Checklist for Applying to and Registering at Citrus College

Apply for Admission and Financial Aid
- Apply online at http://www.citruscollege.edu and click on WingSpan.
- Enter your responses accurately and completely. Errors and omissions will create inaccuracies in your master file and may delay your registration.
- Complete the FAFSA application online at www.fafsa.gov and use the Citrus College School Code: 001166.
- Check your Citrus e-mail for correspondence.

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 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.

Access Your Student Email 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 http://outlook.com/student.citruscollege.edu for additional information and to access your e-mail account.
- Students must use their student e-mail account to access the waitlist.

Take the Assessment Test (626) 857-4035
- A photo ID must be presented when you take the test.
- Students who completed an 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 Students Center, (626) 914-8675.
- For the testing schedules and additional information, go to the Testing Center home page on the Citrus College website.

Attend Required Orientation
- Orientation - Students who apply to Citrus College Spring Semester 2014 are urged to complete the assessment and MUST complete orientation by June 30, 2014. All future registration will be withheld from those students who have not completed orientation. To read about procedures for challenging matriculation regulatory provisions, please refer to the matriculation section in the Citrus College Catalog http://www.citruscollege.edu/schedule/catalog
- Orientation Options - Orientation can be satisfied in any of the following formats:
  - In-person orientation (recommended for new students)
  - New Student Assessment/Orientation Session
  - Assessment/Orientation held at high schools
  - Early Decision at Citrus College (only available through high school districts)
  - Online orientation at http://orientation.citruscollege.edu
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1. **Counseling Services (626) 914-8530**
   - Meeting with a counselor/educational advisor is an important part of student success at Citrus College to help students achieve their course of study. Check with the Counseling and Advisement Center for Course Planning and Registration Assistance sessions to help you plan for your first term of classes.
   - All students who are planning to earn an associate degree, transfer to a four-year college or university, or enter a career preparation program are urged to meet with a counselor/educational advisor during an appointment for a Student Educational Plan (SEP) while enrolled in their first term of classes.
   - A SEP is required for participation in many programs on campus.

2. **View Your Appointment**
   - Starting on December 16, 2013, you will be able to view your registration appointment time.
   - Go to: https://wingspan.citruscollege.edu and click on “Enter Secure Area.”

3. **Register for Your Classes on WingSpan**
   - **On your registration date:**
     - Go to: https://wingspan.citruscollege.edu and click on “Enter Secure Area.”
     - Registration is only available through WingSpan.
     - The appointment will be valid for the date and time shown, and for any scheduled registration date and time thereafter.
     - Be prepared to pay for your classes when you register to avoid losing your classes due to non-payment roll-out.

4. **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 drop/withdrawal deadlines. Please see the Deadline Dates on the class schedule webpage.

5. **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!!
     - Check out: http://www.citruscollege.edu and click on “Student Affairs” 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.