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

Enrollment Verification Certificate

The Enrollment Verification Certificate can be presented to businesses such as health insurance agencies, housing authorities, consumer product companies, 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.

Waitlist: The Basics

Waitlist is a new 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 himself or herself 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 http://www.citruscollege.edu/tecs/studentemail/
- Notification is based on the student’s rank on the waitlist.
- Students may view their waitlist position on the WingSpan registration page.
- 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.

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

Virtual Library

www.citruscollege.edu/library

- Search the library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-800-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 recently includes over 20,000 ebooks full-text searchable
- EBSCO’s Business Source Premier has 2,300 full text business periodicals
- SIRS Researcher: Controversial issues: selected magazine and newspaper articles, sortable by reading level