Checklist for Applying to and Registering at Citrus College

Admission and Financial Aid

- Apply online.
  - You can apply for summer session and fall semester beginning January 1 and for winter session and spring semester beginning September 1.
  - On the application you will be asked to select a course of study. If you are not sure what course of study to select, please visit the Career Center webpage for free online tools to help you select a career and course of study.
  - Once you apply you do not need to reapply so long as you register for the term you applied for or you register for one of the next two terms.
- Complete the FAFSA application online at www.fafsa.gov and use the Citrus College School Code: 001166.
- Check your Citrus e-mail for correspondence.

College and High School Transcripts

- Request official college transcripts from all colleges previously attended to be sent to the Admissions and Records Office. It is recommended that high school and college transcripts are on file prior to your registration appointment and before your appointment with a counselor or educational advisor.
- Foreign transcripts must be evaluated by an approved transcript evaluation service. Seek advice from a counselor prior to evaluating foreign transcripts.

Student E-mail Account

- All students have been provided with a Citrus College e-mail account in order to receive information regarding registration, financial aid, class information and any other college communication.
- This e-mail account is free. Visit the student e-mail webpage for additional information and to access your e-mail account.

Assessment Test

- A photo ID must be presented when you take the test.
- Students who completed math and/or English classes or an assessment at another college must have their official college transcripts or placement results sent to the Admissions and Records Office.
- Students who have a disability that requires testing accommodations are advised to make arrangements through the Disabled Students Programs and Services Office, (626) 914-8675.
- For the testing schedules and additional information, go to the Testing Center page.
- New students who complete the assessment component in addition to the orientation and student education plan, will earn an earlier registration date.

Required Orientation

- Orientation - Students who apply to Citrus College **MUST** complete orientation. Registration will be withheld from those students who do not complete orientation by the deadline date. The deadline date for summer/fall applicants is October 31 and the deadline date for Winter/Spring applicants is June 30. Please refer to the Student Success and Support Program (SSSP) section for SSSP exemption criteria information and procedures for challenging matriculation regulatory provisions.

- Orientation is offered in several formats in which some orientation sessions include a Student Educational Plan (SEP). Orientation can be satisfied by participating in the following sessions:

  - In-person orientation (recommended for new students; SEP included)
    - New Student Assessment/Orientation Session
    - Early Decision Day at Citrus College (only available through high school districts)
  - Online orientation
- New students who complete the orientation component in addition to the assessment test and student education plan, will earn an earlier registration date.

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Counseling Services

- After completion of the assessment and orientation, complete a SEP. If you have completed 15 or less college units, attend a Course Planning Session to create an Abbreviated SEP (one semester plan). If you have 16 or more college units completed, make an appointment with a counselor to complete a SEP. For the Course Planning Session schedule and to make an appointment, check out the Counseling and Advisement Center webpage, call (626) 914-8530, or stop by the Counseling and Advisement Center located on the second floor of the Student Services Building. If you are eligible for specialty counseling services, inquire with the appropriate department for available SEP services. New students who complete the SEP component will earn an earlier registration date.
- New students will also be required to complete a Comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the third semester. The Comprehensive SEP describes student responsibilities, requirements, courses, programs, and services necessary to achieve the course of study goal.
- Undecided Goal – For assistance in choosing an Educational Goal and/or Course of Study (major) pathway, contact the Career Center at (626) 914-8530 for a list of services and resources. To change your status from "undecided goal" to a specific educational goal and/or course of study, print the Course of Study Change Form and submit it to the Admissions and Records Office located on the first floor of the Student Services Building.

Registration Appointment Date

- For information on how registration appointments are issued and what you need to do to ensure you receive a higher registration appointment, visit the priority registration page.
- View your registration appointment date on WingSpan by clicking on "Enter Secure Area." You will need your Citrus Identification Number and Personal Identification Number (PIN) to access WingSpan which is the Citrus College registration system. Your PIN is your birth date (example April 30, 1988 enter 043088) unless you previously changed your PIN.
- Your appointment is valid for the date and time shown, and for any scheduled registration date and time thereafter.

Register on WingSpan

- On your registration date go to WingSpan and click on "Enter Secure Area."
- Be prepared to pay for your classes when you register to avoid losing your classes due to non- payment roll-out.
- If you experience technical difficulties with login issues to student e-mail, WingSpan, Network, wireless access, or Blackboard, please visit the Student Login Guide.

Attend the First Class: It's Required!

- If you enroll in a class and miss the first meeting, the instructor may give your place to a waiting student.
- If you cannot take the class, it is your responsibility to drop your class online before the refund and or drop/withdrawal deadlines. Please review the Add/Drop/Refund Deadline Dates on the class schedule webpage.

Get Involved on Campus!

- Engaging in student activities can be a rewarding component of your education. We offer a variety of opportunities for you to become involved with student life and create a sense of campus community.
- Get involved with your fellow Owls and join an organization, club, performing arts group, journalism, or competitive athletics team!!!
- Visit the Student Affairs page for information about student activities, campus clubs, and student government.
- Follow us on social media. Our links are on our web pages. We're on Facebook, Twitter and Instagram.
- Visit the Campus Center or Office of Student Life and Leadership Development to learn about upcoming activities.
- Watch for fliers and posters around campus announcing upcoming events and opportunities.
- Register to Vote – Please visit the voter registration website for additional information on becoming a registered voter.

College Catalog - Rules, Regulations and Program Information

- Learn the rules and regulations that apply to you as well as program requirements by reviewing the College Catalog.