



STEPS TO GETTING STARTED

1. Apply for Admission (626) 914-8511

- Complete and submit your application online at www.citruscollege.edu by clicking on Wingspan

2. Provide College and High School Transcripts (626) 814-8511

- Request official college transcripts from all colleges previously attended to be sent to the Admissions and Records Office.
- Both high school and college transcripts are required in order to be considered for Financial Aid, Veteran's benefits and athletic eligibility.
- Request official high school transcripts, if you attended high school within the last three years, to be sent to the Counseling Center. It is recommended that transcripts are on file before your appointment with a counselor/educational advisor.

3. Access Your 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 www.citruscollege.edu/tecs/studentemail for details.

4. Take the Assessment Test (626) 857-4035

Assessment testing is required if you are:

- Enrolling in five or more units.
- Planning to enroll in English, mathematics, reading or science courses.
- A photo ID must be presented when you take the test.
- Students who completed assessment at another college must have their 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 Student Programs and Services (DSP&S), (626) 914-8675.

5. Attend required Orientation

- Students who are new to Citrus College are urged to complete the assessment and **MUST** complete orientation. All future registration will be withheld for those students who have not completed orientation. Please refer to the applicable **semester checklist** for deadline dates.
- Orientation options – Orientation can be satisfied in any of the following formats:
 - In-person orientation (recommended for new students)
 - Orientation following assessment
 - Early Decision Day at Citrus College (only available through high school districts)
 - Online orientation at: <http://orientation.citruscollege.edu>

6. Meet with a Counselor (626) 914-8530

- It is **strongly recommended** that all students who are planning to earn an associate degree, transfer to a four-year college or university, or enter a career preparation program meet with a counselor/educational advisor as soon as possible.

7. View your Appointment

- After completing all the steps listed above, please go to: <https://wingspan.citruscollege.edu> to retrieve your registration appointment date and time. You will need your Citrus User Identification Number and your PIN number to access your WingSpan Registration Appointment Time.

8. Register for your classes on Wingspan

- Please refer to the applicable **semester important dates** to view when Wingspan registration begins.
- Go to <https://wingspan.citruscollege.edu> and click on "Enter Secure Area."
- Registration is by appointment only and can only be accessed through WingSpan.
- The appointment will be valid for the date and time shown, or for any scheduled registration date and time thereafter.
- Be prepared to pay for your classes the day you register to avoid losing your classes due to non-payment roll-out.

9. Attend the First Class: It's Required!

- If you enroll in a class and do not attend the first scheduled meeting, the instructor **may give your place to a waiting student who was unable to enroll during registration.**
- It is your responsibility to drop your class online **before the drop/withdrawal deadlines.**