

Citrus College

How to Apply and Register

WingSpan Handbook

<https://wingspan.citruscollege.edu>



PREPARING YOURSELF TO APPLY TO CITRUS COLLEGE

1. An online application to Citrus College can be found at <https://wingspan.citruscollege.edu>

Thank you for considering Citrus College. We offer a broad array of opportunities

2. Click on the link **Apply for Admission**

[Enter Secure Area](#) to view your registration appointment.



[Enter Secure Area to register](#)



[Apply for Admission - New and Former Students Only](#)

3. Click on the link to apply using a **Regular Application**. Follow the instructions to complete the application. Be sure to print the confirmation that you completed the application ??????

CCCApply.ORG is your online gateway to the California Community Colleges. Each year at our 110 colleges, more than two million students from all over the world build their career skills, prepare for transfer to four-year colleges and universities, or simply enrich their lives through learning.

- ▶ **Admission Requirements**
- ▶ **Apply Online**
- ▶ **Financial Assistance**

Explore

- ▶ **What the Colleges Offer**
Learn about the colleges and their wide-ranging educational programs.
- ▶ **Find the College for You**
Compare colleges, tour campuses online, and much more.
- ▶ **FAQs**
Find answers to Frequently Asked Questions about attending college.

Apply

- ▶ **Regular Applications**
All U.S. residents should use the standard CCCApply application.
- ▶ **Applying in Spanish**
Many colleges offer applications in Spanish.
- ▶ **International Applications**
Some colleges offer special applications for international students.

Financial Aid

- ▶ **Can I Afford College?**
Yes, you can! We'll show you how.
- ▶ **Where Can I Get Help?**
There are many sources of financial aid. We'll help you find them.
- ▶ **How Do I Apply?**
There are usually just a few simple steps. We'll lead you through them.

PREPARING YOURSELF TO REGISTER

- **You will need the following to register with WingSpan**

1. Your Citrus College ID number
Continuing student ID will begin with **CC**, or **A**
New student ID will begin with **A**
2. Your assigned Appointment date and time
You will obtain your appointment time in WingSpan's secure area at <https://wingspan.citruscollege.edu>
You may also access this area by going to the Citrus College homepage (www.citruscollege.edu) and click on WingSpan
3. Your User ID
Example: Citrus ID number CC1234560 or Citrus ID number A12345600
4. PIN (Personal Identification Number) is your 6-digit Birth Date in the form of mmddyy

Example:

Keith J Smith CC1234560 with a birth date of 07/03/78 would type in the PIN as **070378**
Sarah Jones A12345600 with a birth date of 10/30/84 would type in the PIN as **103084**.

- **Review the Schedule of Classes**

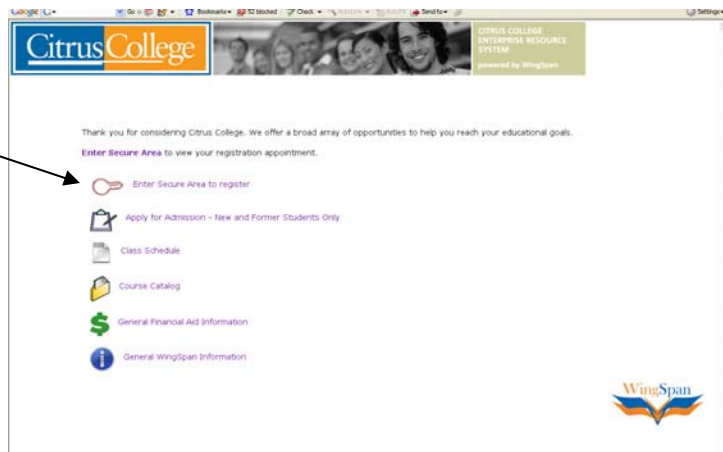
You may want to make a list of the class sections you wish to register for this semester. You may want to make a second list of possible alternate class sections.

WingSpan Online

The screens shown are subject to change.

Go to: <https://wingspan.citruscollege.edu>

- Click on **Enter Secure Area**



WingSpan Online

Please follow the instructions below.

1. Your User ID Number is your nine-digit Citrus ID Number (example: CC1234567 or A00123456)
Please note: **ID is Case Sensitive**.
2. On your **very first login** to this area, you will use your birth date - MMDDYY (example: April 30, 1988, enter 043088) - as the six-digit Personal Identification Number (PIN).
Note: If you have previously logged in to the secure area, please use the NEW 6 DIGIT PIN number you created.
3. When finished, click on the Login button below.

If you are unable to remember your PIN number, please enter your student/user ID number and click on the "Forgot PIN" button below.


NOTE: If you are unsuccessful entering the secure area, contact Admissions and Records at (626) 914-8833 or (626) 914-8511.

To protect your privacy, please exit and close your browser when you are finished.

User ID:
PIN:

- You will be prompted to change your PIN
- Type in your 6-digit Birth Date in the old PIN box
- Type in a new 6-digit PIN
- Retype the new 6-digit PIN to confirm you have typed it correctly

Login Verification Change PIN

 Your PIN has expired. Please change it now.


Re-enter Old PIN:

New PIN:

Re-enter new PIN:

- Click on the **Login** button
- A security window will open. Type in a question like, "What is my dog's name?"
- Type in the answer
- Click on **Submit**

Login Verification Security Question and Answer

 If you forget your PIN, you can reset it yourself without calling for assistance.

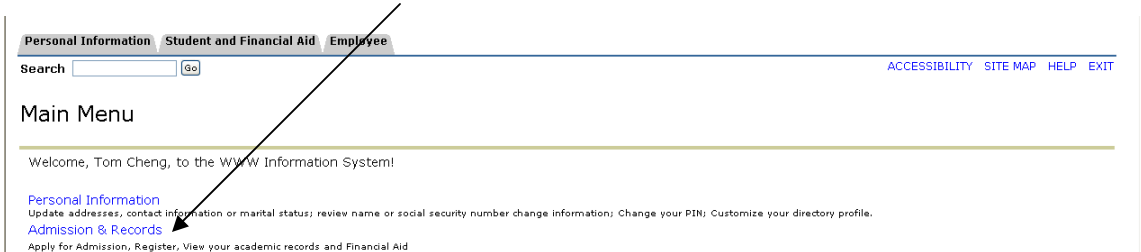
Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, limit it to 30 characters, limit spaces, and do not use special characters.

Enter Question:

Answer:

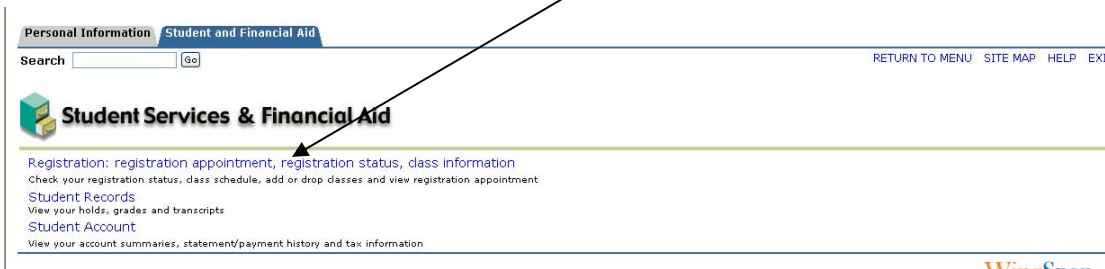
WingSpan Online

- You are now at the **Welcome** screen and should see your name at the top of the screen
- Click on the link **Admissions & Records**

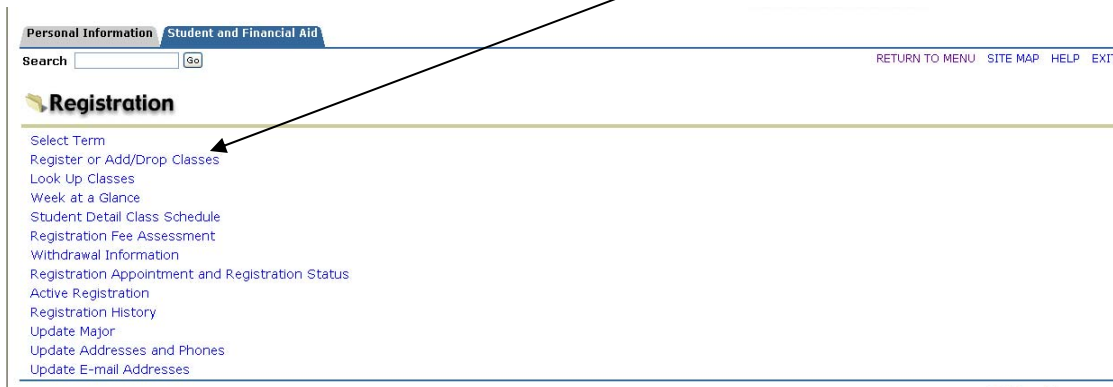


- **You're getting closer to Registration!**

- In the next window, click on the link **Registration**



- In the **Registration** window, click on the link **Register or Add/Drop Classes**



WingSpan Online -Add or Drop Classes

- Select the Term for which you are registering by clicking on the drop down box
- Select **Submit**

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term A1234567 Judy Rogers
Oct 29, 2007 03:15 pr

Please be aware of the term you are selecting from the drop down menu below.

Select a Term: Fall 2007

Submit

- There are two ways to use the **Add or Drop Classes Worksheet**
 1. If you know the CRNs (Course Reference Number) for the course you are taking enter the numbers in the boxes

Personal Information Student and Financial Aid

Search Go RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes CC123567John Rogers
Summer 2007
Apr 26, 2007 06:57 pm

CLICK HERE WHEN FINISHED to complete your course registration or schedule changes.

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Make Payment]

WingSpan

2. Click on the **Class Search** button

WingSpan Online—Add or Drop Classes

- In the **Look Up Classes** window, you may select one or more criteria when searching for classes.
- It is best to keep the search as broad as possible so that you will see a widerange of courses.

Look Up Classes

A123456 John Rogers
Apr 18, 2007 06:39 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Accounting
Administration of Justice
Anthropology

Course Number: _____

Title: _____

Schedule Type: All
Directed/Independent Study
Distance Ed

Instructional Method: All
Distance Ed
Fast Track

Credit Range: _____ hours to _____ hours

Course Level: All
Credit
Non-credit

Part of Term: All
Non-date based classes only
Full Term
Summer Session 1

Instructor: All
Abbassi, Ali
Afzali, Ana Maria

Session: All
Afternoon
Evening

Attribute Type: All
AA/AS
CSU

Start Time: Hour 00 Minute 00 am/pm am

End Time: Hour 00 Minute 00 am/pm am

Days: Mon Tue Wed Thur Fri Sat Sun

Hints:

- If you want to view the entire list of courses, Click on **Accounting** in the Subject box, hold down the **Shift** key on your keyboard, scroll down to the last subject. This will highlight **all** the Subject areas. Press the **Class Search** button
- If you want to view the **Late Start** classes highlight all subjects and select **Part of Term - Second 8 week term**
- If you can only come to school on specific days or certain times of day, you can search by checking the **Days** boxes and type in the **Start Time** and **End Time**. The results will bring all classes during the days

- Select the class(es) that you want to add to your **Class Worksheet** by clicking on the box on the left side of the screen

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Act	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Loc	Notes
<input type="checkbox"/>	10035	COMM	100	010	CC	3.000	Mass Media and Society	MTWR	08:00 am-10:15 am	30	1	29	0	0	0	Margaret C. O'Neil (P)	05/21-06/28	TC 127	AA/AS and CSU and Not a basic skills course and Transferable
<input checked="" type="checkbox"/>	10039	COMM	101	010	CC	3.000	Reporting and Writing News	MTWR	10:25 am-12:40 pm	30	1	29	0	0	0	Margaret C. O'Neil (P)	05/21-06/28	TC 127	AA/AS and CSU and Not a basic skills course and Transferable

- Click on the button at the bottom of the screen **Add to Worksheet**

HINT
Click on the CRN link to view details regarding the class, such as Distance Ed, Fast Track or Linked Classes

This is a **WORKSHEET**
You are not registered yet.

WingSpan Online—Add or Drop Classes

- The courses you have selected will be added to the CRN boxes in your **Add or Drop Classes Worksheet**

- Repeat the **Class Search** process until you have added all the classes you want to take to your **Add or Drop Classes Worksheet**
- Watch for messages under the **Current Schedule** section to determine if there is special permission or prerequisites needed to register for the class
- Once you have selected all the classes, click on the link at the bottom of the screen **Submit Changes**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Drop before class begins on Aug 13, 2007	None	21149	DRAF	153	020	Credit	0.000	Standard Letter		Advanced Residential Detailing and Design
Drop before class begins on Aug 13, 2007	None	20874	BIOL	220	001	Credit	0.000	Standard Letter		Microbiology
Drop before class begins on Aug 22, 2007		21033	READ	040	002	Credit	0.000	Pre-Collegiate		Basic Reading Skills
Drop w/refund on Aug 22, 2007		20335	COS	140	010	Credit	0.000	Standard Letter		Introduction to Cosmetology
Drop w/refund on Aug 31, 2007	None	20041	ACCT	100	02	Credit	0.000	Standard Letter		Accounting
Drop w/refund on Sep 04, 2007	None	20163	ESCI	115	070	Credit	0.000	Standard Letter		Planetary Astronomy
Drop w/refund on Sep 13, 2007	None	20243	BUS	175	01	Credit	0.000	Standard Letter		Introduction to Management
Drop before class begins on Oct 11, 2007	None	21429	BIOL	104	080	Credit	0.000	Standard Letter		Biology: Contemporary Topics

WingSpan Online—Add or Drop Classes

When you are ready to complete your registration, you must
Click Here When Finished.

Personal Information Student and Financial Aid

Search RETURN TO MENU SITE MAP HELP EXIT

Register or Add/Drop Classes

A123456 John Rogers
Fall 2007
Nov 02, 2007 09:59 am

To ADD or DROP class(es):

1. Enter the Course Reference Number (CRN) in the box below.
or
Click on Class Search to find the Course Reference Number (CRN).
2. Click on the "Submit Changes" button below.
3. **CLICK HERE WHEN FINISHED** to complete your registration or changes and to process your fees.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Drop before class begins on Aug 13, 2007	None	21149	DRAF	153	020	Credit	0.000	Standard Letter		Advanced Residential Detailing and Design
Drop before class begins on Aug 13, 2007	None	20874	BIOL	220	C01	Credit	0.000	Standard Letter		Microbiology
Drop before class begins on Aug 22, 2007		21033	READ	040	002	Credit	0.000	Pre-Collegiate		Basic Reading Skills
Drop w/refund on Aug 22, 2007		20335	COS	140	010	Credit	0.000	Standard Letter		Introduction to Cosmetology
Drop w/refund on Aug 31, 2007	None	20041	ACCT	100	02	Credit	0.000	Standard Letter		Accounting
Drop w/refund on Sep 04, 2007	None	20163	ESCI	115	070	Credit	0.000	Standard Letter		Planetary Astronomy
Drop w/refund on Sep 13, 2007	None	20243	BUS	175	01	Credit	0.000	Standard Letter		Introduction to Management
Drop before class begins on Oct 11, 2007	None	21429	BIOL	104	080	Credit	0.000	Standard Letter		Biology: Contemporary Topics

Total Credit Hours: 0.000
Billing Hours: 35.000
Maximum Hours: 19.000
Date: Nov 02, 2007 09:59 am

Add Classes Worksheet

CRNs

Congratulations - Your registration has been accepted!

**Your registration is now in the system.
It's time to decide how to pay**

- You have the option to pay your fees in two ways:
 1. On-line payment using any major credit card.
 2. In person in Admissions and Records during posted office hours

WingSpan Online— Online Payment with Credit Card

- The first payment screen will be a screen to purchase Parking Permit.

Parking Fee - Check the box if you want to purchase a parking permit.

Personal Information Student and Financial Aid

Search

RETURN TO MENU SITE MAP HELP EXIT

A654321 John Rogers
Fall 2009
Oct 14, 2009 10:16 am

Purchase Optional Fees

Action	Optional Fee	Click on link below for Additional Information	Amount
<input type="checkbox"/>	Purchase Parking Permit: Fee Citrus College Parking Fee		\$30.00

Student Services Fee will be assessed.

ATTN: Payment is due THE DAY YOU REGISTER.

Parking Permit
If you wish to purchase a parking permit, check the box.

Student Services Fees
The Student Services Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be taken to the Bursar Office in the second floor of the Administration Building. Once the fee has been waived, you will be able to pay your bill.

If after paying for the Student Services Fee you wish to obtain a refund, you must obtain a refund request form from the Student Affairs Office. This form must be taken to the Bursar Office in the second floor of the Administration Building to process your refund.

Refund forms must be submitted before refund deadline. Waiving or receiving a refund of the Student Services Fee makes a student ineligible for the benefits associated with this fee.

* **NOTE:** Parking permits and Student Service stickers will not be mailed. Paid permits and stickers purchased online may be picked up beginning August 12th at the Student Business Office located in the Campus Center, or the Cashier's Office located on the second floor of the administration building beginning. We encourage students to pick them up no later than August 28th. Parking Permits and Student Service stickers will **not** be mailed.

The California Legislature has increased the enrollment fee to \$26 per unit, effective Fall 2009. Citrus College reserves the right to collect those fees retroactively.

WingSpan Online Payment with Credit Card Optional Fees

A **Student Services Fee** will be assessed.
If, after completing the online payment you wish to obtain a refund for this fee, you must request a refund form from the Student Affairs office located in the Campus Center (CC). The refund form must then be submitted to the cashier counter in Admissions and Records.

Purchase Optional Fees

Action Optional Fee Click on link below for Additional Information Amount

Purchase Parking Permit Fee [Citrus College Parking Fee](#) \$30.00

Student Services Fee will be assessed.

ATTN: Payment is due THE DAY YOU REGISTER.

Parking Permit
If you wish to purchase a parking permit, check the box.

Student Services Fees
The Student Services Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be taken to the Bursar Office in the second floor of the Administration Building. Once the fee has been waived, you will be able to pay your bill.

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The California Legislature has increased the enrollment fee to \$26 per unit, effective Fall 2009. Citrus College reserves the right to collect these fees retroactively.

- When you have completed the Optional Fees form click on **Submit**.
- The Account Summary by Term will be shown.
Click on the **Credit Card** option

Account Summary by Term

Anticipated third party contract payments, financial aid, and memos are NOT included in this summary.

Summary

Account Balance: \$24.00

Summer 2007

Detail Code	Description	Charge	Payment	Balance
ALF	Art Lab Fee	\$20.00		\$20.00
ENRL	Enrollment Fee	\$120.00		\$120.00
HLTH	Health Fee	\$13.00		\$13.00
PRKG	Parking Permit Fee	\$15.00		\$15.00
SSF	Student Service Fee	\$9.00		\$9.00
AMEX	American Express Payment		\$153.00	-\$153.00
Term Charges:		\$177.00		
Term Credits and Payments:			\$153.00	
Term Balance:				\$24.00
Account Balance:				\$24.00

[Overall Financial Aid Status | Financial Aid Award Information Menu | **Credit Card Payment** | Statement and Payment History]

WingSpan Online— Online Payment with Credit Card

- Complete your credit card information on this Secure Site and click on **Submit Payment**.

Search

Credit Card Payment A654321 John Rogers
Apr 21, 2007 11:22 am

Please enter the requested credit card information. Select Submit Payment to request authorization when it is complete.

Credit Card Information

Credit Card: American Express - Registration Fees
Card Number: 123456789
Expiration Date: 07 / 2007
Payment Amount: \$153.00

Credit Card Billing Address

Street Address: 1234 Citrus Drive
City: Pasadena
State or Province: California
Zip or Postal Code: 9110
Nation: United States of America

- Once you complete and submit all the credit card information, you will need to verify that the information is correct.

Personal Information **Student and Financial Aid**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Credit Card Payment Verification A654321 John Rogers
Apr 18, 2007 07:11 pm

Please verify this information. If it is correct select Okay to Submit Payment. If it is not correct select Change Information.

Payment Details

Credit Card Information

Credit Card: American Express - Registration Fees
Card Number: 123456789
Expiration Date: 06 / 2007
Payment Amount: \$50.00

Credit Card Billing Address

Street Address: 1234 Citrus Drive
City: Pasadena
State or Province: CA
Zip or Postal Code: 91700
Nation: United States of America

- Click **OK to Submit Payment**

WingSpan Online— Online Payment with Credit Card

- Your credit card payment will be processed
- **BE PATIENT**— Do not click the back button or your transaction will not be processed
- **REPEAT:** Do not click the back button or your transaction will not be processed

The screenshot shows the 'Credit Card Payment Status' page. At the top, there are navigation tabs for 'Personal Information' and 'Student and Financial Aid'. A search bar is present with a 'Go' button. On the right, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Credit Card Payment Status'. Below it, a message with a blue speech bubble icon says 'Please wait while your transaction is processed.' Below that, a warning icon says 'Please do not use the browser's Back button. If you do, unpredictable results may occur.' The WingSpan logo is in the bottom right corner.

- When your payment is complete, the window will appear that the payment was approved.
- Print the page for your records

The screenshot shows the 'Credit Card Payment Status' page after a successful payment. The navigation and search elements are the same as in the previous screenshot. The main heading is 'Credit Card Payment Status'. A message with a green checkmark icon says 'Your request has been approved and a payment credited to your account. Please print this page for your records as a temporary acknowledgement of payment.' Below that, a warning icon says 'Please do not use the browser's Back button. If you do, unpredictable results may occur.' Under the heading 'Transaction Details', there are two sections: 'Payment Credited To:' and 'Payment Information'. The 'Payment Credited To:' section shows 'Name: John Rogers' and 'ID: A654321'. The 'Payment Information' section shows 'Transaction Number: [redacted]', 'Date/Time: Apr 21, 2007 at 11:28 am', 'Credit Card Type: American Express - Registration Fees', 'Credit Card Number: 3XXXXXXXXXX2376', 'Expiration Date: 07 / 2007', 'Payment Amount: 153.00', and 'Authorization Code: 123456'. A large blue cloud graphic on the right contains the text 'CONGRATULATIONS! Your registration is complete'.

WingSpan Online— Payment in Person

- If you want to pay in person:
 - From the Add or Drop Classes Window, click on **Submit Changes**
 - Click on **EXIT**.

Personal Information Student and Financial Aid

Search (Go) RETURN TO MENU SITE MAP EXIT

Add or Drop Classes C A123456 John Rogers
Summit 2007
Apr 26, 2007 09:37 am

CLICK HERE WHEN FINISHED to complete your course registration or schedule changes.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade	Mode	Title
Web Registered on Apr 21, 2007	None	10262	ART	142	010	Credit 3.000	Standard Letter		Experimental Ceramics
Web Registered on Apr 21, 2007	None	10294	PHIL	106	020	Credit 3.000	Standard Letter		Introduction to Philosophy

Total Credit Hours: 6.000
Billing Hours: 6.000
Maximum Hours: 13.000
Date: Apr 26, 2007 09:37 am

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Make Payment]

Registration Fee Assessment Internet

- If you would like to have the Student Activity Fee waived prior to payment, you must obtain a waiver form from the Student Affairs Office. Bring this form with you when you make your payment in person, and the fee will be waived.
- If you decide later to pay on-line:
 - Log into WingSpan (refer back to page 5 of this user guide)
 - Select the **Registration** link
 - Select the link **Register or Add/Drop Classes or Registration Fee Assessment**
 - Follow the steps on pages 11 through 14 of this user guide

Personal Information Student and Financial Aid

Search (Go) RETURN TO MENU SITE MAP HELP EXIT

Registration

Select Term

Register or Add/Drop Classes

Look Up Classes

Week at a Glance

Student Detail Class Schedule

Registration Fee Assessment

Withdrawal Information

Registration Appointment and Registration Status

Active Registration

Registration History

Update Major

Update Addresses and Phones

Update E-mail Addresses

Registration Confirmation

- To confirm that you have registered for classes
 - Click on the link **Return to Menu**

Personal Information Student and Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Credit Card Payment Status

A123456 John Rogers
Apr 21, 2007 11:28 am

Your request has been approved and a payment credited to your account. Please print this page for your records as a temporary acknowledgement of payment.

Please do not use the browser's Back button. If you do, unpredictable results may occur.

Transaction Details

Payment Credited To:

Name: John Rogers
ID: A654321
Transaction Number: 4
Date/Time: Apr 21, 2007 at 11:28 am

Payment Information

Credit Card Type: American Express - Registration Fees
Credit Card Number: 3XXXXXXXXXX2376
Expiration Date: 07 / 2007
Payment Amount: 153.00
Authorization Code: 4520645

- Click on the link **Registration**

Personal Information Student and Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Financial Aid

[Admissions](#)
Apply for Admission or Review Existing Applications

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades and transcripts

[Financial Aid](#)
Apply for Financial Aid, review status and loans

[Student Account](#)
View your account summaries, statement/payment history and tax information

- Click on the link **Student Detail Class Schedule**

Personal Information Student and Financial Aid

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

[Select Term](#)
[Add or Drop Classes](#)
[Look Up Classes](#)
[Change Class Options](#)
[Week at a Glance](#)
[Student Detail Schedule](#)
[Registration Fee Assessment](#)
[Withdrawal Information](#)
[Registration Status](#)
[Update Student Term Data](#)
[Active Registration](#)
[Registration History](#)

NEED HELP?

REGISTRATION ASSISTANCE

If you experience difficulties registering online, please call Admissions and Records at 626.914.8511 for assistance.