

## Registration

### Registration

Specific registration dates and hours are listed in the important dates and deadlines section of the class schedule. ALL fees and tuition are collected at the time of registration either online or in person. Additional information regarding the registration procedure is available online at: <http://www.citruscollege.edu/ar>, click on Registration.

**See “Important Dates and Deadlines” on page 4 for the scheduled registration times.**

WingSpan is the primary method for registration and registration is by online appointment only.

**Getting enrolled in credit classes at Citrus College is an easy two-step process after submitting your application.**

#### 1. View Appointment

You may view your registration appointment online after the date indicated in the registration dates of the class schedule. Go to: <https://wingspan.citruscollege.edu> and click on “Enter Secure Area.”

#### 2. Register Online

You may register online on or after the appointment date and time you have received. Please remember to pay your fees by the dates posted to avoid roll-out of classes for unpaid fees.

**Note: See the checklist on pages 11-12 for further instructions.**

### Registration Limits

A student will not be able to add a course if he or she:

- Has a fee hold, admission hold, or any other type of hold
- Is on academic or progress dismissal
- Is subject to expulsion or suspension
- Attempts to register for a class that places him or her on overload, and the student has not been approved for an overload
- Attempts to register for a class for which the class time overlaps with another class he or she is already enrolled in
- Has failed to clear the prerequisite(s) for the course
- Has previously enrolled in the class and the enrollment exceeds the number of repetitions allowed.

### Enrollment Priority

The California Community Colleges Board of Governors has established system-wide enrollment priorities designed to ensure that classes are available for students seeking job training, degree attainment, or transfer. These priorities also reward students who make progress toward their educational goals.

If you are a **new student**, you will need to complete assessment, orientation, and an education plan to receive a higher registration appointment. You are strongly encouraged to identify a program of study. You need to work hard in classes and get good grades to maintain your priority registration status.

If you are a **continuing student**, you must maintain good academic standing and earn a grade point average of a 2.0.

You should enroll only 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 lower priority registration. Degree applicable units do not include basic skill courses.

In some circumstances students may be temporarily exempted from the 100 unit limit. See a counselor if you will be over 75 degree applicable units.

For additional information on enrollment priorities, please see Administrative Policy 5055.

### Dropping Classes Online

Students are able to drop classes using WingSpan. If you wish to receive a refund, you must drop the class online by the refund deadline. Please visit the important dates section of the Admissions and Records web page for deadline dates. To receive a refund for your paid student service sticker, you must return the sticker to the cashier by the refund deadline(s) for your classes.

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### Paying for Classes

WingSpan allows Citrus College students two options to pay their fees quickly and easily.

- Choose to pay online by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person with cash, check, money order or traveler's check.

**Thinking you can't afford an education could be a costly mistake. See page 20-23 for Financial Aid information.** Check out the BOGW (Board of Governor's Waiver) information included in this schedule to see if you qualify.

### Instructions for WingSpan—Citrus College's Online Application and Registration Data System

Complete instructions on how to apply and register on WingSpan are available at <https://wingspan.citruscollege.edu> All new and returning students must complete an online application before being allowed to register.

### Prerequisite Clearance

Students are required to provide verification of how skill or course prerequisites have been met prior to their registration date. Students unable to verify how a prerequisite has been met will not be allowed to enroll in courses requiring a prerequisite.

Official transcripts from other colleges may be used to verify prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. Students will not be added to waitlist unless prerequisites have been met.

Students wishing higher placement in English or mathematics may bring high school transcripts to the Counseling Office, which will be used to review placement in conjunction with the assessment and multiple measures process.

### Challenging Prerequisites

Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:

- 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.

### Unit Limitation

The maximum number of units in which a student may enroll for a semester is 21 units (fall and spring). The maximum number of units in which a student may enroll for summer and winter sessions is 13 units. A student wishing to take more than the maximum units may file a petition through the Counseling Department. High school students have different limits. Please see AP 5011 Admission and Concurrent Enrollment of High School and Other Students.

### Waitlist

Once a class has reached its enrollment capacity, the status of that class will change from "Open" to "Closed." When a class closes, a waitlist may open, allowing students the option to place themselves on the waitlist. The waitlist has a limit of 20 spots. The first student on the waitlist will be the first to have the opportunity to register and so on.

Students on the waitlist will be contacted via their Citrus College student e-mail address if a seat opens. Once notified via the Citrus College e-mail, students will have 24 hours to register for the class through WingSpan. Students that miss the 24-hour window to register will be removed from the waitlist. The waitlist stops two days prior to the first class meeting.

## Registration

From the first class meeting forward, students will need an add code from the instructor to register for the class. Add codes will be issued by the instructors at their discretion. Instructors may use the waitlist order to issue add codes.

### Add Codes

**An add code may be provided by an instructor to students who were unable to enroll in the class.**

**Add codes will be available from the instructor at the first class meeting.** When an add code is provided by the instructor, you will be allowed to add that class during Late Registration, the period beginning with the first day of class and ending the last day to add that class. All classes have a "Last Day to Add" date and the add codes will be effective through that "Last Day." Deadline dates vary by section, please review the Add/Drop/Refund deadline dates on the Admissions and Records web page.

The instructor has the discretion to issue add codes when he or she has space available in the class.

Once you have the code, you may enter it into WingSpan when asked to provide the code upon registering online. **You will also update your payment at the same time, online.** You may use the code only one time. Only one person may use the code. Once you have used the add code, the code becomes invalid.

### Important! Do Not Sell or Give Your Add Codes To Another Student!

Students who misuse add codes will be dropped from the course and will be subject to student discipline proceedings as outlined in Administrative Procedure 5520.

### Photo ID Cards

A Citrus College photo ID card is required for all new students. It is a lifetime card with multiple uses on and off campus. It is your library card. The card is available at the library 24 to 48 hours after you pay your registration fees, during scheduled office hours.



**Apply for Admission and Financial Aid online at <http://www.citruscollege.edu> and click on WingSpan.**