Admission and Enrollment Information

Who May Attend
Admission is open to anyone who is:
• 18 years or older, or
• A high school graduate or equivalent. Students under 18 must present proof of graduation, or
• A high school junior or senior.
High School Authorization Forms are available at the Citrus College Admissions and Records Office or www.citruscollege.edu/ar. Click on Student Forms.

New Student
You are a new student if you have never filed an application and/or enrolled in credit classes at Citrus College.

Continuing Student
You are a continuing student if you registered for credit classes at Citrus College during fall 2012 or winter 2013.

Returning Student
You are a returning student if you previously enrolled in Citrus College credit classes but have been away for two or more semesters.

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 enrolled student and now plan to enroll as a regular (first-time freshman) college student, you will need to apply online through CCCApply.

Proof of graduation is required for students who will not be 18 years of age by the first day of instruction at Citrus College. A verification of graduation must be submitted to the Admissions and Records office. Acceptable documents of verification 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.

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 a sophomore. Other student classification categories are:

Full time for Spring Semester:
Enrolled in 12 or more units
Part time:
Enrolled in fewer than 12 units
Three-quarter time:
Enrolled in 9 but fewer than 12 units
Half time:
Enrolled in 6 but fewer than 9 units

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.

Financial Obligations
Citrus College will withhold grades, transcripts, degrees, registration privileges or any combination thereof from any student or former student who has failed to pay any financial obligation due the college (e.g. returned check, unpaid registration fee, etc.). Any hold on a student’s record will be released when the student satisfactorily meets his or her debt obligation. Debts must be paid in the form of cash or money order and additional fees may be added to all returned checks.

Purchasing Books
Textbooks may be purchased online at www.owlbookshop.com or at the Owl Bookshop.

Fee Information

<table>
<thead>
<tr>
<th>Fee Information</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46 per unit</td>
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<tr>
<td>International Student Tuition*</td>
<td>$220 per unit</td>
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<tr>
<td>Out-of-State Student Tuition*</td>
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<tr>
<td>Nonresident Student Tuition*</td>
<td>$220 per unit</td>
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<tr>
<td>Health Service Fee</td>
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<tr>
<td>Parking Fee</td>
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<tr>
<td>Parking Fee BOGW Students</td>
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<td>Student Service Fee</td>
<td>$14</td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1</td>
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</tbody>
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Note: The health fee will be assessed for both on and off campus classes.

Address Changes
All students must complete a Student Records Correction Form to ensure they receive important materials such as registration information. Go to: www.citruscollege.edu/ar, click on Student Forms.

Health Fee Waivers
The Health Fee may be waived only by those students whose religious beliefs require that they rely solely on prayer for healing. In order to receive this waiver, a student must present valid documentation of his or her membership in a religion recognized as demanding compliance with this requirement to the vice president of student services. BOGW students pay a required reduced fee.

Student Service Fees
The Student Services Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be turned in to the cashier in the Associated Student Business Office or the cashier in the Student Service Building, so it can be posted to the student account.

Fees are subject to change.
If you wish to obtain a refund after paying the Student Services Fee, you must obtain a refund request form from the Student Affairs Office. This form must be turned in to the cashier in the Associated Students Business Office or the cashier in the Student Service Building, so it can be posted to your account.

Refund forms must be submitted before the refund deadline. Waiving or receiving a Student Services Fee refund makes a student ineligible for the benefits associated with this fee.

**Student Representation Fee**
The $1 Student Representation Fee is to be used solely by the Associated Students of Citrus College to advocate and lobby for legislative issues that affect and benefit community colleges and community college students. The student may, for religious, political, financial, or moral reasons refuse to pay this fee by completing the Student Representation Fee Waiver Form each semester and submitting it to the Office of Student Life, located in the Campus Center. This form must be turned in prior to paying for classes and completing the registration process. Waiver requests are subject to approval by the dean of students or designee. This fee is non-refundable.

**Refund Policy**
- To be eligible for a refund, a student must have dropped classes prior to individual refund dates.
- It is the student’s responsibility to drop classes in a timely manner to be eligible for refunds.
- Refund deadlines will be online at [www.citruscollege.edu/ar](http://www.citruscollege.edu/ar)

**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.

**Residents** are those who have lived in California for at least one year and one day before the semester begins and can demonstrate intent to remain a California resident. It is the student’s responsibility to provide evidence to substantiate his or her claim of residency.

Students from ages 18 to 19 may combine their parent’s continuous residence in California immediately prior to their 18th birthday with their own continuous California residence after their 18th birthday to establish the one-year California residence requirement.

The residence of an unmarried student under the age of 18 is determined by the legal residence of the parents. A married minor determines residency from the date of the marriage and must meet the one-year physical presence and intent requirement.

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, but must provide proof that residency has been established thereafter.

Nonresidents are those that were not classified as a resident at the time of application. Please note! If you hold a non-immigrant visa, a permanent visa or have applied for amnesty, please bring your passport, visa and/or I-688 form with you to the Admissions and Records Office after you apply online.

**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. Students interested in changing their classification should contact the Admissions and Records Office. 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.

**Verification of Prerequisites**
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. Please note: students must verify prerequisites before being allowed to add a course. Students on the waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.

Students wishing higher placement in English or mathematics may bring high school transcripts to the Counseling Office, which will be used in conjunction with the assessment and multiple measures process. Please Note: students who obtain clearance to register for a class via waitlist must have cleared prerequisites using other college transcripts before they will be permitted to register.

**AB 540 Nonresident Tuition Exemption**
Students other than nonimmigrant aliens (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 transcripts to the Admissions and Records Office.

**Parking Information**
Parking permits are required for all vehicles that park on the Citrus College campus. Parking permits for the term are requested online through your WingSpan account. You can pickup your paid parking permit at the Associated Student Business Office or the Cashier Office during posted office hours. Daily permits may be obtained from the Department of Campus Safety for $5 Monday through Thursday from 7 a.m. to 8 p.m. Campus Safety is located at the main campus entrance off of Citrus Avenue. Permits may also be bought from the parking permit dispenser machine located in the S8 Parking Lot on the Barranca Avenue side of the campus.

STUDENTS PARKING IN VISITOR, STAFF, DISABLED OR CLIENT PARKING AREAS WILL BE CITED. PLEASE READ THE PARKING GUIDELINES BROCHURE AVAILABLE FROM THE DEPARTMENT OF CAMPUS SAFETY, ATTACHED TO YOUR PARKING PERMIT, OR AVAILABLE ONLINE AT [www.citruscollege.edu](http://www.citruscollege.edu)
**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 service, 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

Make sure you Log Off when you are done to protect the privacy of your records.

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

**Information**

For more information about registration, contact the Admissions and Records Office, (626) 914-8511.

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**Waitlist: The Basics**

Waitlist is an opportunity for Citrus College students to enroll in a class that is closed. Students are chosen from a “first-come, first-in” list.

- The waitlist will have a limit of 20 spots.
- The waitlist option is not automatic; a student must place themselves on a waitlist.
- Being on a waitlist does not guarantee enrollment.

Students on the waitlist will be contacted via their Citrus College student e-mail address if a seat opens. To activate e-mail go to citruscollege.edu/techs/studentemail

- Notification is based on the student’s rank on the waitlist.
- Students may view their waitlist position in WingSpan on the student detail class schedule.
- Students notified will have 24 hours to register for the course through the normal WingSpan registration process.
- If a student misses the 24-hour window to register, they will be removed from the waitlist.
- Once the term begins the waitlist is inactive. Students will need to attend the course on the first day to request an add code.

For more details, visit www.citruscollege.edu/ar/waitlist

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**Virtual Library**

[www.citruscollege.edu/library](http://www.citruscollege.edu/library)

- Search the library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-600-CREF (2733) during open hours

**FEATURED DATABASES:**

- **Gale Virtual Reference Library:** Keyword search in 220 encyclopedias
- **EBSCO:** Articles in over 5,000 magazines and journals and over 20,000 full-text searchable ebooks
- **Gale Literature Resource Center:** Includes literary criticism and works from all time periods
- **SIRS Researcher:** Controversial issues: selected magazine and newspaper articles, sortable by reading level

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[www.citruscollege.edu](http://www.citruscollege.edu)