

Admissions Information

Who May Attend

Admission is open to:

- High school graduates or persons that passed the high school proficiency test or the GED exam. Those under 18 must present proof of graduation.
- Persons 18 years or older
- K-12 students

New Student

You are a new student if you have never enrolled in credit classes at Citrus College.

Continuing Student

You are a continuing student if you previously enrolled for credit classes at Citrus College. K-12 students and former noncredit students do not receive continuing student status for purposes of priority registration.

Concurrent K-12 Student to First-Time Freshman

If you are currently enrolled or were previously enrolled at Citrus College as a K-12 concurrent enrollment student and now plan to enroll as a regular first-time freshman college student, you will need to reapply online through CCCApply as a first-time college student not as a concurrent enrollment student.

First-Time Freshman under 18 years old

Verification of high school graduation is required for first-time college students who will not be 18 years of age by the first day of instruction. Acceptable verification documents include a high school diploma, GED, Certificate of California Proficiency, a Target Letter submitted on school letterhead stating that you have fulfilled your graduation requirements, or a sealed high school transcript with your graduation date posted.

Application Requirement

The following students need to submit a new application:

- New students that applied prior to January 5, 2015, and
- Continuing students whose last attendance was prior to spring 2015.

Student Classification

A Citrus College student who has earned fewer than 30 units is classified as a freshman, and a student with more than 30 units is classified as a sophomore. Other student classification categories include:

Full-time for summer and winter sessions:

Enrolled in 4 or more units in a session

Full-time for fall and spring semesters:

Enrolled in 12 or more units in a semester

Part-time for fall and spring semesters:

Enrolled in fewer than 12 units in a semester

Three-quarter time for fall and spring semesters:

Enrolled in 9 but fewer than 12 units in a semester

Half-time for fall and spring semesters:

Enrolled in 6 but fewer than 9 units in a semester

Address Changes

All students must keep an up-to-date mailing address. To update, please complete a Student Update Form, by going to: <http://www.citruscollege.edu/ar> and clicking on Student Forms.

WingSpan Access

Complete the application well in advance of the beginning of the semester or term. Your Citrus ID number and PIN will arrive via e-mail 3 to 5 business days after you apply. Follow instructions on that email to access WingSpan.

Residency

At the time of admission, students are classified as either California residents or nonresidents. Both residents and nonresidents are welcome to enroll, but nonresidents will be charged tuition in addition to enrollment fees. Residency is automatically determined based on the information provided on the application. Students wishing to change their residency status must submit a Petition for Residency Reclassification.

Nonresidents are those that were not classified as a resident at the time of admission.

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International Students attending on F-1 visas are considered nonresidents. Consult the International Student Center for details concerning application and registration.

Reclassification to Resident Status must be initiated by the student. Evidence of physical presence and intent to reside in the state of California for at least one year and one day prior to the semester's start date must be submitted for a residency review. Students interested in changing their classification should contact the Admissions and Records Office.

For additional information on residency see Administrative Procedures 5015.

AB 540 Nonresident Tuition Exemption

U.S. citizens, permanent residents and undocumented persons who attended a California high school for a minimum of three years and graduated from a California high school or attained the equivalent, may be eligible for an exemption from the nonresident tuition fee. Students who are nonimmigrant aliens (e.g., F-visa holders or B-visa holders) are not eligible for this AB 540 exemption. To qualify for the AB 540 waiver, students must fill out the AB 540 California Nonresident Tuition Exemption Request form and provide a copy of their official high school transcripts to the Admissions and Records Office.

Residencia

En el momento de ser admitidos, los estudiantes serán clasificados como residentes de California o como no residentes. Tanto los residente como los no residentes pueden inscribirse, pero los no residentes tendrán que pagar cuotas de matriculación además de la cuota de inscripción. Los residentes son aquellos que han vivido en California por lo menos un año antes de que inicie el semestre y que puedan demostrar que intentan permanecer como residentes de California. Es la responsabilidad del estudiante presentar documentos que comprueben su residencia.

Los no residentes son aquellos que han vivido en el estado por menos de un año antes de que inicie el semestre o aquellos que tienen visas de no-inmigrantes lo que impide que puedan establecer residencia.

Important! If you are undocumented, you may attend Citrus College and any other state college or university. You will not be denied admission to Citrus College based on your immigration status.

Military Personnel

Military Personnel are considered residents while stationed in California for active duty. The spouse and dependents are considered residents during the first year in which active duty began in California.

Parking Information

Parking on campus is by permit only. Vehicles not displaying a valid parking permit will be cited. Student semester parking permits may be purchased online at the following web address: <https://citruscollege.thepermitstore.com/purchase.php>

Upon purchase, parking permits will be mailed to the address you provide while purchasing the permit online. Daily permits may be purchased from the Department of Campus Safety for \$5, Monday through Thursday from 7 A.M. to 8 P.M. and Friday 7:00 A.M. to 4:00 P.M. Campus Safety is located at the main entrance of the college, off of Citrus Avenue and Foothill Boulevard. Permits may also be bought from the automated pay station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots. Please refer to a campus map for their exact locations.

Students parking in visitor, staff, disabled or client parking areas will be cited. For further information, please read the parking regulations enclosed with your parking permit. Additional information may also be obtained at the Department of Campus Safety and is also available online at <http://www.citruscollege.edu>. For a full text pertaining to parking on campus, please refer to AP 6750-parking.

Provide 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

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school and college transcripts are on file prior to your registration appointment, if you're asking for clearance to enroll in courses with prerequisites, 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.

Enrollment Verification Certificate

The Enrollment Verification Certificate can be presented to businesses such as health insurance agencies, housing authorities, consumer product companies and banks when asked to provide official evidence of enrollment at Citrus College.

Citrus College has authorized the National Student Clearinghouse, a 24-hour online service provider, to act as its agent for verification of student enrollment status. Students may obtain an official Enrollment Verification Certificate on WingSpan at any time after the refund period:

1. Enter secure area
2. Enter student ID and PIN number
3. Click Admissions & Records
4. Click enrollment verification with National Student Clearinghouse
5. Click obtain an enrollment certificate and print

Students may use the computers located in the Admissions and Records Office to obtain their Enrollment Verification Certificate.

