Registration

Specific registration dates and hours are listed in the important dates and deadlines section of the class schedule. ALL fees and tuition are collected at the time of registration either online or in person. Additional information regarding the registration procedure is available online at: http://www.citruscollege.edu/ar, click on Registration.

See “Important Dates and Deadlines” on page 6 for the scheduled registration times.

WingSpan is the primary method for registration and registration is by online appointment only.

Getting enrolled in credit classes at Citrus College is an easy two-step process after submitting your application.

1. View Appointment
   You may view your registration appointment online after the date indicated in the registration dates of the class schedule. Go to: https://wingspan.citruscollege.edu and click on “Enter Secure Area.”

2. Register Online
   You may register online on or after the appointment date and time you have received. Please remember to pay your fees by the dates posted to avoid roll-out of classes for unpaid fees.

Note: See the checklist on pages 11-12 for further instructions.

Registration Limits
A student will not be able to add a course if he or she:

• Has a fee hold, admission hold, or any other type of hold
• Is on academic or progress dismissal
• Is subject to expulsion or suspension
• Attempts to register for a class that places him or her on overload, and the student has not been approved for an overload
• Attempts to register for a class for which the class time overlaps with another class he or she is already enrolled in
• Has failed to clear the prerequisite(s) for the course
• The enrollment exceeds the number of repetitions allowed.

Important: Loss of Priority Registration
The California Community Colleges Board of Governors has approved changes that will establish system-wide enrollment priorities. These priorities are designed to ensure that classes are available for students seeking job training, degree attainment, or transfer. These priorities also reward students who make progress toward their educational goals.

If you are a new student, you will need to complete assessment and orientation. You are strongly encouraged to identify a program of study. You need to work hard in classes and get good grades to maintain your priority registration status.

If you are a continuing student, you must develop an educational plan with a counselor before completing 15 degree applicable units or your third semester at Citrus. Make an appointment with a counselor if you have not completed an educational plan.

Continuing students must also maintain good academic standing and earn a grade point average of a 2.0. If you don’t follow these guidelines, you will be in danger of losing your priority:

1. You should enroll in only courses you are sure you can finish. You must complete at least 50% of your courses each semester.
2. Select classes carefully. If you exceed 100 degree applicable units you may lose priority registration. Degree applicable units do not include basic skill courses.

In some circumstances students may be temporarily exempted from the 100 unit limit. See a counselor if you will be over 75 degree applicable units.

Dropping Classes Online
Students are able to drop classes using WingSpan. Drop/Refund deadlines apply. If you wish to receive a refund for your dropped class, you must have dropped the class online by the refund deadline. Please visit the important dates section of the Admissions and Records web page for deadline dates. To receive a refund for your paid student service sticker, you must return the sticker to the cashier by the refund deadline(s) for your classes.
Registration

Paying for Classes
WingSpan allows Citrus College students two options to pay their fees quickly and easily.

- Choose to pay online by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person with cash, check, money order or traveler’s check.

Thinking you can't afford an education could be a costly mistake. See page 20-23 for Financial Aid information. Check out the BOGW (Board of Governor's Waiver) information included in this schedule to see if you qualify.

Instructions for WingSpan—Citrus College’s Online Application and Registration Data System
Complete instructions on how to apply and register on WingSpan are available at https://wingspan.citruscollege.edu All new and returning students must complete an online application before being allowed to register.

Prerequisite Clearance
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. Students will not be added to waitlist unless prerequisites have been met.

Students wishing higher placement in English or mathematics may bring high school transcripts to the Counseling Office, which will be used to review placement in conjunction with the assessment and multiple measures process.

Challenging Prerequisites
Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:

1) Knowledge or the ability to succeed in the course without the prerequisite, or
2) Subject to undue delay in attaining their educational plan because the prerequisite or co-requisite course has not been made reasonably available, or
3) Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner, or
4) Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

A Prerequisite Challenge Form may be obtained from the Admissions and Records Office. The completed form must be presented two weeks prior to the beginning of the term in which it is to be considered. The student must provide compelling documentation to support the challenge.

Unit Limitation
The maximum number of units a student may enroll for a semester is 21 units (fall and spring). The maximum number of units a student may enroll in for summer and winter session is 13 units. A student wishing to take more than the maximum units may file a petition through the Counseling Department.

Waitlist
Once a class has reached its enrollment capacity, the status of that class will change from “Open” to “Closed.” When a class closes, a waitlist may open, allowing students the option to place themselves on the list. The waitlist has a limit of 20 spots. The first student on the waitlist will be the first to have the opportunity to register and so on.

Students on the waitlist will be contacted via their Citrus College student e-mail address if a seat opens. Once notified via the Citrus College email, students will have 24 hours to register for the class through WingSpan. Students that miss the 24-hour window to register will be removed from the waitlist. The waitlist will be frozen two days prior to the beginning of the term, and students will not
Registration

be able to add to the waitlist or to register from the waitlist. From the first day of class forward, students will need an add code from the instructor to register for the class. Add codes will be issued by the instructors at their discretion. Instructors may use the waitlist order to issue add codes.

Add Codes
An add code may be provided by an instructor to students who were unable to enroll in the class.

Add codes will be available from the instructor at the first class meeting. When an add code is provided by the instructor, you will be allowed to add that class after it has begun. During Late Registration, all classes will have a "Last Day to Add" date and the add codes will be effective through that "Last Day."

The instructor has the discretion to issue add codes when he or she has space available in the class. Once you have the code, you may enter it into WingSpan when asked to provide the code upon registering online. You will also update your payment at the same time, online. You may use the code only one time. Only one person may use the code. Once you have used the add code, the code becomes invalid.

Important! Do Not Sell or Give Your Add Codes To Another Student!
Students may not sell or give add codes to another student. The misuse of add codes is considered a student conduct violation.

Students who misuse add codes will be dropped from the course and will be subject to student discipline proceedings as outlined in Administrative Procedure 5520 of the Citrus Community College District Board of Trustees.

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.

Applying for Admission and Financial Aid
Apply for Admission and Financial Aid online at http://www.citruscollege.edu and click on WingSpan.
Fees

Fee Payment Deadlines
Pay your fees no later than 10 p.m. the day of roll-out to avoid losing your classes. The weekly roll-out schedule may be found on the Important Dates and Deadlines section on page 6.

If fees are not paid by the roll-out date, you will be dropped from your classes, including any waitlist courses. However, if the BOGW covered your enrollment fee but you still owe the health, student service or student representation fees, you will not be dropped from your classes. You will, however, be flagged with a debt. If you decide not to attend after registering, please drop your classes immediately.

Once classes begin, all students are required to pay fees the day they register. Students who register any time on or after the start of the term will not be rolled out for non-payment, but will be responsible for any fees incurred. Holds will be placed on students that fail to pay their fees.

Citrus College Refund Procedures
All classes have three class drop deadlines: the “Refund” deadline, the “Drop without Record” deadline and the “Official Withdrawal” deadline. To be eligible to receive a refund, you must drop your classes by the refund deadline. Deadline dates vary according to the beginning and ending dates of each class. Please see the refund deadline dates posted on the Admissions and Records web page under the heading Deadline Dates at http://www.citruscollege.edu/ar.

It is the student’s responsibility to return the student service fee sticker before the refund deadline(s). Failure to do so will change the amount of your refund.

Refunds
All refunds will be issued by check and students do not need to fill out a form; it’s mailed to the student automatically. Your check will be mailed to the address you have on file with the Admissions and Records Office. Please inform the Admissions and Records Office immediately if you have any address changes or corrections (this includes any apartment number changes). Failure to do so will delay your refund.

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.). The fee 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 credit card, check, cash, money order, or traveler’s check and additional fees may be added to all returned checks. Citrus College participates in a state collection program. Any unpaid financial obligation, once submitted to the state for collection, is subject to 133% of the amount owed to the college. The state assesses a 33% penalty for all student debt submitted for collection. In order to avoid the 33% penalty, it is important that students pay any outstanding balance on their account.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
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<tbody>
<tr>
<td>International Student Tuition*</td>
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</tr>
<tr>
<td>Out-of-State Student Tuition*</td>
<td>$209 per unit</td>
</tr>
<tr>
<td>Nonresident Student Tuition*</td>
<td>$209 per unit</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>$19</td>
</tr>
<tr>
<td>Health Service Fee BOGW</td>
<td>$14</td>
</tr>
</tbody>
</table>

* International, nonresident and out-of-state students pay tuition and enrollment fees.

Fees are subject to change.
Fees

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 Student Service Building, so it can be posted to the student account.

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 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.

Health Fee Waivers
The Health Fee may be waived only for 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 Office of Student Affairs. BOGW students pay a required reduced fee.

Associated Students of Citrus College

Student Government
The Associated Students of Citrus College (ASCC) is made up of all students attending Citrus College and paying their ASCC student service fee. Members of ASCC's executive board and program board plan and execute a variety of educational and social activities open to all students.

In compliance with shared governance mandates, the ASCC has an active voice in campus-wide committees, making sure that students' needs and opinions are considered in decisions affecting their education.

Something for Everyone
The ASCC offers a number of opportunities and activities to meet the needs and interests of all students. Whether you're interested in planning and producing campus-wide activities, participating in student government, or just making new friends in any of the ASCC's diverse clubs, you'll find the program that's right for you. As an ASCC member, you're entitled to many services and benefits, as well as discounts at local businesses and amusement parks.