1. Apply for **Admissions** to Citrus College online at [www.citruscollege.edu](http://www.citruscollege.edu).


3. Submit **official high school transcripts** to the Admissions & Records office at Citrus College.

4. Submit your **disability documentation** in person (SS 133) or by fax (626)857-0687 to DSPS.
   - We will call you to schedule an intake appointment after a DSPS counselor has reviewed your documentation.
   - Documentation should be submitted early, as the review process takes 2-4 weeks.

5. Take the mandatory **Math/English Assessment** in ED 215 ([http://citruscollege.edu/lc/testing](http://citruscollege.edu/lc/testing)).
   - Take the assessment seriously as the results will be a factor in English and math courses to be taken.

6. Complete the mandatory **Orientation** which may be completed the following ways:
   - In person after the math/English assessment OR Online at [http://orientation.citruscollege.edu](http://orientation.citruscollege.edu).

7. **OPTIONAL** – Attend a **Course Planning Session** offered through the Counseling & Advisement Center.
   - Students will receive academic advisement for their first semester by completing an abbreviated Student Educational Plan.
   - Strongly recommended if your DSPS intake appointment is scheduled after your date to register. Check your date to register online through “WingSpan”.
   - Please visit: [http://www.citruscollege.edu/stdntsrv/counsel/Pages/default.aspx](http://www.citruscollege.edu/stdntsrv/counsel/Pages/default.aspx) or call the Counseling & Advisement Center (626)914-8530 for session days/times.

8. Attend your **DSPS Intake Appointment** in (SS 133).
   - Allow 1 hour for the appointment. This appointment is to discuss and authorize educational accommodations for you.
   - There is a brief discussion regarding course advisement but this appointment IS NOT to plan your schedule or assist with course registration. Students are welcome to schedule a follow-up appointment with a DSPS counselor for academic advisement and/or registration assistance after completing the intake appointment. However, if you need advisement urgently because of your date to register we recommend that you attend a Course Planning Session or meet with a counselor from the Counseling & Advisement Center BEFORE your DSPS intake appointment.

9. **Register for classes** online through “WingSpan”.
   - Check your date to register online through “WingSpan”. If your date to register for classes is BEFORE your DSPS intake appointment, you may register online before your intake appointment provided that you have no holds on your account, have completed the math/English assessment, and have completed the new student orientation.

10. **Pay for classes** online through “WingSpan” or at the Cashier’s Window.
    - You will be dropped from classes if you do not pay by published deadlines: [http://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx](http://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx).
    - If you are a Department of Rehabilitation consumer, you must contact your DOR counselor for an authorization for payment of fees and the payment must be submitted to the Bursar Office (AD bldg.).
    - Optional – Purchase a parking permit online [http://www.citruscollege.edu/campussafety/iparq/Pages/default.aspx](http://www.citruscollege.edu/campussafety/iparq/Pages/default.aspx).

11. Purchase Course **Textbooks** online or at the bookstore [http://www.owlbookshop.com/](http://www.owlbookshop.com/).

12. Attend the **First Day** of your Classes.
**WINGSPAN LOGIN**

Access WingSpan to check your registration status, add/drop classes, pay fees, and print class schedules.

1. The WingSpan link is available on the Citrus College website or [https://WingSpan.citruscollege.edu](https://WingSpan.citruscollege.edu).
2. Your User ID Number is your nine-digit Citrus ID Number (Example: CC1234567 or A001234560. ID numbers are given to students when they receive their Citrus College Welcome letter via e-mail. **Note: ID is Case Sensitive.**
3. On your **very first login** to this area, you will use your birth date – MMDDYY – as the six-digit Personal Identification Number (PIN). (Example: April 30, 1998, enter 043098)
4. Once you have logged on with your birthdate, you will be asked to reset your pin number. **Tip:** You may keep your PIN the same; just enter your six digit birthdate again.
5. After you have logged in, you will be asked to create Security Questions. Choose a question from the drop down menu and give an answer – this will help you in case you forget your PIN.
6. When finished, click on the Login button.
7. If you have difficulties with your WingSpan PIN, please contact Admissions and Records.

For more information: [http://www.citruscollege.edu/ar/wingspan](http://www.citruscollege.edu/ar/wingspan)

**CITRUS COLLEGE STUDENT EMAIL**

Access your school email account regularly for important notifications and reminders from Citrus College.

1. Go to [https://www.outlook.com/student.citruscollege.edu](https://www.outlook.com/student.citruscollege.edu)
2. **USERNAME** = Enter entire email address including @student.citruscollege.edu
   
   Example: JanDoe123@student.citruscollege.edu
3. **PASSWORD** = First time, use capital “C”, lowercase “c” and birthdate in MMDDYYYY format
   
   Example: Cc02281997 (for Feb. 28, 1997)
4. After first login or a reset, you will be prompted to enter the default password before creating a new one.

**Can’t access your account?** Follow directions & select **Contact an administrator** to reset to the default. 

**Tip:** Resets occurring before 4pm reset at 5pm. Resets after 4pm reset at 9am the following weekday.

For more information: [www.citruscollege.edu/tecs/studentemail](http://www.citruscollege.edu/tecs/studentemail)

**Don’t know your student email address?**

The student email address is provided to students on the Citrus College Welcome Letter. You can also find your email doing the following steps:

1. Log into WingSpan.
2. Select the **Personal Information** tab.
3. Click on the Link for **View Email Addresses**.
4. Your email address will be listed under the sub-heading **Citrus College Email**.

**How do I forward my student email to my personal email?**

1. Log into **Citrus College Student email (see above)**
2. Select the Settings icon (top right) then **Options**.
3. On the left, under Accounts, select **Forwarding**.
4. Enter the email address where Citrus email will be sent in the “Forward my email to” box.
5. Check the box to keep a copy of forwarded messages.
6. Select **Save** at the top. Send a message to the Citrus email to check if it forwards correctly.

Students will receive email assistance during their Accommodation Orientation, scheduled after initial intake appointment. For immediate or further assistance with Student Email or WingSpan, please request an appointment with Kya or Laks in the DSPS office.