

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5010 ADMISSION AND CONCURRENT ENROLLMENT

Reference: Education Code Section 76000

Eligibility for Admissions

The authority to oversee the admissions of eligible students is delegated to the Dean of Admissions and Records under the direction of the Vice President of Student Services. Students eligible for admission to the College must be 18 years of age or older and possess a high school diploma, GED, certificate of proficiency, or the equivalent. In addition, any other person who is over 18 years of age who, in the judgment of the Dean of Admissions and Records, is capable of profiting from the instruction offered at the College, or any apprentice, as defined in Section 3077 of the Labor Code may be admitted.

High School graduates over age 18

Any high school graduate or individual with a GED or high school proficiency certificate may be admitted to Citrus College.

Non-High School graduates over age 18

A person 18 years of age or older who has not received a high school diploma may be admitted to the College to take courses for the purpose of general education or to enroll in specialized vocational programs. The student may prepare for transfer to a four-year institution without a high school diploma. All non-high school graduates should request special counseling from the Counseling Department.

Non-High School graduates under age 18

All students who are younger than 18 and have not graduated from high school must submit appropriate contracts at the time of registration.

Admission requirements

All prospective students must

- File an Application for Admissions with the Admissions and Records Office through CCCApply.
- Request official high school transcripts if you attended high school within the last three years, to be sent to the Counseling Center. It is recommended that transcripts are on file before your appointment with a counselor/educational advisor.

- Request official college transcripts from all colleges previously attended, to be sent to the Admissions and Records Office. It is recommended that transcripts are on file prior to your registration appointment if you're asking for clearance to enroll in courses with prerequisites. Transcripts are also required in order to be considered for Financial Aid and Veteran's Benefits.
- Complete Citrus College's assessment and orientation.
- Meet with a counselor

Residency

Each person applying for admission or enrollment in a California Community College is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. See AP 5015 titled Residence Determination.

Resident – a 'resident' is a person who is eligible to establish California residency for tuition purposes or who has resided within California for at least one year and who established a legal residence in California prior to the residency determination date.

Non-Resident – a 'non-resident' student is one who has not resided in the State for more than one year prior to the residency determination date and who has not established legal residence or who is not eligible to establish California residency for tuition purposes.

Admission of International Students

The College accepts applications from students holding or attempting to obtain the F-1 Student Visa. The following items are required from international applicants:

- Citrus College Application for Admissions;
- Completed International Student application and fee;
- Confidential Financial support documents;
- A passing score on the Test of English as a Foreign Language (TOEFL) examination. (450 paper based, 133 computer based and 45 internet based) (TOEFL scores not required for ESL program);
- Transcripts from high school and/or college;
- TB (Tuberculosis) test

The following items are required for current F-1 Visa students transferring into Citrus:

- Copy of I-20;
- Copy of I-94
- Transfer Form
- Visa
- Passport
- College transcripts

The TOEFL, admissions application, and all supporting materials must be received on or before the published application deadlines for the intended semester. Students are required to take the Accuplacer ESL exam when they arrive at Citrus.

Admissions procedures will be clearly delineated in the College catalog online, schedule of classes, and the College web site.

The Citrus College online catalog contains the most recent information regarding admissions. This document is updated annually for currency and correctness.

Board Approved 07/21/09