester I'm taking a history class. It's a challenge because you have to motivate yourself. There's no one there pushing you. But it saves me so much time and I can take the courses at night when my kids are asleep, so it's definitely worth the effort.</p> <p>I don't think online classes are right for everyone. Some people need that classroom environment. But if you can motivate yourself and it's more convenient for you, then I would definitely recommend taking some online classes.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Taking Classes						SCN#:	13					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Okay, time for another quiz question. Earlier, you learned about a type of class that is offered in linked pairs, with the instructors working together. What is this type of class called?</p> <ul style="list-style-type: none"> a) Fast Track b) Online c) Late Start d) Learning Community <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Sorry,</p> <p><i>REMEDIATION</i></p> <p>Learning Communities are designed to form a single community made up of students, faculty, counselors, and staff. This network helps students achieve their full potential as learners.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: D 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Taking Classes						SCN#:	14				
SCREEN TITLE:	Conclusion											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT &AUDIO/VIDEO NARRATION												
PART A												
<p>Well, by this point you should be an expert in taking classes at Citrus College. But if you still have questions, that's ok. There's a FAQ on this page that might be able to help. The College Catalog and the Class Schedule are also good sources of information about classes at Citrus, and you can find the links to them on the school's homepage. So be sure to check them out.</p> <p>And if you still have questions, the staff at the Counseling Department will be able to help. After all, they're the real experts when it comes to classes and credit hours.</p> <p>Good luck!</p>												
PART B												
<p>Well, the good news is you made it to the end of the segment. The bad news is you didn't answer all the quiz questions correctly. That means you'll have to retake this segment from the beginning.</p> <p>Be sure to pay attention to each screen and read through all the information. Good luck!</p>												
Frequently Asked Questions												
What is a unit?												
<p>A unit is the basic measurement of college credit. Each semester unit represents three hours of college work per week. One lecture unit requires one hour in class and two hours of study per week.</p>												
How many units must I take to be a full-time student?												
<p>A full-time student must be enrolled in a minimum of 12 units. Your status as a full-time student is important if you are involved in Extended Opportunity Program and Services (EOP&S) and/or financial aid. Your status may also be important if you are receiving social security or veteran benefits, have automobile or medical insurance, or are involved in athletics or student government.</p>												
What if I am working?												
<p>Students trying to balance work and school are often unaware of how much studying is expected of them. Plan to study two hours for every hour you spend in class. If you are taking 15 units, plan to spend 30 hours per week studying. After you have set aside the needed class and study time, then plan your work schedule. If work needs to be your first priority, plan on taking fewer units.</p>												
What is the maximum number of units I can take?												
<p>The Citrus College policy for the maximum number of units a student can enroll in each fall and spring semester is 21. For the summer and winter sessions, the maximum number of units is 13. High school students are limited to 11 units in the fall and spring semesters and 5 units in the summer and winter terms. If you are wishing to take more than the maximum units, you may request an approval through the Counseling and Advisement Center. High school students wishing to enroll full time must receive approval from the Admissions and Records Office and will be charged enrollment fees for all courses taken.</p>												
What about attendance?												
<p>While it is easy to be tempted to miss college classes, successful students are known to attend classes on a regular basis. Attendance is the responsibility of each student. Your instructor should present his/her attendance policy during the first class meeting. If you are uncertain about the policy, please refer to the college catalog.</p>												

How long will it take me to obtain my goal at Citrus?

This is a difficult question to answer because so much depends on what your current skills are and how much time you plan to devote to college. Depending on your major, and if you assess into college level English and math, as a full-time student completing 15 units each semester, you may be able to complete the associate's degree or transfer work in four semesters. A part-time student completing six units a semester may be able to complete the associate's degree or transfer work in 10 semesters. Taking courses in winter and summer sessions may help you complete requirements sooner.

How do I declare a major?

Knowing your major or area of interest early in your educational pathway is helpful when establishing your educational plan. However, many students have not yet decided on a major area of interest. If this is the case for you, a career counselor may be able to help you determine a plan that may facilitate this important decision. If you have selected a major (course of study) and it is different than what you originally selected on the Citrus application, download the Course of Study Change Form from the Admissions and Records webpage under Student Forms and submit it to the Admissions and Records office.

Can I repeat a class?

You may enroll in a course and receive a satisfactory grade of A, B, C, or P only once, unless the course description in the college catalog states that the course may be repeated for credit. You may also repeat a course only once when a D, F, NP, W or FW has been earned. If you need to attempt the course for a third time, you will have to file a petition with the Counseling and Advisement Center and receive prior approval from both a counselor and an instructor. The petition will be considered if the withdrawal or substandard grade was the result of verified extenuating circumstances (i.e. – illness, accident). If a D, F, NP, W or FW is earned during the third attempt, you may not enroll in that course again (a few exceptions apply).

Can I be dismissed from college for poor grades?

Yes. At the end of the spring semester, students who are on academic probation for two consecutive semesters and whose semester grade point average for both semesters is less than 2.0 shall be subject to dismissal. For more information about probation and dismissal, refer to the Citrus College Catalog.

How do I withdraw/drop a class?

It is your responsibility to drop or withdraw from a course on your WingSpan account. Check the Schedule of Classes or college webpage for important deadline dates. If a class is dropped by the withdrawal deadline date, a W will appear on your permanent record. It will not be used to calculate your grade point average, but excessive W's are used as factors in progress probation and acceptance to four-year colleges. A W is also counted towards the number of class attempts - which there is a limit. However, if you do not drop a class by the withdrawal deadline date, unfortunately a FW (failing/withdrawal) will be posted on your permanent record.

NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION

1. Play video Part A or Part B as appropriate based on user's completion of segment requirements.
2. Screen Text = Verbatim video narration
3. **TALENT = STUDENT**
4. Standard video framing

CLICK TO REVEAL CONTENT

NONE

STUDENT SERVICES

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	1					
SCREEN TITLE:	Introduction												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>The mission at Citrus College is to help you achieve your academic and career goals. But this support isn't confined in the classroom. Citrus provides a number of services outside the classroom that are designed to make you a more successful student. In this segment, we'll go over a few of these services. They won't all apply to you, but the ones that do just might be the keys to your success.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. Bracket with campus b-roll footage 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	2					
SCREEN TITLE:	Counseling & Advisement Center												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>One of the most important places you visit at Citrus will be the Counseling & Advisement Center. A counselor will help you identify your educational goal and then lay out all the classes you need to take in order to achieve that goal. This Student Educational Plan (SEP) will be your guide as you work toward your degree, certificate, or transfer. Of course, if your goals change, a counselor can help you update your SEP accordingly.</p> <p>Counselors can also advise you on personal issues, especially those that may be negatively affecting your academic performance. Take a look at the Counseling and Advisement Center webpage for more information on counseling services to help you to succeed.</p>													
VIDEO NARRATION													
<p>The Counseling and Advisement Center is here to help you achieve your academic, career, and personal goals. Counselors are professionally trained faculty who will work with you to help you put together a student educational plan that meets your specific needs and goals.</p> <p>If you find yourself having a hard time adjusting to college life, we also offer personal counseling. And we can make recommendations for special workshops and classes that are designed to teach you effective study habits, good time management skills, and successful educational planning.</p> <p>Stop by and see us!</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Re-edit video with new photos <ol style="list-style-type: none"> a. For photos, the Counseling and Advisement Center is located on the second floor of the Student Services Building. 2. Screen Text = Supplemental to video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	3					
SCREEN TITLE:	Career Counseling and Services												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>If you're undecided about a major/course of study, this is the place to come! Career Counselors at the Counseling and Advisement Center can help you explore different occupations and career fields through a number of different resources.</p> <p>Other services and amenities include:</p> <ul style="list-style-type: none"> • Career assessments that will measure your interests, skills, personality, and work values. • Counseling with personal problems that are affecting your academic or career progress. • Assistance with writing a resume and cover letter. • Web-based resources for occupational and educational.research. 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<p>1. Add new photos</p> <p style="padding-left: 40px;">a. For photos, the Counseling and Advisement Center is located on the second floor of the Student Services Building.</p>													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	4					
SCREEN TITLE:	Financial Aid												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>As a new student, one of the most important things you can do is apply for financial aid. You might be surprised what you qualify for! There are a variety of federal, state, and Citrus College programs that can help you pay for school-related expenses.</p> <p>The first step in applying for financial aid is to submit a Free Application for Federal Student Aid, (FAFSA). You can do this online at www.FAFSA.ed.gov. You might want to click this link and then bookmark it in your browser for later. You must complete a FAFSA application every school year to be considered for federal or state funded programs.</p> <p>Students may file their FAFSA application beginning Jan 1st of each award year. It is best to apply as soon as possible after January 1st to ensure you meet any deadlines. You must apply by March the 2nd for Cal Grant consideration. See the financial aid web page for a list of deadlines.</p> <p>The Financial Aid Office is not able to release confidential information over the phone. It is strongly recommended that students log onto their WingSpan account and check their Citrus College email account frequently, as it is the primary means of communication between the Financial Aid Office and the student. It is recommended that all students link their Citrus College email to their personal email.</p> <p>Here is what you may be eligible for. Click each to learn a little bit more about it.</p> <ul style="list-style-type: none"> • Grants and Scholarships • Federal Grants • Pell Grant • Supplemental Educational Opportunity Grant (SEOG) • Federal Work Study (FWS) • State Grants • Board of Governor's Waiver (BOGW) • Cal Grants • Chafee Grants • Child Development Grants • Scholarships • Federal Direct Loans <p>Here is more important information that you should be aware of:</p> <ul style="list-style-type: none"> • Clock Hour Programs • Important Policies and Procedures 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Hyperlink "www.fafsa.gov.edu" to www.FAFSA.ed.gov													
CLICK TO REVEAL CONTENT													
<p>Grants and Scholarships</p> <p>There are a variety of grants and scholarships available to those students who qualify. Grants and scholarships are cash aid that can help you pay for educational related expenses. Grants and scholarships do not have to be paid back.</p> <p>Federal Grants</p> <p>Federal grants include the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Federal Work Study.</p>													

Pell Grant

Awards are based on need and the number of units you are taking.

Supplemental Educational Opportunity Grant (SEOG)

Available to eligible students on a first come, first serve basis.

Federal Work Study (FWS)

Federal Work Study (FWS) gives you the opportunity to work in a variety of positions. Contact the Financial Aid Office for more information.

State Grants

State grants include Board of Governor's Waiver (BOGW), Cal Grants, Chafee Grants, EOP&S/CARE, and Child Development Grants. AB540 students are eligible to apply for these state programs and scholarships.

Board of Governor's Waiver (BOGW)

The Board of Governor's Waiver (BOGW) is available to most students who are California residents, AB540 eligible, and have financial need. The BOGW waives your enrollment fees (the fee you pay per unit). The BOGW does not waive the Associated Students of Citrus College (ASCC) fee.

Loss of Board of Governor's Fee Waiver

SB 1456 requires that any student with two consecutive terms of not meeting academic and/or progress standards lose their BOG Fee Waiver. Not meeting academic standards means having less than a 2.0 GPA. Not meeting progress standards means completing less than 50% of your coursework. Foster youth 24 years and younger are not subject to loss of fee waiver under these regulations.

Loss of eligibility will become effective at the first registration opportunity after the fall 2016 term. If a student registers for a term before he/she has two terms of probation, loss will occur for the following term. If a student registers for a term after determination of two terms of probation, loss occurs for the upcoming term. Students can regain eligibility by meeting one of the following criteria: meeting academic and progress standards, sitting out for two consecutive primary terms (summer and winter intersessions do not count), successfully appealing the loss. An appeal process is available for students who have extenuating circumstances.

Students should seek appropriate student and academic support services when needed. For a list of student support services please visit the Student Services page on the Citrus College web site.

Cal Grants

This program is designed to help low and middle-income families, graduating high school seniors, and college students.

Chafee Grants

This program assists eligible youth leaving the foster care system.

Child Development Grants

This program is designed for students who intend to work in a licensed children's center in California.

Scholarships

There are numerous scholarships offered by the Citrus College Foundation each year for new, continuing, and transfer students. The Financial Aid Office has a list of scholarships available. The Financial Aid Office opens the online scholarship application in the spring.

Federal Direct Loans

Direct loans are available for students who qualify. Loans need to be paid back, so think seriously before committing to a loan.

Clock Hour Programs

Federal Financial Aid (i.e. Pell Grants, Federal Loans) disbursements vary according to Federal Regulations. Almost all programs at Citrus College are eligible for federal financial aid and disburse in a traditional manner. However, "Clock Hour" programs have certain reporting and disbursement requirements in order to be eligible for Title IV federal financial aid. The US Department of Education (ED) designated the following programs as Clock Hour programs: **Cosmetology, Dental, Esthetician, and Vocational Nursing.**

Students in these Clock Hour programs will receive an initial fifty percent disbursement of financial aid when they begin their program. They will receive a second disbursement after they have successfully completed half of the instructional hours and weeks of instruction. The fifty percent represents one-half of the total annual award amount. For example, if a student were eligible for a Pell Grant in the amount of \$5,000.00 for the 2015-16 award year, they would receive \$2,500.00 when they start their program and would receive the additional \$2,500.00 after they have successfully completed half of the instructional hours and weeks of instruction. Students should work closely with their instructors to track their completed instructional hours and weeks of instruction.

Important Policies and Procedures

Please be sure to read the Satisfactory Academic Progress (SAP), Appeal Eligibility Criteria, Terms of Offer (Consortiums), Recalculations Freeze Date, Return to Title IV Funds, Important Dates and Deadlines, and Disbursement Information (Study Abroad Disbursement), on the Financial Aid webpage for important policies and procedures.

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	5					
SCREEN TITLE:	DSP&S												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Students with disabilities at Citrus College participate in the same activities and courses as any student. Disabled Students Programs and Services (DSP&S) provide a more equitable classroom experience and help successfully integrate the student into college life.</p> <p>Some services include priority registration, tutoring, interpreters, electronic text, Braille, note-takers, specialized counseling, and special equipment to those who qualify.</p> <p>All interested individuals are encouraged to contact the DSP&S Office.</p>													
VIDEO NARRATION													
<p>At Citrus College, we are committed to providing students with disabilities an accessible educational environment that allows each student the opportunity to reach his/her academic goals and participate in a full range of campus programs and activities.</p> <p>If you need assistance, make an appointment with a DSP&S counselor. Once your eligibility has been verified, we can begin providing support immediately. Such support services are essential components of your educational program because they can help you realize your educational potential in the mainstreamed academic programs.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Supplemental to video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	6					
SCREEN TITLE:	EOP&S/CARE												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Extended Opportunity Programs and Services (EOP&S) is a state-funded counseling program designed to provide access and retain students from educationally and economically disadvantaged backgrounds.</p> <p>EOP&S assists the students with counseling, advisement, textbook services, priority registration, tutoring, and specialized workshops to help students fulfill their educational goals. To find out if you qualify for EOP&S, you are encouraged to call or visit the EOP&S office.</p> <p>Students who qualify for EOP&S may also be eligible for Cooperative Agencies Resources for Education (CARE). The CARE program assists single-parent students who are eligible for Temporary Assistance for Needy Families (TANF) and who also have at least one child under the age of 14.</p> <p>CARE services may include:</p> <ul style="list-style-type: none"> • Grants • Meal tickets • School supplies • Counseling/advisement • Peer networking • Transportation assistance • Textbook funding • Workshops 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Replace photo of advisor meeting w/ student with campus supplied photo D (students studying in carrels).													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	7					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Okay, let's try a quiz question. We just went over an application for financial aid that you can fill out online. What is it called?</p> <ul style="list-style-type: none"> a) EOP&S b) FAFSA c) BOG d) CARE <p>FEEDBACK</p> <p>Correct!</p> <p>Incorrect.</p> <p>REMEDIATION</p> <p>You should fill out the Free Application for Federal Student Aid in order to find out if you qualify for financial assistance.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: B 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. <p>4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment.</p>													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	8					
SCREEN TITLE:	CalWORKs												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>California Work Opportunities and Responsibilities to Kids (CalWORKs) is a state funded program for students who are on public assistance and have a child or children under 19 years old.</p> <p>The CalWORKs program provides student assistance with completing county and child care paperwork. Ancillary requests for books, supplies, and fees are also processed in the office and submitted to county workers.</p> <p>CalWORKs counselors are available to provide academic, career, and personal counseling. CalWORKs counselors are specialized in understanding county requirements and policies. They help reinforce county requirements and serve as advocates for students should issues arise.</p> <p>Additional services include helping eligible students find work-study employment and referrals are available for medical, mental health and legal aid issues.</p> <p>If you are receiving cash aid, or contemplating applying for cash aid, and are interested in obtaining education and training towards a career, you should contact the CalWORKs office at (626) 852-8023.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Replace campus photo image with campus supplied photo E (CalWORKs/EOPS counter)													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	9					
SCREEN TITLE:	Spotlight: Center for Teacher Excellence												
TEMPLATE TYPE:		VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Citrus College received a Title V cooperative arrangement development grant from the U.S. Department of Education and has formed a partnership with the University of La Verne to continue to prepare the next generation of educators and equip them with much needed technology skills for 21st century classrooms.</p> <p>Teachers play a very important role in our society. If you have decided to become a teacher, you have chosen a distinguished profession that will allow you to inspire, influence, inform and educate students. The rewards are numerous for those who choose education as a career.</p> <p>The Center for Teacher Excellence prepares future teachers by offering:</p> <ul style="list-style-type: none"> • Specialized academic advising and counseling appointments • Supportive learning environment • Appointments with university representatives from Teacher Preparation programs • Transfer Path workshops for elementary, middle, high school, and special education teaching • Annual Summer Technology Academy • Integrating technology and education workshops • CBEST and CSET test preparation workshops and study guides • Referrals for scholarship and financial aid opportunities • Help with university transfer applications <p>Over the years, Citrus has helped many students realize their dreams of becoming teachers at all levels of the educational system. If you're interested in teaching, stop by the Center for Teacher Excellence on the second floor of the Student Services building today!</p>													
VIDEO NARRATION													
<p>Hi, my name is Kyle and I'm studying to become an elementary school teacher. When I first decided I wanted to teach, I wasn't sure where I should go to college. But when I visited Citrus, I knew my search was over.</p> <p>The Center for Teacher Excellence is an incredible resource if you want to be a teacher. They helped me figure out what area of education I should go into and then put together a really strong plan for me. It's a relief knowing that I'm taking all the right classes and getting all the training I'll need to pass my exams and then find a good job.</p> <p>If anyone is thinking of becoming a teacher, I highly recommend Citrus because they have good teachers and counselors that really care about whether you succeed.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Supplemental to video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	10					
SCREEN TITLE:	Veterans Success Center (new video)												
TEMPLATE TYPE:	x	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>The Veterans Success Center provides a number of services to the brave men and women who have served our nation.</p> <p>The Veterans Success Center can assist military students with:</p> <ul style="list-style-type: none"> • GI Bill processing and information • Counseling resources • The Veterans Network • Personal counseling • Peer support groups for student veterans • Veterans Transitional Course: Counseling 161 Higher Education Transitional Skills for Veterans and Families • Help with Financial Aid • Veterans Administration (VA) Representative on Campus • Counseling appointments for your Student Educational Plan (SEP) <p>So if you're a veteran student, be sure to stop by the Veterans Success Center on campus and allow the staff there the privilege of serving you!</p>													
VIDEO NARRATION													
<p>Citrus College is not only committed to providing first rate educational opportunities to our veteran students, but The Citrus College Veterans Success Center is committed to helping our veteran's transition from military life to civilian life. The Veterans Success Center provides a "one stop shop" for veterans to access services such as certifying and processing of GI Bill educational benefits, Financial Aid assistance, VA Vocational Rehabilitation enrollment and services, a counselor to help design your educational plan, personal and family mental health counseling, and tutoring services. The Veterans Success Center offers a large space to relax between classes, a study area with computers and printers to do homework or just stop in to join in the camaraderie. Citrus College offers a transitional course for veterans, scholarships, and yearly programs to honor veterans and their service. Stop by the Veterans Success Center on campus - it will be a pleasure to serve you and welcome you home.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Photo F attachment (Veterans Success Center) 2. Screen Text = Supplemental to video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	11					
SCREEN TITLE:	College Success Program (new video)												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>The College Success Program provides instructional and counseling support for students enrolled in English, ESL, and Math courses that can help you reach the college level, and courses that prepare you to reach your goals. The College Success Program provides free academic support such as English and ESL tutoring as well as grammar and writing workshops. In addition, Learning Communities are offered where students take two linked classes that form a community of instructors and students - a great way to enhance your chances for success!</p> <p>The College Success Counselor assists students with developing a Student Educational Plan (SEP) and in making good choices for enrolling in classes. The counselor also works with students on academic probation or with those who are experiencing challenges in their personal lives that interfere with college. And finally, the counselor also provides a variety of college success workshops such as test taking skills and time management.</p> <p>If the College Success Program appeals to you, check the Citrus website to learn more.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = FACULTY 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	12					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Time for a quiz question. One important reason to visit the Counseling and Advisement Center is so that they'll help you put together an SEP. What does SEP stand for?</p> <ul style="list-style-type: none"> a) Student Educational Plan b) Schedule of Educational Programs c) Special Entry Program d) Student Entry Portfolio <p>FEEDBACK</p> <p>Correct!</p> <p>Incorrect.</p> <p>REMIEDIATION</p> <p>A Student Educational Plan will list all the classes you need to take in order to earn your degree, certificate, or transfer. A good SEP will make sure you stay on track and that you don't take any unnecessary classes.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: A 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
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MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	13					
SCREEN TITLE:	Noncredit Counseling												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>The noncredit counseling department is here to help you to achieve your goals. Our counselors are prepared to assist you to facilitate your academic pathway and transition to credit courses, as well as, explore academic and vocational/career options.</p> <p>The noncredit counselors can assist you with various areas of counseling such as:</p> <p>Academic Counseling: Counselors can help you to explore educational choices, create an educational plan, explore lifelong goals, and help in the career and job search areas.</p> <p>Personal Counseling: Counselors can help you with problems that may be affecting your daily functioning and learning. Short term counseling focuses on the problem, crisis, and other areas of concern. Counselors may refer students to other professional services in the community as appropriate.</p> <p>Vocational Counseling: Counselors can help you explore your career and life goals. In addition, counselors can inform you about the various degrees and certificates available to you.</p> <p>Noncredit counseling is a great place to start your academic pathway. Do not hesitate to visit the noncredit counselors in the Lifelong Learning Center.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	14					
SCREEN TITLE:	International Student Center												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>The International Student Center is a gathering place on campus where students can feel at home. There is always a friendly face to greet and assist students with their individual needs.</p> <p>The International Student Center provides the following services:</p> <ul style="list-style-type: none"> • Academic and personal counseling • Honors Program assistance • Educational workshops • Transfer information • Visa and immigration assistance • Housing assistance • Employment opportunities • Airport pickup <p>If you're an international student, stop by the Center. It's a great place to get some help, hang out with old friends, and make some new ones.</p>													
VIDEO NARRATION													
<p>When I first moved here from Venezuela, I was a little nervous about finding my way around and making friends. But the International Students Program at Citrus has made it so easy for me, I didn't have any trouble at all. One of the benefits of the program here is the International Student Center. It's a place on campus where foreign students can come and get help with a lot of different things, like visas or finding a place to live or finding a job. It's also just a cool place to come and hang out with my friends or meet students from all over the world. The Center is just one way that Citrus has done a great job of creating a home away from home for me and students like me.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Update photo from new ISC office – located on the first floor of the Student Services Building 2. Screen Text = Supplemental to video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	15					
SCREEN TITLE:	Athletics												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Citrus College has a long, proud tradition of athletic accomplishment across a variety of sports. The college boasts some of the best athletic facilities in Southern California for intercollegiate sports.</p> <p>Citrus employs an athletic counselor to advise student athletes in educational, vocational, and personal matters. The counselor also helps students create a Student Educational Plan that will keep them eligible for competition and/or transfer to a four-year school.</p> <p>If you are interested in participating in athletics at Citrus College, you should check the eligibility requirements on the Citrus College Athletics web page.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Student Services						SCN#:	16					
SCREEN TITLE:	Conclusion												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
PART A													
<p>The services we just went over are designed to make you a more successful student - so take advantage of them!</p> <p>One last reminder: If you haven't already filled out a FAFSA, you should do so online or stop by the Financial Aid Office and complete one. You may be eligible for some financial assistance!</p> <p>Whatever your goals may be, I wish you luck. See you around campus!</p>													
PART B													
<p>Well, the good news is you made it to the end of the segment. The bad news is you didn't answer all the quiz questions correctly. That means you'll have to retake this segment from the beginning.</p> <p>Be sure to pay attention to each screen and read through all the information. Good luck!</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Play video Part A or Part B as appropriate based on user's completion of segment requirements. 2. Screen Text = Verbatim video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

GUIDELINES FOR SUCCESS

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	1					
SCREEN TITLE:	Introduction												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Your success in college is not based on simply attending class. Successful college students practice good time management and understand the importance of good grades.</p> <p>So let's get started. And remember, it never hurts to take a few notes along the way.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	2					
SCREEN TITLE:	Schedule Overload												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>It usually takes most students a couple of semesters to adjust to college life and determine their best course load. Quite often, new students take on more work than they can handle. A good rule of thumb is that every unit you take will require two hours of study time per week. Therefore, if you take 12 units in a semester, you will need 24 hours per week for study and homework. Altogether, that's a 36 hour commitment each week!</p> <p>Given that information, think about this: there are 168 hours in the week. A student who works 40 hours per week and takes a full-time academic load of 12 units has committed 76 hours per week out of their lives to being on task for school and work during a semester. (One hour of class time requires two hours of study time per week.)</p> <p>Considering most people need 8 hours of sleep per night, that leaves only 36 hours, or an average of 5 hours per day, for common things like:</p> <ul style="list-style-type: none"> • Preparing and eating meals • Commuting to and from work • Commuting to and from school • Chores • Surfing the 'Net or watching TV • Caring for children and/or parents • Dating • Activities with friends • Personal matters <p>The interactive schedule on the next screen will illustrate this point.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	3					
SCREEN TITLE:	Time Management												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>To begin, select one of the activity buttons below.</p> <p>Then click into the starting time for your activity and drag the mouse through all desired time slots.</p> <p>Continue scheduling until your week is full. Do you have enough time for classes and study?</p> <ul style="list-style-type: none"> • Work Time • Leisure Time • Travel Time • Sleep Time • Class Time • Study Time • Misc Time • Erase 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Program an interactive time management exercise													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	4					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>You just learned the importance of good time management. The rule of thumb is that 1 unit of class equals 2 hours of work outside the classroom. So if you take 10 units this semester, how many hours will you have to set aside every week just for homework and studying?</p> <p>a) 5 b) 10 c) 20 d) 30</p> <p><i>FEEDBACK</i> Correct! Sorry,</p> <p><i>REMEDATION</i> If you take 10 units, you will need 20 hours of study and homework time each week. That's because $10 \times 2 = 20$.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: C 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ol style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	5					
SCREEN TITLE:	Grades and GPA												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Citrus College uses the traditional A through F letter grade system and grade points are calculated using a 4.0 grade point average (GPA) system.</p> <p>So, for example, each A you earn is worth 4 grade points per unit, each B is worth 3 grade points per unit, and so on. The full grade point chart is as follows:</p> <p>A = 4 grade points per unit B = 3 grade points per unit C = 2 grade points per unit D = 1 grade point per unit F = 0 grade points per unit FW = 0 grade points per unit (failing/withdrawal)</p> <p>To calculate your GPA each semester, take all the grade points you earned and divide them by the total number of units you took. To see an example of how a GPA is calculated, use the interactive report card at left. Select a grade for each of the classes to see how the overall GPA changes.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Program an interactive GPA calculator 2. Update to include FW 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	6					
SCREEN TITLE:	Probation, Dismissal, and Early Alert												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Probation and Dismissal</p> <p>There are two types of probationary status: academic and progress. A student who has attempted at least 12 semester units is placed on academic probation when the earned grade point average in all units attempted at Citrus College is less than 2.0. A student who has enrolled in at least 12 semester units shall be placed on progress probation when 50 percent or more of all enrolled units have entries of W, I, NC, and NP. While on probation, students must participate in a counseling probation intervention in order to unblock their registration for the session in which they are requesting enrollment. A student on academic probation shall be removed from probation when his/her Citrus College cumulative grade point average is 2.0 or higher. Students on progress probation shall be removed from probation when their percentage of all Citrus College enrolled units with recorded entries of W, I, NC, and NP drops below 50 percent.</p> <p>Students dismissed due to continued probationary status must take a semester off before returning to Citrus College. After the semester has elapsed, the student must see a counselor for Readmission. A positive intent must be recognized in order to return. If readmission is granted, a new Citrus College application might have to be submitted.</p> <p>Maintaining a good academic standing will help you to successfully achieve your academic goal. In addition, it will help you to earn an earlier registration date and could make the difference in receiving your financial aid award or not. If you are receiving financial aid, be sure to understand all of the requirements to maintain your specific award(s).</p> <p>Loss of Board of Governor's Fee Waiver</p> <p>SB 1456 requires that any student with two consecutive terms of not meeting academic and/or progress standards lose their BOG Fee Waiver. Not meeting academic standards means having less than a 2.0 GPA. Not meeting progress standards means completing less than 50% of your coursework. Foster youth 24 years and younger are not subject to loss of fee waiver under these regulations.</p> <p>Loss of eligibility will become effective at the first registration opportunity after the fall 2016 term. If a student registers for a term before he/she has two terms of probation, loss will occur for the following term. If a student registers for a term after determination of two terms of probation, loss occurs for the upcoming term. Students can regain eligibility by meeting one of the following criteria: meeting academic and progress standards, sitting out for two consecutive primary terms (summer and winter intersessions do not count), successfully appealing the loss. An appeal process is available for students who have extenuating circumstances.</p> <p>Students should seek appropriate student and academic support services when needed. For a list of student support services please visit the Student Services page on the Citrus College web site.</p> <p>Early Alert</p> <p>If your instructor feels that you are falling behind in class, you may receive an Early Alert e-mail. This is just a way of letting you know that your work, attendance, or effort is slipping. If you receive an Early Alert message, you will need to talk with your instructor about the problem. Most students are able to solve the problem by seeking the appropriate assistance, (tutoring, a study group, a workshop, etc.).</p> <p>If you receive an Early Alert message, it's not something that will be noted on your permanent record. It's just a way to help students get back on track before they fall too far behind.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	7					
SCREEN TITLE:	Student Conduct Policy												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Citrus College is able to create a positive learning environment because its students and employees conduct themselves with class and dignity. Now that you're part of the college community, you'll be expected to contribute by treating all those around you with tolerance and respect, and by following all the rules outlined in the Standards of Conduct and sexual violence policy.</p> <p>To learn more about the Standards of Conduct, please refer to the College Catalog.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation										
SEGMENT TITLE:	Guidelines for Success					SCN#:	8				
SCREEN TITLE:	Sexual Misconduct Information										
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD	OTH
SCREEN TEXT &AUDIO/VIDEO NARRATION											
<p>Citrus Community College District is committed to providing an educational environment that is safe and free from all forms of discrimination, sexual harassment, and sexual misconduct.</p> <p>No community can be totally risk free in today's society. However, working together, students, faculty, staff, and visitors can help create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the California Education Code require that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual misconduct which occur both on and off-campus, as well as, providing victims with information regarding post sexual assault treatment options and services. Citrus College is proactive in offering a safe environment for students, faculty, staff, and visitors and will not tolerate sexual misconduct. For this, Citrus College offers prevention and education information and orientation programs about domestic violence, sexual assault, dating violence, and stalking to students, faculty, staff, and visitors to help prevent the risk of sexual harassment and sexual misconduct on or off-campus. Additional information is available through the Sexual Violence Prevention Statement on the college web site at www.citruscollege.edu.</p> <p>All Citrus College employees are deemed "responsible employees" and must report any violations or alleged violations of sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation involving students. A "responsible employee" who receives a report of sexual harassment or sexual misconduct must promptly notify the Title IX Coordinator at (626) 914-8830.</p> <p>Sexual Harassment (Board Policy 7102/Administrative Procedure 7102.1)</p> <p>Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to the conduct is made a term or condition of an individual's academic status or progress; 2. Submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual; 3. The conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied access to an educational opportunity or benefit; or 4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college. <p>Any student or employee who believes that he/she has been harassed or retaliated against in violation of Board Policy 7102 should immediately report such incidents by following the procedure described in Administrative Procedure 7102.1 entitled "Prohibition of Harassment: Students and Employees." Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.</p> <p>Sexual and Other Assault (Board Policy 3540/Administrative Procedure 3540)</p> <p>Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashing, voyeurism, and/or fondling.</p> <p>Any sexual violence or physical abuse, including, but not limited to rape as defined by California law, whether committed by a student, faculty, staff or visitor, that occurs on District property, on college owned or controlled property, at college sponsored or supervised functions, or related to or arising from college attendance or activity is a violation of Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and/or civil prosecution, and employee or student discipline procedures. Students, faculty, staff, and visitors who may be victims of sexual and/or other assaults shall be treated with dignity and provided comprehensive assistance.</p> <p>Any sexual violence against the wishes and without the affirmative consent of the violated person, whether by a stranger or by an</p>											

acquaintance, whether against a woman or a man, is a violation of the law. "Affirmative consent" means affirmative, conscious, and voluntary agreements to engage in sexual activity. It is active, not passive. Silence, in and of itself, is not consent. Prior consent is not consent to future acts. A person must be fully conscious and aware of their actions to be able to give consent. This means that a person who is asleep, drugged, intoxicated, unconscious, a minor, mentally impaired, or incapacitated cannot give consent. Intercourse under any of these circumstances is rape.

Any person who has been the victim of sexual misconduct or who has information regarding sexual violence on campus is strongly urged to call 911 or the police or sheriff department in the city where the crime took place and report the situation as soon as possible. If you are the victim of sexual assault on or off-campus you may also:

1. Go to a safe place. If on campus, you may call Campus Safety 24 hours a day, 7 days a week at (626) 914-8611. You may also visit or contact the Student Health Center (SS-147) during business hours at (626) 914-8671.
2. Help preserve evidence. You do not have to decide immediately whether or not you want to pursue a criminal complaint. Collecting evidence immediately following an assault will be helpful if you decide to press charges later.
3. Seek emotional care and support. Don't try to deal with this situation alone. Call a friend, family member, or someone with whom you feel you can talk to. A 24 hour rape crisis hotline is available where help may be sought by calling (626) 793-3385.
4. Get medical attention as soon as possible to assess and treat physical injuries you may have sustained and to collect evidence of the assault. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many off-campus and confidential resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
 - Rape Treatment Center offers free rape exam with police officer authorization. Free rape exams are also available without police authorization, although police presence is strongly encouraged. (310) 319-4000 located at 1250 16th Street, Santa Monica, CA.
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages, seven days a week. They also provide accompaniment/advocacy services in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155.
 - Foothill Presbyterian Hospital: (626) 963-8411
 - Glendora Police Department: (626) 914-8250
 - Family Counseling Services: (626) 308-1414
 - Peace Over Violence: (626) 966-4155
 - San Bernardino Sexual Assault Services: (626) 885-8884
5. If the perpetrator is a student at Citrus College, consider reporting the assault to the Manager of Human Resources and Staff Diversity/Title IX Coordinator at (626) 914-8830 and/or police. Telling the police does not commit you to further legal action. The Title IX Coordinator, Campus Safety, and Student Health Center are campus Non-Confidential Resources.

Confidentiality and Privacy

The Title IX Coordinator uses discretion and seeks to protect the privacy of all persons involved in complaints of sexual harassment and sexual misconduct. Unless explicitly stated, all other persons or entities on campus are not confidential and may have an obligation to report your disclosure to the Title IX Coordinator.

If you experience any type of sexual misconduct and want to speak to someone confidentially about your options, rights, and experiences, contact a confidential resource.

NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION

1. Hyperlink "www.citruscollge.edu" to <http://www.citruscollege.edu>
2. Program numbered bullets where shown in the text.

CLICK TO REVEAL CONTENT

NONE

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	9					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>There are two types of probation you could end up with if you're having trouble in your classes. These are academic probation and what?</p> <ul style="list-style-type: none"> a) Active Probation b) Vocational Probation c) Progress Probation d) Retroactive Probation <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Incorrect.</p> <p><i>REMEDIATION</i></p> <p>Academic probation occurs when your GPA falls below 2.0. Progress probation occurs when half your classes are either dropped or not completed.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: C 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Guidelines for Success						SCN#:	10					
SCREEN TITLE:	Conclusion												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
PART A													
Well, that's all for this segment. If you only take away one thing from this section, remember that all successful students share one trait: they manage their time wisely.													
If you need help finding a major or want to become a better student check out the counseling classes listed.													
Good luck!													
PART B													
Well, the good news is you made it to the end of the segment. The bad news is you didn't answer all the quiz questions correctly. That means you'll have to retake this segment from the beginning.													
Be sure to pay attention to each screen and read through all the information. Good luck!													
COUN 101 Career Self-Assessment 1 unit													
In this course the student will learn to appraise their self-esteem, values, skills and personality, and understand the implication of these factors in the selection of a vocational/educational goal. CSU													
COUN 102 Career Research 1 unit													
Research is a necessary component to career decision-making. In this course the student will develop an understanding of a wide assortment of career information resources, both written and computer assisted. The focus of this course is to introduce the student to the use of the most recent career related technologies. CSU													
COUN 145 Career/Life Planning 3 units													
Through personal exploration, occupational research and the study of contemporary work issues, students will increase their understanding of the relationship of the individual to the economic community and develop individual career plans. CSU													
COUN 156 College Planning Today for Tomorrow 1 unit													
A course in helping students transition to college life. Students will receive practical information about college services, effective study habits, and individual educational planning. Emphasis is on college and career decisions as catalysts for growth. CSU													
COUN 158 Transfer Planning 1 unit													
This course provides in-depth information and assistance with the transfer process to four-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, application deadlines, financial aid and scholarship information are covered. CSU													
COUN 159 On Course to Success 3 units													
The subject of this course is SUCCESS...what success is for you personally and how you can achieve it. Students will learn many proven strategies for creating greater academic, professional, and personal success. Guided journal writings will be used to explore these strategies, and as a bonus, students will learn to express themselves more effectively in writing. This course will help students discover how to create a rich, personally fulfilling life. Students are urged to make the most of this course in order													

to dramatically change the outcome of their lives for the better. **CSU**

COUN 160 Strategies for College Success 3 units

A course designed to give students the opportunity to create and change their habits and vision in order to have a rich, full, and rewarding scholastic life through adoption of positive attitude and critical thinking techniques. The course integrates the intellectual, physiological, social, and psychological aspects of being a college student. Learning strategies will be introduced that can be immediately and continuously applied so that students leave the course with confidence, enthusiasm, and a passion to succeed. **CSU & UC**

COUN 161 Higher Education Transitional Skills for Student Veterans/Families 3 Units

A course designed to assist veterans in re-integrating to civilian life using physiological, social and psychological aspects of being a student. This course is also designed to give the veteran student the opportunity to create and change their habits and vision in order to have a rich, full, and rewarding scholastic life through adoption of positive attitude and critical thinking techniques. The course will introduce strategies to increase self-awareness, build confidence, develop leadership and gain informational tools to help achieve successful habits and implement study skills addressing the veteran student's needs. It will provide an essential opportunity to acquire skills applicable to the student's academic program, family life, and employability which will support transition. **CSU & UC**

COUN 200 Educational Planning for Student Success 1 Unit

An orientation to Citrus College that includes programs, services, policies, degrees, certificates, transfer requirements, and college culture. Focus will be on strategies needed for academic success and the development of a Comprehensive Educational Plan. **CSU**

NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION

1. Play video Part A or Part B as appropriate based on user's completion of segment requirements.
2. Screen Text = Verbatim video narration
3. Standard video framing
4. **TALENT = STUDENT**

CLICK TO REVEAL CONTENT

NONE

AROUND CAMPUS

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	1					
SCREEN TITLE:	Introduction												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>There are a number of campus organizations and amenities that you should take advantage of while you're enrolled at Citrus. In this segment, you'll learn everything from where you can buy your books to where you can park your car. We'll also go over how you can get some help with your homework or even with finding a job.</p> <p>Hit the 'next' arrow and let's take a look at some of the opportunities that await you on campus at Citrus College.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	2					
SCREEN TITLE:	ASCC/Clubs												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>The Associated Students of Citrus College (ASCC) is made up of currently enrolled students. The ASCC has an active voice in campus committees and makes sure that students' needs and opinions are considered in decisions affecting their education.</p> <p>But the ASCC is more than just a form of student government. It also supports a number of clubs on campus. Some clubs that met last semester include the Chess Club, Anime Connection, Citrus Business Association, Gamers Guild, and the Psi Beta Honor Society. For an up-to-date list of active clubs on campus, you can check out the Club Information Board at the Campus Center.</p> <p>Participating in student government or club events is a great way to meet people, develop leadership skills, and broaden your social network!</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	3					
SCREEN TITLE:	Spotlight: Recording Technology												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>If you're into movies, concert sound, video and computer games, recording music, or making beats, then the Recording Technology program is for you. Our program teaches you the basics of how to record any kind of music, from hip-hop to classical to movie scores, and design sound for games, videos or the internet and everything in between.</p> <p>About 40% of our graduates work in Los Angeles at major studios, including The Record Plant, Sony Pictures, Firehouse Studio, Ocean Way, Larrabee, Track Record, Capitol, Sage & Sound, Royaltone, The Village, Paramount Recording, Westlake Audio, and post-production houses including Ascent Media, Chace Productions, Encore Hollywood, Keep Me Posted, Oracle Post, Post Logic Studios, Paramount Studios, Warner Brothers Studios, Pop Sound, Wilshire Stage, E-Films and at NARAS (the Grammys).</p>													
VIDEO NARRATION													
<p>I didn't know what I wanted to do in college until a friend of mine told me about the Recording Technology program at Citrus. The program teaches you the basics of recording music, everything from rock to hip-hop to classical to music for video games. I do a lot of beat mixing and recording at home, so this was right up my alley.</p> <p>So far the classes have been really cool and I've learned a lot. I like it because it's not your typical class where you sit in a classroom and memorize a bunch of stuff. Our next project is to record a local band and mix their album for them.</p> <p>The best part is, the program is only a year long. Once I finish, I'm going to start looking for employment at the different studios around L.A</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Supplemental to video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	4					
SCREEN TITLE:	Bookstore Services												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Bookstore Services, through Owl Bookshop, Art & Coffee Bar, website, Vending, and Cosmetology retail services, provides a safe, friendly, accessible environment where all students, alumni, staff and community members may optimize their academic, career, and cultural development.</p> <p>Services provided by the Bookstore include access to course materials necessary for learning excellence, properly training student workers to be successful entrepreneurs and/or employees, creating an inviting place to shop, eat, and safely spend time between classes, providing premier customer service, and focused individual assistance to customers with disabilities.</p> <ul style="list-style-type: none"> • Art & Coffee Bar: Located on the first floor in the Student Services building, offering Starbucks drinks, pastries, sandwiches, salads, snacks, art supplies, and student created art. • Cosmetology & Esthetician Spa: Located on the first floors of the PC and TC buildings at the east end of campus, students can make appointments in room TC118 for their hair and skin needs. • Owl Bookshop: Located at the center of campus adjacent to the Campus Center offering a one stop shop for your daily needs. Visit the Owl Bookshop in person or online when it's time to order new, used or rental course materials. You can also have your books shipped to you or pick them up in person. In addition to course materials, the Owl Bookshop also carries supplies, sundries, gifts, electronics, apparel, snacks, drinks and imprinted merchandise. • Vending: Machines are located throughout campus and inside the Owl Café located below the Handy Campus Center. <p>Visit www.owlbookshop.com for more information on these services.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
1. Replace with Photo G (Bookstore collage) as supplied by campus.													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	5					
SCREEN TITLE:	Library												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>The library is a busy place at Citrus because it provides so many different services to faculty and students. The library is the place to go if you want to:</p> <ul style="list-style-type: none"> • Get your student ID card • Use a computer • Make some copies • Do some research • Use a Study or Media Room • Check out the art gallery • Do some studying in a nice, quiet environment <p>Of course, you can check out books there, as well. In addition, the library is home to thousands of journals, magazines, newspapers, films, digital media, and reference materials.</p> <p>Copies of many textbooks your professors assign are available for you to borrow while studying in the Citrus library. The books are available in the Reserve Book Room.</p> <p>You can also e-mail questions to a librarian or request a library orientation from the Citrus College website.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	6					
SCREEN TITLE:	Learning Center (new video)												
TEMPLATE TYPE:	X	VID		GFX	X	CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Located on the second floor of the ED building, the Learning Center provides instructional support services across the curriculum including Tutorial Services, Writing Center, College Success Center, ESL Lab, Testing Center, and the main computer lab located in IS 107. The Learning Center is open to all Citrus College students with a Citrus ID card. Check the website for schedules and activities.</p> <p>Click on each of these great features to learn more.</p> <ul style="list-style-type: none"> • Tutorial Services • Writing Center • College Success Center • ESL Lab • Testing Center • Computer Lab 													
VIDEO NARRATION													
<p>Welcome to the Learning Center. Whether you are enrolled in a certificate program or planning to transfer, the Learning Center has a wide selection of resources to help you succeed. We offer free tutoring across a variety of subjects, the College Success Center which offers academic workshops, and the Writing Center which provides assistance for students seeking help with essays, research papers or any other writing assignment. In addition, the Learning Center includes the Testing Center which not only provides assessment testing but also adapted testing and proctoring for Distance Education exams. Stop by and see us at the Learning Center. We have a number of educational resources and a staff that is committed to helping you reach your goal.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Combine the functions of both and video and click to reveal template 2. Screen Text = Supplemental to video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
Tutorial Services													
<p>Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring on a drop-in session basis in most subjects by trained staff free of charge. Online tutoring is available through CCC Confer. See the Tutorial website for subjects offered. Students interested in working with a tutor must sign up for the service and a Citrus ID card is required. Check website for hours of operation.</p>													
Writing Center													
<p>The Writing Center provides assistance to all Citrus students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports, or any other writing assignment. The Writing Center services also include assistance with reading comprehension and strategies for note taking. Consultations by trained staff provide drop-in, one-on-one writing consultations, and scheduled appointments by special arrangement. The Writing Center also offers lectures and specialty workshops covering a variety of topics. A Citrus ID card is required. Check website for hours of operation.</p>													
College Success Center													
<p>The College Success Center is open to all Citrus students with a Citrus ID card seeking academic support and to English 098 students who need to complete their required lab hours. The Center offers scheduled workshops on a variety of topics to support</p>													

student success. Check website for hours of operation and scheduled workshops.

ESL Lab

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, reading exercises, peer-facilitated study groups, and embedded tutoring. Check website for hours of operation.

Testing Center

The Testing Center provides administration and proctoring for exams in the following locations:

SS 103: New Student Assessment testing for English, ESL, and Math placement. This test is administered through a computerized "smart" placement test to determine students' initial placement into English, ESL, and math courses. Most assessments are done in block sessions followed by a counseling orientation session. Check website for the current schedule of New Student Assessment/Orientation sessions.

ED 215: Adapted testing for Disabled Student Programs and Services (DSP&S) students who require accommodations due to disabilities or other circumstances may arrange to take their exams through Adapted Testing. Typical accommodations provided by Adapted Testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation.

IS 107: Distance Education exams, referrals for the chemistry diagnostic, continuing students taking the Assessment test, and referrals to retake any portion of the Assessment test. Check the website for hours of operation.

Computer Lab

The main computer lab, located in IS 107, features over 50 computers with internet access, 3 printers, and software available to Citrus College students who need computing resources to complete their class projects and assignments.

Hi Kristie – Never mind. I was mistaken – the video is fine. 😊

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	7					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Ready for a quiz question? Here we go: Earlier, you learned about an organization that represents the interests of the student body on campus. What is the name of this organization?</p> <ul style="list-style-type: none"> a) Associated Student Government (ASG) b) Citrus Students United (CSU) c) Student Representatives of Citrus College (SRCC) d) Associated Students of Citrus College (ASCC) <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Incorrect.</p> <p><i>REMEDIATION</i></p> <p>The ASCC is the student-run organization that represents you and all your classmates on campus. It also provides a great opportunity to get involved, meet new people, and have fun.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: D 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	8					
SCREEN TITLE:	Student Health Center												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>If you're not feeling well or you have some health-related questions while on campus, you can visit the Student Health Center, located on the first floor of the Student Services Building.</p> <p>Check out this list of services the center provides to currently enrolled students. (Keep in mind that there's no charge for the college nurse, nurse practitioner, physician, or mental health counseling. But some tests, medications, or procedures may require a minimal fee.)</p> <p>Health Care Services for Students:</p> <ul style="list-style-type: none"> • Treatment of acute illness/ambulatory care • Immunizations (Tetanus, Hepatitis B series, Measles/Mumps/Rubella, Influenza) • Tuberculin skin tests • Over-the-counter (non-prescription medications) • Condoms and personal hygiene items • Blood pressure and weight checks • Commonly used prescription medications at low cost prescribed by campus health care providers (physician and/or nurse practitioner) • Family Planning Services/Women's Health • Plan B - Emergency Contraception • Free Confidential and Anonymous HIV testing • Hearing and vision screening • Off-Campus referrals as needed • Short term personal counseling <p>Promotion of Positive Health Outcomes for Students:</p> <ul style="list-style-type: none"> • Health education materials (audio-visual, brochures, reference files) • AIDS information, referral resources • Substance abuse information and referral resources • Eating disorders information and referral resources • 12-step program referrals • Accident and medical insurance information 													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	9					
SCREEN TITLE:	Spotlight: Nursing Program												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Since we just discussed the Health Center, let's take a minute to check out one of Citrus College's most popular programs: Nursing.</p> <p>Do you have an interest in healthcare? Do you want a job that provides new challenges every day? Citrus College's nursing program is widely respected for its experienced faculty and strong commitment to skills training in the medical profession.</p> <p>At Citrus, you can earn a vocational certificate and take the exam for Licensed Vocational Nurse (LVN), or earn the Associate Degree in Nursing (ADN) and take the exam for Registered Nurse (RN).</p> <p>One benefit at Citrus is the Nursing Program counselor. The counselor ensures that applicants have all the information and access to services that they need in order to successfully complete their programs.</p> <p>The counselor provides students with academic advising, transcript evaluation, education planning, referrals to program and campus resources, and a review of graduation requirements.</p> <hr/> <p>VIDEO NARRATION</p> <p>Hi, my name is Kylie and I'm working toward my ADN, or Associate Degree in Nursing. I joined the nursing program because I've always wanted to do something to help people. The ADN is a two year program and when I'm done I'll be able to take the exam to be a registered nurse.</p> <p>I originally chose Citrus because of their reputation for having a really strong program, and I'm glad I did. The faculty here is amazing. They're really committed to teaching us everything we'll need to know in order to go out in the job market and find good jobs.</p> <p>Another thing I like is that Citrus has a Nursing Program counselor on campus that will make sure I'm taking the right classes or answer any questions I have. It's nice to know there's someone who's an expert in my field and can give me the answers to any question I could possibly have.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Screen Text = Supplemental to video narration 2. Standard video framing 3. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	10					
SCREEN TITLE:	Student Employment Services												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
Student Employment Services is a free job referral service for currently enrolled Citrus College students, as well as for alumni. For more information, go to the Student Employment Services link located on the Human Resources webpage.													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	11					
SCREEN TITLE:	Parking												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>If you drive to the college, be sure to give yourself enough time to find parking and become familiar with the student parking lots around campus. All vehicles parked in student lots must display a valid Citrus College parking permit unless they are parked in metered spaces, otherwise, you will receive a parking citation. Students parking in visitor, staff, disabled or client parking areas without the proper permit will also be cited.</p> <p>Once you have registered for your classes, you can buy a permit valid for each term through the online iParq system. Once you purchase your permit and register your vehicle online, your parking permit will be mailed to the address you provide. You will then be able to print a temporary permit to use until you receive your permanent permit in the mail.</p> <p>You can also buy a daily permit. These are available at the Campus Safety Office at the Citrus Avenue entrance or at one of the many automated pay station dispensers located in several parking lots. The automated pay station locations can be found on the campus map located on the Citrus College website.</p> <p>For more information pertaining to parking on campus, please refer to the College Catalog, Administrative Procedure 6750, or the website.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	12					
SCREEN TITLE:	Campus Safety												
TEMPLATE TYPE:		VID	X	GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
<p>Citrus College is committed to providing a safe learning environment for its faculty and students. The Campus Safety Office is responsible for patrolling the campus.</p> <p>Of course, safety officers can't do it alone. Students can help out by following the Standards of Student Conduct and by reporting any suspicious or criminal activity they see taking place on campus. You can reach the Campus Safety Office by dialing (626) 914-8611 on your cell phone.</p> <p>The Campus Safety Office provides a security escort on campus for any member of the college community upon request from dusk until dawn. During busy periods, callers may experience a 10 minute delay in the arrival of the officer. Security escorts are provided for safety, not convenience.</p> <p>While the campus is considered a very safe place for students and employees alike, it can't hurt to take precautions. Therefore, you may want to take a moment and write down the Campus Safety Office number or program it into your phone right now.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	13					
SCREEN TITLE:	Check on Learning												
TEMPLATE TYPE:		VID		GFX		CTR	X	COL		WBD		OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<p>Time for another quiz question. If you want to park on campus, you can buy a permit that's good for the entire semester. Where can you buy this permit?</p> <ul style="list-style-type: none"> a) Online during registration b) Safety Office c) Tuition Office d) The Ombudsman's Office <p><i>FEEDBACK</i></p> <p>Correct!</p> <p>Sorry, no.</p> <p><i>REMEDICATION</i></p> <p>You can buy a permit online when you register.</p>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ul style="list-style-type: none"> 1. Screen Text = Verbatim video narration 2. Standard video framing 3. TALENT = STUDENT 4. The correct answer is: A 5. Users are given multiple attempts to answer the question. They must get it correct in order to be given credit for this content segment. <ul style="list-style-type: none"> a. 1st incorrect, feedback = Incorrect, try again. b. 2nd incorrect, feedback = Sorry, that's still incorrect. Because you were unable to correctly answer the question after two attempts, you will be required to view this area of the orientation again, at which point you will have another chance to correctly answer this question. c. We will monitor access attempts to each content segment to ensure users have gone back through the segment as directed. d. 3rd incorrect, feedback = Incorrect, try again. e. 4th incorrect, feedback = Incorrect with feedback/remediation. Credit is issued for the segment. 													
CLICK TO REVEAL CONTENT													
NONE													

MODULE TITLE:	Orientation												
SEGMENT TITLE:	Around Campus						SCN#:	14					
SCREEN TITLE:	Conclusion												
TEMPLATE TYPE:	X	VID		GFX		CTR		COL		WBD		OTH	
SCREEN TEXT &AUDIO/VIDEO NARRATION													
PART A													
All right, nice job. You made it to the end of this segment. And if you were paying attention, you probably know your way around campus now.													
One last thing: Half the fun of college takes place outside the classroom. So you should really think about getting involved with the ASCC or joining a club. And if you don't find a club that appeals to you, start a new one! It's a great way to make new friends or discover new interests; and if you do those things, you're sure to enjoy the college experience a whole lot more.													
See you around!													
PART B													
Well, the good news is you made it to the end of the segment. The bad news is you didn't answer the quiz questions correctly. That means you'll have to retake this segment from the beginning.													
Be sure to pay attention to each screen and read through all the information. Good luck!													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
<ol style="list-style-type: none"> 1. Play video Part A or Part B as appropriate based on user's completion of segment requirements. 2. Screen Text = Verbatim video narration 3. Standard video framing 4. TALENT = STUDENT 													
CLICK TO REVEAL CONTENT													
NONE													

ORIENTATION CONCLUSION

NEW TEXT AND GRAPHIC – CAMPUS TO PROVIDE

ADD STUDENT NAME AND ID NUMBER TO THE SCREEN

ADD A CERTIFICATE OF COMPLETION FOR STUDENT TO PRINT.

MODULE TITLE:	Orientation											
SEGMENT TITLE:	Orientation Conclusion						SCN#:	1				
SCREEN TITLE:	Conclusion/Next Steps											
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH
SCREEN TEXT & AUDIO/VIDEO NARRATION												
<p>Congratulations!</p> <p>You successfully completed the Citrus College New Student Orientation and the first of three required services you must complete in order to keep your enrollment priority.</p> <p>The three required services are:</p> <ul style="list-style-type: none"> • Assessment • Orientation • Abbreviated Student Educational Plan (SEP) <p>Citrus College has been notified of your progress. However, please print this page for your records.</p> <p>If you haven't already done so, you should take your assessment tests. You can do this at the on-campus Testing Center. Check the Testing Center web page of the Citrus website for schedules and information.</p> <p>If you've already taken your assessment tests, then your next step is to complete an Abbreviated SEP. See the Counseling and Advisement Center webpage for available SEP service options.</p> <p>We wish you the best on your road to completion!</p>												
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION												
<ol style="list-style-type: none"> 1. Hyperlink "Placement Testing" to: http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx 2. Replace graphic with revised graphic from the Front Matter section, SSSP and Enrollment Process, Screen 3. "You Are Here" green arrow should be pointing at Step 5 "Complete an Abbreviated SEP". 												
CLICK TO REVEAL CONTENT												
NONE												

NEXT STEPS PAGE

WE WILL BE ADDING THE NEXT STEPS PAGE TO CONFORM TO OUR MOST RECENT ORIENTATION.

FOR AN UPDATED LINK: <http://www.cynosurenewmedia.com/demos/cerr-new/cerrnext.html>

MODULE TITLE:	Orientation												
SEGMENT TITLE:							SCN#:	1					
SCREEN TITLE:	Next Steps												
TEMPLATE TYPE:		VID		GFX		CTR		COL		WBD	X	OTH	
SCREEN TEXT & AUDIO/VIDEO NARRATION													
<i>Add Next Steps Page with information as directed by the campus.</i>													
NOTES: PROGRAMMING / GFX DESCRIPTION / VIDEO PRODUCTION													
NONE													
CLICK TO REVEAL CONTENT													
NONE													