Citrus College

Summer Session 2014

Classes Start: Monday, June 23
View Your Registration Appointment on Wingspan: May 5
Registration Begins: May 19-23
Apply & Register: www.citruscollege.edu
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Alternate Formats
Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities. Please contact Disabled Students Programs & Services at (626) 914-8675.

Disclaimer
Citrus College has made every reasonable effort to ensure that the information in this class schedule accurately reflects current legislation, policies and fees. However, this information is subject to modification at any time without notice in order to accommodate changes in the resources or educational plans of the Citrus Community College District, or for reasons deemed appropriate by the superintendent/president of designee. This schedule does not constitute a contract between the student and the college.

www.citruscollege.edu/100

Published by the Citrus College Office of External and Government Relations
Mission Statement

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad a los estudiantes dentro y más allá de los límites geográficos tradicionales. Estamos dedicados a promover una comunidad diversa para la educación y un ambiente de aprendizaje a través de ofrecer una cultura abierta y acogedora que apoya el cumplimiento exitoso de estudios de transferencia, carreras y educación técnica, así como el desarrollo de habilidades básicas. Demostramos nuestro compromiso con la excelencia y el éxito estudiantil con el continuo de asesoramiento de aprendizaje estudiantil y de la efectividad de nuestra institución.

Vision

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Values

- Student Focus
- Excellence
- Collaboration
- Diversity
- Life-Long Learning
- Integrity
- Technological Advancement

Citrus Community College
District Board of Trustees

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Dr. Geraldine M. Perri
Superintendent/President
Message from the Superintendent/President

While those around you are preparing for another ordinary summer, you have decided to make yours extraordinary by enrolling in Citrus College’s Summer Session 2014.

Whether you are just beginning, returning to college, or continuing your higher education, your decision to achieve academic success is worthy of applause. Enrolling in summer session courses means you will be one step closer to earning your associate degree, transferring to a four-year college or university, or completing a career/technical program.

As you travel down this road to college completion, Citrus College has many programs and services available to support you on your journey. Our dedicated faculty and staff are on hand at every step, from declaring a major and completing orientation and assessment to establishing a Student Educational Plan and answering your questions regarding the new Priority Registration guidelines.

While deciding to attend college this summer was a great decision, choosing Citrus College was an even better decision! We are consistently being named as one of the top degree producing community colleges in the nation by Community College Week magazine and the Hispanic Outlook in Higher Education, and as a Military Friendly School by GI Jobs magazine.

Mensaje de la Superintendente/Presidente

Mientras que las personas a su alrededor se están preparando para otro verano ordinario, usted ha decidido hacer su verano una experiencia extraordinaria al inscribirse en la Sesión de Verano de Citrus College 2014.

Ya sea que esté comenzando, regresando al colegio, o continuando su educación superior, su decisión de alcanzar el éxito académico es digna de aplaudirse. El haberse inscrito en cursos de sesión de verano quiere decir que está a un paso más cerca de obtener su título de asociado, o poder transferirse a una universidad de cuatro años de estudios, o el completar una carrera o programa técnico.

En lo que recorre este camino a terminar sus estudios en Citrus College, tenemos programas y servicios que están disponibles para apoyarle a usted en su recorrido. Nuestra facultad y personal están comprometidos a estar disponibles en cada paso, desde ayudarle a seleccionar una carrera y completar la orientación y asesoría para crear un Plan estudiantil Educativo y contestar sus preguntas sobre las nuevas reglas para la Inscripción con Prioridad.

¡El que haya decidido asistir al colegio este verano es una gran decisión, pero el seleccionar a Citrus College es todavía una mejor decisión! De forma consistente las revistas Community College Week y Hispanic Outlook in Higher Education, nos han nombrado como uno de los colegios comunitarios en el país que más produce títulos, mientras que la revista GI Jobs nos catalogó como ‘Military Friendly School’ (una escuela favorable para los miembros del ejercito.)

¡A nombre de toda la comunidad de Citrus College, les doy la bienvenida y les deseo mucho éxito en su recorrido académico!

Geraldine M. Perri, Ph.D.
Superintendent/President
Summer Session 2014 Important Dates and Deadlines

SUMMER REGISTRATION DATES

May 5  View your Summer Session appointment times on WingSpan, go to: https://wingspan.citruscollege.edu

May 19-23  WingSpan Registration begins for Summer Session 6 a.m. - midnight https://wingspan.citruscollege.edu

May 24 and 26  Memorial Day Holiday

Non-Payment Rollout:
May 25 at 10 p.m.  Students registering May 19—25
June 1 at 10 p.m.  Students registering May 26—June 1
June 8 at 10 p.m.  Students registering June 2—8
June 15 at 10 p.m.  Students registering June 9—15
June 22 at 10 p.m.  Students registering June 16—22
See pages 5-8 or go to www.citruscollege.edu/ar for enrollment and payment information

June 22  Residence Determination Date

June 23  Summer Session Instruction Begins Waitlists no longer in use Add Codes begin

June 23-25  Online late registration and program changes for Summer Session 2014 All registration and program changes will be done online.

July 4  Independence Day Holiday

July 24  Last day to file summer 2014 graduation applications.

July 31  Six-Week Classes End

August 14  Eight-Week Classes End
The official end of the summer session

Final examinations will be held on the last day of class.

October 31  Required Orientation completion deadline for students new to Citrus College in Summer 2014.
See pages 22-23 for more information.

*Who's Who?

Continuing Students: You are a continuing student if you registered for credit classes at Citrus College during Fall 2013, Winter 2014 and/or Spring 2014.

New and Returning Students: You are a new student if you have never filed an application and/or enrolled in credit classes at Citrus College. A returning student previously attended Citrus College, but has been away for two or more semesters. Registration for new and returning students is based on students’ assessment, orientation and application dates.

New students who have completed college orientation and assessment, as well as continuing students in good academic standing who have not exceeded 100 degree applicable units, will have priority over students who do not meet these criteria.

Appeal of loss of enrollment priority deadline is April 14, 2014.

The enrollment priority deadline for new student enrollment and assessment is April 14, 2014.
Citrus College: A College of Completion is designed to encourage and support students as they endeavor to complete their educations, transfer to baccalaureate degree programs and enter the career fields of their choice. This collegewide initiative is a response to a 2009 challenge from the White House for the nation’s community colleges to produce an additional 8 million college graduates by 2020.

A College of Completion, like all of Citrus College’s academic programs and student services, focuses on student success, with college completion as its pinnacle. The initiative engages every part of the Citrus College community: students, faculty and staff.

“The College of Completion campaign enables us to publicly declare our commitment to the academic achievement of our student body and it puts college completion front and center of our priorities.”

–Dr. Geraldine M. Perri
Superintendent/President
Degrees, Certificates and Skill Awards

**Associate Degrees**
The Associate in Arts and the Associate in Science degrees require a minimum of 18 units with grades of C or above in the following program categories, in addition to general education and proficiency requirements.

**Associate in Arts/Science for Transfer Degrees**
- Administration of Justice
- Business Administration
- Communication Studies
- Early Childhood Education
- Elementary Teacher Education
- English
- History
- Journalism
- Kinesiology
- Mathematics
- Physics
- Political Science
- Psychology
- Sociology
- Theatre Arts

**Associate in Arts Degrees**
- Dance
- English Literature
- Fine and Performing Arts
- Language Arts
- Liberal Arts with areas of emphasis in:
  - Arts and Humanities
  - Business Technology
  - Math and Science
  - Social and Behavioral Sciences
- Music
- Social and Behavioral Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis

**Associate in Science Degrees**
- Administration of Justice
- Automotive Technology
- Biological and Physical Sciences (and Mathematics)
- Biological Sciences
- Business
- Child Development
- Cosmetology
- Dental Assisting
- Digital and Web Design
- Design and Drafting Technology
- Emergency Management and Homeland Security
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Physical Sciences
- Public Works
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Technology

**Certificate Programs**
Citrus College grants certificates of achievement in a variety of subject areas. These certificates of achievement may be used to verify a student’s proficiency in the skills and knowledge needed for entry-level employment or for career advancement. To earn a certificate of achievement, a student must satisfactorily complete 18 units or more in a specific sequence of required courses. The number of units will vary by program; many subjects require more than 18 units. At least 50 percent of these required courses must be completed at Citrus College and a 2.0 GPA is required.

**Certificates of Achievement**
- Accounting
- Administration of Justice
- Administrative Office Occupations
- Architectural Design
- Audio Recording Technology
- Automotive Research and Development
- Automotive Service, Diagnosis, and Repair – Master Technician
- Automotive Service, Diagnosis & Repair – Undercar/Drivetrain Specialist
- Automotive Service, Diagnosis and Repair – Toyota/Lexus/Scion Technician
- Ceramics – One Year
- Ceramics – Two Year

**Skill Awards**
Some departments, based on the satisfactory completion of a course or a sequence of courses, issue a Skill Award. A Skill Award may verify and provide documentation of proficiency for entry-level employment requirements, job upgrades and application into fields that require documentation of specific coursework.

**Skill Awards**
- Child Development Associate Teacher
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Home Health Aide
- Infant and Child Development Associate Teacher
- Microsoft Office
- Nurse Assistant
- Office Clerk
### Recommended Majors For Unavailable Areas of Study

Although not all areas of study are offered, students interested in the following areas of study for transfer are encouraged to select a major from the recommended majors list for the associate degree and to meet with a counselor to select courses in keeping with that transfer area of study.

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Recommended Major(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Business, Math with Business Technology emphasis</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Math, Physics, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Economics</td>
<td>Business, Math, Liberal Arts with Social and Behavioral Sciences emphasis</td>
</tr>
<tr>
<td>Engineering</td>
<td>Math, Physics, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Ethnic Studies: Latino Studies, African-American Studies, Women's Studies</td>
<td>Social and Behavioral Sciences, Liberal Arts with Social and Behavioral Sciences emphasis</td>
</tr>
<tr>
<td>Foreign Languages: Spanish, German, Japanese, Chinese</td>
<td>Liberal Arts with Arts and Humanities emphasis, Language Arts</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Health Sciences: BSN, Health Science, Public Health</td>
<td>Kinesiology for Transfer, Biology, Liberal Arts with Math and Science emphasis</td>
</tr>
<tr>
<td>Humanities</td>
<td>Social and Behavioral Sciences, Liberal Arts with Arts and Humanities emphasis</td>
</tr>
<tr>
<td>International Relations</td>
<td>Liberal Arts with Social and Behavioral Sciences emphasis, Social and Behavioral Sciences</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Kinesiology for Transfer, Biology, Liberal Arts with Math and Science emphasis</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Social and Behavioral Sciences, Liberal Arts with Arts and Humanities emphasis</td>
</tr>
<tr>
<td>Studio Arts: Painting, Graphic Design, Ceramics, Drawing</td>
<td>Liberal Arts with Arts and Humanities emphasis, Fine and Performing Arts</td>
</tr>
</tbody>
</table>
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 are new to Citrus College Summer Session 2014 are urged to complete the assessment and MUST complete orientation by October 31, 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 or Schedule of Classes.
- 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
Checklist for Applying to and Registering at Citrus College

☐ 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. The Student Educational Plan (SEP) lists courses that pertain to the identified course of study and is required for participation in many programs on campus. Check with the Counseling and Advisement Center, or appropriate counseling office in which you are eligible to receive services, for available SEP services.
  • Students with 15 units or less: Non-exempt first-time students with 15 college units or less will be able to complete an abbreviated SEP (first semester plan) during an in-person orientation or Course Planning Session. A listing of the schedule can be viewed at http://citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx and http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx
  • Students with 16 units or more: Non-exempt first time students will be advised to meet with a counselor during an individual appointment to create a SEP. Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected on the application or submitted a Course of Study Change Form to the Admissions and Records office), and official college transcripts must be on file.

☐ View Your Appointment
  • Starting on May 5, 2014, you will be able to view your registration appointment time.
  • Go to: https://wingspan.citruscollege.edu and click on “Enter Secure Area.”

☐ 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.

☐ Attend the First Class: It’s Required!
  • If you enroll in a class and miss the first meeting, the instructor may drop you and give the seat to a waiting student.
  • If you cannot take the class, it is your responsibility to drop your class online before the refund and or drop/withdrawal deadlines. Please see the Deadline Dates on the class schedule webpage.

☐ 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.
Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

Solicite Admisión y Ayuda Financiera
- Solicite admisión en Internet en http://www.citruscollege.edu y haga clic en WingSpan.
- Escriba sus respuestas correctamente. Errores y omisiones crearán inconsistencias en su archivo principal y pudiera retrasar su inscripción.
- Revise la correspondencia en su correo electrónico de Citrus

Presente Archivos Oficiales de Colegios y Preparatorias
- Solicite los archivos oficiales “transcripts” de la preparatoria y/o colegios a los que previamente asistió y pida que sean enviados a la Oficina de Admisiones. Se recomienda que los archivos se encuentren ya registrados en Citrus College antes de su cita para inscribirse si es que está pidiendo que se le autorice inscribirse en cursos que tienen pre-requisitos. Se requieren los archivos tanto de la preparatoria como del colegio al que haya asistido. Se recomienda que sus archivos hayan sido recibidos antes de tener su cita con su consejero/asesor académico. Transcripciones extranjeras deben ser evaluadas por un evaluador transcripción aprobado.

Entre a su Cuenta de Email de Estudiante
- Todos los estudiantes han sido asignados una cuenta de email de estudiante de Citrus College para poder recibir información sobre inscripción, ayuda financiera, clases y otra comunicación de parte del colegio.
- Esta cuenta de email es gratuita. Para más información, visite: http://outlook.com/student.citruscollege.edu y entre a su cuenta de email.
- Los estudiantes deben usar su correo electrónico de Citrus para poder tener acceso a la lista de espera.

Tome la Prueba de Evaluación (626) 857-4035
- Debe presentar su identificación con fotografía cuando vaya a tomar la prueba.
- Los estudiantes que tomaron la prueba de evaluación en otro colegio deben solicitar que los resultados sean enviados a la Oficina de Admisiones y Réords.
- Los estudiantes que tienen alguna incapacidad que requiere se hagan ajustes para la prueba, deben hacer los arreglos a través del Centro para Estudiantes Discapacitados (626) 914-8675.
- Para los horarios de las pruebas y para información adicional, visite la página principal de Centro de Pruebas que se encuentra en el sitio de internet de Citrus College.

Asista a Orientación Requerida
- Orientación – Los estudiantes que son nuevos en la Sesión de Verano de Citrus College deben terminar su evaluación y DEBEN completar la orientación para el 31 de Octubre del 2014. Toda inscripción a futuro se negará a los estudiantes que no hayan completado su orientación. Para leer información sobre los procedimientos para cuestionar las provisiones del reglamento para la matriculación, favor de ir a la sección sobre matriculación que se encuentra en el catálogo de clases de Citrus College en http://www.citruscollege.edu/schedule/catalog/
- Opciones para la Orientación - El requisito de orientación se puede cumplir a través de cualquiera de las siguientes maneras:
  - Asistir en persona (se recomienda para los estudiantes nuevos)
  - Evaluación de Estudiantes Nuevos/ Sesión de Orientación
  - Evaluación/Orientación realizada en la preparatoria
  - Decisión Temprana en Citrus College (solamente disponible a través de los distritos escolares de preparatoria)
  - Orientación vía Internet en http://orientation.citruscollege.edu
Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

Servicios de Consejería (626) 914-8530
- El reunirse con un consejero/asesor académico es una parte importante para lograr el éxito estudiantil en Citrus College y poder ayudarle a lograr su meta de estudios. El Plan Estudiantil Educativo (SEP) enumera los cursos que están relacionados con la carrera o programa de estudios del estudiante y se requiere para poder participar en muchos programas del colegio. Pregúnte en su Centro de Consejería y Evaluaciones, o con la oficina apropiada de consejería en la cual es elegible para recibir servicios, cuales son los servicios SEP que usted tiene disponible.
- **Estudiantes con 15 unidades o menos:** Los estudiantes no-exentos que por primera vez asisten al colegio y que tienen 15 o menos unidades de colegio podrán completar una versión pequeña del SEP (plan para el primer semestre) durante una orientación en persona o una Sesión para Planificación de Clases. Se puede ver la lista de clases en [http://citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx](http://citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx) y [http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx](http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx)
- **Estudiantes con 16 o más unidades:** Los estudiantes no-exentos que asisten por primera vez al colegio deberán reunirse con un consejero durante una reunión individual para crear un SEP. Antes de reunirse con el consejero, los estudiantes deben completar la evaluación, completar la orientación, declarar un curso de estudios (indicado en la solicitud de admisión o haber entregado el Formulario para Solicitar Cambiar el Curso de Estudio a la oficina de Admisiones y Récords), y los archivos oficiales “transcripts” de clases en el colegio deben estar archivados.

**Revise su Cita**
- A partir del 16 de Diciembre del 2013, usted podrá revisar en Internet el horario de su cita
- Vaya a: [https://wingspan.citruscollege.edu](https://wingspan.citruscollege.edu) y haga clic en “Enter Secure Area.”

**Inscribase en sus clases en WingSpan**
- **El día de su fecha de inscripción:**
  - Vaya a: [https://wingspan.citruscollege.edu](https://wingspan.citruscollege.edu) y haga clic en “Enter Secure Area.”
  - La inscripción está disponible únicamente a través de WingSpan.
  - Las inscripciones son con cita únicamente y solamente se pueden hacer a través de WingSpan.
  - La cita es válida en la fecha y horario que se indica, o para cualquier fecha futura de inscripción que se haya acordado.
  - Esté preparado para pagar sus clases cuando se inscriba para evitar perder sus clases debido a la falta de pago.

**¡Asista a la Primera Clase: es un Requisito!**
- Si está inscrito en la clase y falta a la primera clase, el instructor **le puede dar su lugar a un estudiante que se encuentra en la lista de espera.**
- Si no puede tomar la clase, es su responsabilidad darse de baja de la clase en Internet **antes de la fecha para recibir reembolso o de la fecha para poder darse de baja de la clase.** Favor de revisar las fechas límites en el horario de clases que se encuentra en Internet.

**¡Participe en Actividades del Colegio!**
El participar en actividades estudiantiles puede ser una experiencia muy satisfactoria dentro de su experiencia en el colegio. Ofrecemos una gran variedad de oportunidades para que usted pueda participar en actividades estudiantiles y crear un sentido de comunidad en el colegio. ¡Involúcrrese con sus queridos ‘Owls' (Búhos) o sea parte de una organización, club, grupo de arte, periodismo o equipo deportivo!
- Vaya a: [http://www.citruscollege.edu](http://www.citruscollege.edu) y haga clic en “Student Affairs” para información sobre actividades estudiantiles, clubes del colegio, y junta estudiantil.
- Síganos en los medios sociales. Nuestros enlaces están en nuestra página web. Estamos en Facebook, Twitter y en Instagram.
- Visite el Centro del Colegio o la Oficina de Vida Estudiantil y Desarrollo de Liderazgo para información sobre actividades futuras.
- Esté al pendiente de los volantes y posters en todo el colegio con información sobre futuros eventos y oportunidades.
Study Abroad

for the ultimate educational experience

London
FALL 2014

Spain
SPRING 2015

Italy
SUMMER 2015

Visit our Website
http://www.citruscollege.edu/studyabroad

Call 626.914.8560 for brochures and information.
Admissions Information

Who May Attend
Admission is open to:
- High school graduates or persons that passed the high school proficiency test or the GED exam. Those under 18 must present proof of graduation.
- Persons 18 years or older
- K-12 students

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 2013, Winter 2014 or Spring 2014. K-12 students do not receive continuing student status for purposes of priority registration.

Returning Student
You are a returning student if you previously enrolled in Citrus College credit classes but did not enroll Fall 2013 or after.

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 enrollment student and now plan to enroll as a regular first-time freshman college student, you will need to reapply online through CCCApply as a first-time college student not enrolled in high school.

First-Time Freshman under 18 years old
Proof of high school graduation is required for first-time college 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 classified as a sophomore. Other student classification categories include:

- Full-time for summer and winter sessions:
  Enrolled in 4 or more units
- Full-time for fall and spring semesters:
  Enrolled in 12 or more units
- Part-time for fall and spring semesters:
  Enrolled in fewer than 12 units
- Three-quarter time for fall and spring semesters:
  Enrolled in 9 but fewer than 12 units
- Half-time for fall and spring semesters:
  Enrolled in 6 but fewer than 9 units

Address Changes
All students must keep an up-to-date mailing address. To update, please complete a Student Records Correction Form, by going to: http://www.citruscollege.edu/ar and clicking on Student Forms.

WingSpan Access
Complete the application well in advance of the beginning of the semester or term. Your Citrus ID number and PIN will arrive via e-mail 3 to 5 business days after you apply.

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. Residency is automatically determined based on the address provided on the application. Students wishing to change their residency status must submit a Petition or Reclassification form.

Nonresidents are those that were not classified as a resident at the time of admission.
Admissions Information

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

For additional information on residency see Administrative Procedures 5015.

AB 540 Nonresident Tuition Exemption
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 non-immigrant 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.

Residencia
En el momento de ser admitidos, los estudiantes serán clasificados como residentes de California o como no residentes. Tanto los residente como los no residentes pueden inscribirse, pero los no residentes tendrán que pagar cuotas de matriculación además de la cuota de inscripción. Los residentes son aquellos que han vivido en California por lo menos un año antes de que inicie el semestre y que puedan demostrar que intentan permanecer como residentes de California. Es la responsabilidad del estudiante presentar documentos que comprueben su residencia.

Los no residentes son aquellos que han vivido en el estado por menos de un año antes de que inicie el semestre o aquellos que tienen visas de no-immigrantes que impide que puedan establecer residencia.

Important! If you are undocumented, you may attend Citrus College and any other state college or university. You will not be denied admission to Citrus College based on your immigration status.

Military Personnel
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.

Parking Information
Parking on campus is by permit only. Vehicles not displaying a valid parking permit will be cited. Student semester parking permits may be purchased online at the following web address: https://citruscollege.thepermitstore.com/purchase.php

Upon purchase, parking permits will be mailed to the address you provide while purchasing the permit online. Daily permits may be purchased from the Department of Campus Safety for $5, Monday through Thursday from 7 A.M. to 8 P.M. and Friday 7:00 A.M. to 4:00 P.M. Campus Safety is located at the main entrance of the college, off of Citrus Avenue and Foothill Boulevard. Permits may also be bought from the automated pay station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots. Please refer to a campus map for their exact locations.

Students parking in visitor, staff, disabled or client parking areas will be cited. For further information, please read the parking regulations enclosed with your parking permit. Additional information may also be obtained at the Department of Campus Safety and is also available online at http://www.citruscollege.edu. For a full text pertaining to parking on campus, please refer to AP 6750-parking.

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
Admissions Information

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.

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 online service provider, 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

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

Financial aid refers to any grant, scholarship, loan, or paid employment offered to help a student meet his/her college expenses. These monies can be merit-based and/or need-based. Merit-based financial aid is typically awarded for outstanding academic achievement, special talents such as athletics, leadership potential, or other personal characteristics. Need-based financial aid is awarded on the basis of a student’s financial need which is determined by the Free Application for Federal Student Aid (FAFSA) application.

All students must declare an eligible education goal to establish financial aid eligibility. New students must declare their educational goal on the admissions application. Continuing students that change educational goals must update their educational goal with the Admissions and Records Office. The Financial Aid Office reviews educational goals to ensure that students are enrolled in an eligible program. The courses students enroll in must be required and applicable towards an eligible degree, certificate or transfer objective. All degrees are eligible for financial aid, however only certain educational goals and certificates are eligible for financial aid.

Eligible Financial Aid Educational Goals

A – Receive an associate degree and transfer to a four-year college  
B - Transfer to a four-year institution without receiving an associate degree  
C – Receive a two-year associate degree without transferring  
E – Receive a vocational certificate without transferring


Accounting (20 units)  
Administration of Justice (21 units)  
Administrative Office Occupations (24 units)  
Architectural Design (40 units)  
Audio Recording Technology (36 units)  
Automotive Service, Diagnosis and Repair - Master Technician (57 units)  
Automotive Service, Diagnosis and Repair - Under Hood Specialist (26 units)  
Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Tech (62 units)  
Automotive Service, Diagnosis and Repair - Undercar/Drive Train Specialist (26 units)  
Ceramics - One Year (21 units)  
Ceramics - Two Year (39 units)  
Child Development Master Teacher (49 units)  
Child Development Teacher (40 units)  
Commercial Dance (49 units)  
Computer Aided Design (CAD) - Architecture and Drafting (19 units)  
Computer Generated Imagery (22 units)  
Cosmetology (55 units)  
Dental Assistant (30 units)  
Digital and Web Design (30 units)  
Emerging Theatre Technologies (34 units)  
Esthetician (19 units)  
Information Technology (22 units)  
Medium and Heavy Diesel Truck Technology (32 units)  
Photography (21 units)  
Public Works Level I (18 units)  
Public Works Level II (37 units)  
Vocational Nursing (50 units)  
Water Technology (18 units)  
Wild Land Resources and Forestry (22 units)

Covered Expenses

Financial aid awards can be used to cover a variety of expenses, depending upon the type of award students receive. In general, financial aid is used to cover all education-related expenses, including tuition and fees, room and board, books and supplies, and transportation. It can also cover computer and dependent childcare expenses as well as housing. Different types of awards may cover different types of expenses. For example, Cal Grant A awards provide funds to help pay tuition and fees at qualifying institutions while Cal Grant B awards also cover living expenses, transportation, books, and supplies. Some scholarships specify how the student may spend the funds.
Financial Aid Information

Types of Aid
- Federal Pell Grants
- Cal Grants (offered by the State of California)
- The Board of Governor’s Fee Waiver (offered by the State of California)
- The Chafee Grant (offered by the State of California to foster youth)
- Work Study Programs
- Scholarships
- Student loans

Federal Pell Grants
The maximum Pell grant award as of this printing is $5,645, but the amount students actually receive will be based upon their financial need, their costs to attend school, and their enrollment status.

Board of Governor’s Fee Waiver (BOGW)
This award waives the enrollment fees charged by a California community college. Students do not actually receive any money from a BOGW. If they paid their tuition before being awarded the BOGW, the student will receive a refund for the amount they paid.

Cal Grants
The amount of a Cal Grant varies depending upon what type of Cal Grant award students receive. Cal Grant A recipients currently attending a community college will not receive payment at the community college level. This award may be held in reserve for two years for use when a student transfers to a university. Cal Grant B award recipients may receive up to $1,423 at a California community college, and Cal Grant C recipients may receive up to $547 at a California community college.

To be eligible for a Cal Grant, students must meet the following additional requirements:
- Be an in-state resident or AB 540 eligible
- Complete a GPA verification form (for Cal Grants A&B) by the March 2nd or September 2nd deadlines.
- Complete the FAFSA.

Chafee Grant
Chafee grant recipients may qualify for up to $5,000 a year as long as they are current or former foster youth who have not reached their 22nd birthday as of July 1 of the award year.

Federal Work Study
Students are paid an hourly wage for work performed on or off campus.

Scholarships
The amount of money students receive for scholarships varies depending on the donor and the award criteria, but some of the most common amounts range from $500 to $2,000.

Loans
Loans constitute a form of financial aid that must be repaid with interest (the money charged for borrowing the loan amount). However, unlike other kinds of loans, Federal Direct student loans do not have to be repaid until a student leaves school. These loans carry lower interest rates than most other kinds of loans. These loans are available as Subsidized and Unsubsidized loans. Keep in mind that although Federal Direct Loans do not have to be repaid while students are enrolled at least half-time, unsubsidized student loans, accrue interest even while in school. If interest payments are deferred, the interest charged for borrowing the money is added to the amount borrowed, resulting in a significantly higher amount of money to be repaid. Note: Students should seek all OTHER available financial aid resources BEFORE applying for a loan. Applying for a loan should be a last resort option.

Financial Aid Eligibility
Any student who meets all eligibility criteria for financial aid may receive it. To be eligible for federal financial aid, students must meet the following requirements:
- Be a US citizen, US national, permanent resident, refugee, asylee, or other eligible non-citizen
- Have a valid social security number
- Enroll in a minimum number of units
- Enroll in an undergraduate program that leads to a degree or certificate
- Register for the Selective Service (if male)
Financial Aid Information

- Not be in default on a federal educational loan and not owe a refund on a federal grant
- Make satisfactory academic progress
- Demonstrate financial need

Students with Bachelor’s Degrees
Students who hold a bachelor’s degree or higher are NOT eligible for a Federal Pell Grant or Cal Grant.

Students without a High School Diploma
First time college students who do not have a high school diploma or General Education Diploma (GED), or who have not passed the California Proficiency Exam (CPE), or who do not have a home school certificate are NOT eligible for federal or state financial aid.

AB540 Students
Students who meet the AB 540 non-resident exemption requirement, including undocumented students, are eligible for some state aid. Eligible students can apply for the BOG Fee Waiver, EOP&S services and Chafee Grant. To learn more about these programs, please visit the California Student Aid Commission’s website.

Applying for Financial Aid
1. Complete or renew the FAFSA application online every year at: www.fafsa.gov. List Citrus College’s school code: 001166. If eligible, use the IRS Data Retrieval Tool and you will be able to expedite the processing of your financial aid file.
2. Once the financial aid office has received your application, you will be sent a “tracking” email to your Citrus College email account. This email will inform you of any documentation that will need to be submitted in order to process and complete your financial aid file.
3. Submit all required paperwork to the financial aid office in a timely manner, either via postal mail or in person. Once all forms have been submitted, the financial aid office will verify the information and make any necessary corrections. The financial aid process takes up to 8 weeks, so it is important to complete the FAFSA, respond as quickly as possible and be patient.
4. If you are eligible for a financial aid award, you will receive an “Award Notification” email. All award amounts are based on full-time attendance. If you do not attend full-time, your financial aid award will be adjusted based on the number of units you are enrolled in. Late start and wait-listed courses are not counted towards your award until the class starts. Approved consortium units are not counted towards your award until after they have been completed.

Maintaining Financial Aid Eligibility
To continue to receive financial aid, students must:
- Maintain a GPA of 2.0 or higher
- Complete 75% of all units attempted
- Not exceed 72 attempted units or 150% of the units required for their certificate program

Minimum Units
The number of units required to achieve full-time status, which results in the maximum amount a student may receive for an award, is at least 12. However, students may also receive funds for three quarter time (9-11.5 units), half-time (6-8 units), and less than half-time (0.5-5.5 units) enrollment. Financial aid eligibility is based on the number of units a student takes. A student must be enrolled in six units to receive a Cal Grant, a loan, or work study, and he/she must be enrolled in at least one half of a unit to receive a Pell grant. This enrollment classification applies to fall, winter, spring, and summer and may differ from other departments on campus.

Terms of Offer
In accepting an offer of financial aid, you acknowledge responsibility for understanding and complying with all the laws, regulations and rules that govern the various financial aid programs. The TERMS OF OFFER is an official agreement between you and the Financial Aid Office and is in force throughout the term of the award.

Failure to comply with all of the laws, regulations and rules, may result in cancellation or an adjustment of the award and may require repayment of part or all funds disbursed to you. The TERMS OF...
Financial Aid

OFFER is subject to change without prior notice due to the various laws, regulations, and rules that change frequently. The following general requirements apply to all financial aid programs:

1. **Availability of Funds:** All awards are made on condition that funds are available. In the event that the state or federal governments reduce or eliminate funds, the Financial Aid Office will reduce and/or cancel your award.

2. **Change in Information:** Any change in your legal name, address, social security number or telephone number must be immediately reported to the Admissions and Records Office AND the Financial Aid Office.

3. **Enrollment, Change in Enrollment Status, Late Start Classes, Withdrawal:** Initial financial aid award is based on full-time status and offered on the condition that you be enrolled and attending courses at this college. In order to receive a full-time disbursement, you must enroll in and maintain a minimum of twelve units throughout the semester. You will receive a disbursement for three-quarter time status if you enroll in and maintain 9 to 11.5 units. Half-time status is 6 to 8.5 units. Less than halftime disbursements are based on 0.5 to 5.5 units.

Late-Start/Short-Term Classes will not be counted towards your enrollment status until the class actually starts. As a result, your disbursement will be reduced or delayed until the actual class begins. Approved consortium units will not be paid until after courses have been completed and official transcripts have been received.

A change in enrollment status during a semester may change or cancel your award. Should you withdraw, your remaining financial aid award will be cancelled.

Withdrawing From School: Any student who receives financial aid and withdraws from ALL classes prior to completing 60% of the semester/program and/or courses may be required to repay a portion of all federal financial aid received. CONTACT THE FINANCIAL AID OFFICE BEFORE WITHDRAWING FROM ALL COURSES. (See Return of Title IV Policy at http://www.citruscollege.edu/stdntsrv/finaid/

4. **Satisfactory Academic Progress:** By accepting financial aid, you have read and understand the Financial Aid Office Satisfactory Academic Progress (SAP) Standards. Should you fail to meet the financial aid SAP standards your financial aid may be cancelled and result in an overpayment. See SAP Policy at http://www.citruscollege.edu/stdntsrv/finaid.

5. **Over-awards:** Regardless of the reason, any funds received in excess of the amount that the student is entitled to must be repaid by the student.

6. **Financial Holds:** Any student who has an outstanding financial balance at the college is subject to have his/her financial aid held and/or delayed until payment has been made in full.

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**Financial Aid Office**
Located in the SS Building
Phone: (626) 914-8592
Email: financialaid@citruscollege.edu
http://www.citruscollege.edu/stdntsrv/finaid

**Office Hours**
Monday & Thursday 8 a.m. to 5 p.m.
Tuesday & Wednesday 8 a.m. to 7 p.m.
Friday 8 a.m. to 4:30 p.m.
Ayuda Financiera

¿Qué es la Ayuda Financiera?
La ayuda financiera se otorga a través de subsidios, préstamos y becas, la cual es administrada por programas federales o estatales bajo la ley del Título IV Ayuda Financiera Federal para Estudiantes. Se recomienda que los estudiantes soliciten la ayuda tan pronto como el primero de enero de cada año. Para solicitarla vía Internet, por favor vaya al sitio www.fafsa.ed.gov. El código federal para Citrus College es 001166. Con la excepción de los pré-stamos, la ayuda financiera no tiene que ser devuel- ta. Para obtener una lista de las oportunidades de ayuda financiera, por favor póngase en contacto con la Oficina de Ayuda Financiera.

¿Quién es Elegible?
Los requisitos más básicos son:
- Demostrar necesidad económi- ca
- Ser ciudadano de EE.UU. o un no-ciudadano elegible con un número de seguro social.
- Contar con un diploma de escuela secundaria o un certificado de Desarrollo de Educación General (GED) o haber pasado la prueba 'ability-to benefit' (ATB). (Si no cuenta con diploma o un GED.)
- Haberse registrado con el servicio Selectivo si es un varón nacido después del 12/01/59. Para Registrarse vía Internet vaya al sitio: www.sss.gov
- Ser un estudiante en clases de nivel bajo que está inscrito en un programa elegible en-caminado a obtener un certificado, título de asociado o licenciatura.

- Mantener un estándar de progreso académico satisfactorio.

Cómo Solicitar Ayuda Financiera
Si necesita ayuda para pagar su educación en el co- llegio, visite la Oficina de Ayuda Financiera de Citrus College. Ahí le informarán acerca de los tipos de programas de ayuda financiera federales y estatales que están disponibles y le orientarán sobre las so-licitudes necesarias y fechas de plazo. Animamos a los estudiantes a que soliciten estos tipos de oportu- nidades de ayuda financiera disponibles para ayudarles a obtener una educación superior.

Para solicitar ayuda en Español o para hacer una cita, por favor llame al 626-914-8592.

Financial Aid Office
Located in the SS Building
Phone: (626) 914-8592
Email: financialaid@citruscollege.edu
http://www.citruscollege.edu/stdntsrv/finaid

Office Hours
Lunes & Jueves 8 a.m. to 5 p.m.
Martes & Miércoles 8 a.m. to 7 p.m.
Viernes 8 a.m. to 4:30 p.m.
Veterans Educational Benefits

Citrus College is approved as a degree-granting institution for veterans and eligible dependents seeking educational and/or vocational training under Title 38, United States Code. Students attending Citrus College under Title 38, Chapters 30, 31, 33, 35, 1606, 1607 and California veterans are invited and urged to take advantage of the guidance, service and educational training offered by Citrus College. Returned service personnel are aided in securing the assistance necessary to realize their educational and career goals. Citrus College cooperates with the Veterans Administration and with the California State Bureau of Vocational Rehabilitation in helping veterans.

Application Procedures for Veterans Benefits

1. Apply for admission to Citrus College.

2. Request official transcripts of all previous college or university work, including transcripts from non-accredited schools and military service credits, be forwarded to Citrus College.

3. Apply for financial aid including the Board of Governor’s Fee Waiver.

4. Complete the application for VA educational benefits (VA form 22-1990) and submit member copy 4 of the DD214.

5. Selected Reserve and National Guard personnel must submit a Notice of Basic Eligibility (VA form DD-2384). Your reserve or guard unit will issue this form.

6. Make an appointment with a Citrus College veterans counselor to develop a Student Educational Plan (SEP), 626-852-6421.

7. Bring letter of eligibility to Veterans Center.

8. Fill out an Intent Form at the Veterans Center every semester you want to receive VA benefits.

626-852-6421 ■ veteranscenter@citruscollege.edu

Veterans Orientation

Citrus College’s Veterans Orientation, held twice a year, provides the college’s student veterans, including new students, with information on academic programs and services. In addition, the Veterans Administration’s Mobile Health Unit often provides services during orientation such as registration for health care benefits, processing claim forms and conducting medical screenings.
Student Success and Support Program

The objective of the Student Success and Support Program (also known as Matriculation) is to provide support to students while completing their educational goals.

Matriculation

Matriculation is defined by the Seymour-Campbell Student Success Act of 2012 as “a process that brings a college and a student into an agreement for the purpose of achieving the student’s educational goals and completing the student’s course of study.” The agreement involves the responsibilities of the college and student. The Student Success and Support Program includes services to optimize students’ opportunities to foster academic success.

The college’s responsibility is to provide:
• Assessment before course registration
• Orientation services about the college’s programs and services
• Counseling and other education planning services including Student Educational Plans (SEP).
• Evaluation of academic progress, and provide support services to include referrals to appropriate interventions.

The student’s responsibility is to:
• Identify an education and career goal
• Attend class and complete assigned coursework
• Complete courses and maintain progress toward an educational goal and course of study identified in the (SEP)
• Nonexempt first time students are strongly encouraged to (required beginning fall 2015):
  • Take the English and math assessments to determine appropriate course placement
  • Complete an orientation activity provided by the college (Required)
  • Participate in counseling services and complete an abbreviated SEP (first semester plan) before the first term of classes
  • Complete a comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the 3rd semester

Beginning with new fall 2014 students, completing assessment, orientation and an SEP by designated deadline dates will result in an earlier registration date.

Matriculation Exemption Criteria

A student may be exempted from matriculation activities including orientation, assessment, counseling or advisement based on one or more of the following:

1) Completion of an associate degree or higher from a regionally accredited college
2) Enrollment in coursework to advance in current job, or to pursue personal enrichment, or to maintain a certificate/license, AND is enrolled in fewer than 5 units
3) Completion of the assessment/orientation components at another college, with placement scores on file at Citrus College

An exemption form can be processed in the Counseling and Advisement Center.

Assessment and Orientation

The assessment and orientation process is an effort by Citrus College to provide students with the finest academic advisement and counseling possible. The purpose of the assessment process at Citrus College is to provide information regarding skills (language and mathematics) and activities necessary for a successful college experience. Student-reported information is also used in addition to available official high school and/or college transcripts. Other factors that are used in assessing college readiness may include evaluation of study skills, goals and career aspirations, and the results of the Accuplacer assessment.

The assessment information assists the counselor in outlining a useful and clear educational program for the student’s long-range educational plans and the eventual attainment of a chosen career.

The assessment schedule can be accessed at http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx

Students with a disability that require testing accommodations, can make arrangements through the DSP&S Office, (626) 914-8675. Hearing impaired services are available 24 hours, (626) 914-8674 TDD.
Student Success and Support Program

Review of Placement
Students who have reason to disagree with assessment results may take part in the Review of Placement process with a counselor.

Required Orientation
The orientation program is designed to introduce students to course of study programs, campus resources, student support services, and college success tips. Students will have the necessary tools to make a smooth transition to college life.

Students who are new to Citrus College beginning summer 2014 are urged to complete the assessment and MUST complete orientation by October 31, 2014. All future registration will be withheld from students who have not completed orientation by the deadline. Students who believe they are exempt or those who want to read about procedures for challenging matriculation regulatory provisions can refer to the matriculation section in the Citrus College Catalog or Schedule of Classes.

Orientation Options
Orientation can be satisfied in any of the following formats:
- In-person orientation (recommended for new students)
- New Student/Assessment/Orientation Session
- Assessments/Orientations held at local high schools
- Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at http://orientation.citruscollege.edu

Assessment and orientations are scheduled periodically throughout the year. For more information, please view the assessment/orientation schedule at http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx

Counseling
The Citrus College counseling staff provides a variety of counseling services including educational planning, career counseling, transfer counseling, personal counseling (including discussing personal concerns and issues affecting students' academic progress), Disabled Student Programs and Services (DSP&S), and Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE). These counselors assist with long-range planning and checking specific requirements so that students meet graduation requirements, course prerequisites, and requirements for transfer to four-year colleges or universities.

New, non-exempt students are strongly encouraged to see a counselor. For further support, it is recommended the student take COUN 156 College Planning, COUN 159 On Course to Success, or COUN 160 Strategies for College Success during the first semester of attendance. Veterans planning to receive G.I. benefits are also required to see a counselor prior to registration if they are new or returning students, or if they have attempted 45 or more units of accredited college work. Students planning to transfer to a four-year college and those planning to graduate are strongly encouraged to see a counselor well in advance of registration.

It is important for all students to have a Student Educational Plan (SEP) while attending Citrus College. The SEP lists courses that pertain to the identified course of study. It is also required for participation in many programs on campus. Check with the Counseling and Advisement Center, or appropriate counseling office in which you are eligible to receive services, for available SEP services.

- **Students with 15 units or less:** Non-exempt first-time students with 15 college units or less will be able to complete an abbreviated SEP (first semester plan) during an in-person orientation or Course Planning Session. Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected on application or submitted a
Course of Study Change form to the Admissions and Records Office), and official college transcripts must be on file.

- **Students with 15 degree applicable units (course number is 100 level or higher) or prior to the end of the 3rd semester:** Non-exempt continuing students will be advised to meet with a counselor during an individual appointment to complete a comprehensive SEP (multi-semester plan). Prior to the appointment, students must complete assessment, complete orientation, declare a course of study (selected application or submitted a Course of Study Change Form to the Admissions and Records Office), and official college transcript must be on file.

Any changes to a student’s educational objective should be reviewed with a counselor in order to update the SEP.

**Prerequisites, Co-requisites and Recommendations**

Citrus College provides students with information about courses which require specific knowledge or skills to be successful in that course. This information comes in the form of a requisite statement which appears under the title of the course. Definitions for prerequisites, co-requisites, and/or recommendation statements you might see are:

**Prerequisite** - A course that a student is required to complete in order to demonstrate current readiness for enrollment in a course or program. (Example: ENGL 101 must be completed before taking ENGL 103.)

**Co-requisite** - A course that a student is required to take at the same time with another course. (Example: Students taking DANC 265 must also take DANC 263.)

**Recommendation** - A skill or course that is strongly suggested before enrollment in a course, but is not required. (Example: Successful completion of ENGL 101 is strongly recommended for the History 108 honors course.)

**Verification of Prerequisites**

Students are required to provide verification of how skill or course prerequisites have been satisfied prior to their registration date. Students unable to verify how a prerequisite has been satisfied will not be allowed to enroll in those courses. Official transcripts from other colleges may be used to verify course 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 a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.
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.

Enrollment Priority
The California Community Colleges Board of Governors has established system-wide enrollment priorities 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 to receive a higher priority. 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 maintain good academic standing and earn a grade point average of a 2.0.

You should enroll only in courses you are sure you can finish. You must complete at least 50% of your courses each semester.

Select classes carefully. If you exceed 100 degree applicable units you may receive a lower 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.

For additional information on enrollment priorities, please see Board Administrative Policy 5055.

Dropping Classes Online
Students are able to drop classes using WingSpan. If you wish to receive a refund, you must drop 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 turned in 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 in which a student may enroll for a semester is 21 units (fall and spring). The maximum number of units in which a student may enroll for summer and winter sessions 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 stops two days prior to the first class meeting.
Registration

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 during Late Registration, the period beginning with the first day of class and ending the last day to add that class. All classes have a "Last Day to Add" date and the add codes will be effective through that "Last Day." Deadline dates vary by section, please review the Add/Drop/Refund deadline dates on the Admissions and Records web page.

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 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.

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](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. All refunds are subject to approval by the Citrus Community College District.

## 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>
<th>$46 per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Tuition*</td>
<td>$207 per unit</td>
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<tr>
<td>Out-of-State Student Tuition*</td>
<td>$207 per unit</td>
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<tr>
<td>Nonresident Student Tuition*</td>
<td>$207 per unit</td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>$16</td>
</tr>
<tr>
<td>Health Service Fee BOGW</td>
<td>$11</td>
</tr>
</tbody>
</table>

**Note:** The health fee will be assessed for both on and off campus classes.

- Parking Fee $26
- Student Service Fee $10

* 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.

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**Associated Students of Citrus College**

**Student Government**

The Associated Students of Citrus College (ASCC) is made up of all students who attend Citrus College and pay 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 college-wide committees, ensuring that students' needs and opinions are considered in decisions affecting their education.

**Something for Everyone**

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 college-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.
Distance Education – Online Classes

What Is Distance Education?
Distance Education (DE) provides students who have schedule, distance or physical limitations an opportunity to access college-level courses online.

Offers Flexibility and Convenience
DE classes have the same content as regular classes; they are simply presented in a different manner. For most courses, students are required to take exams and do homework, just like a traditional course, but there is limited or no classroom time.

Hybrid Courses
A hybrid course is one that is delivered both in the classroom and online. Attendance requirements vary with each class.

Who Should Take an Online Course?
Anyone can take a DE class. Online classes are a great alternative for students who are unable to come regularly to the campus or who, for scheduling reasons, want to combine online and traditional classes.

How Can I Succeed as an Online Student?
A successful online student is:
- Self-motivated
- Organized
- Able to follow written directions and schedules
- Proactive about contacting their instructors

Successful online students are also computer literate and are able to:
- Access the Internet
- Send and receive e-mail
- Send and receive attachments
- Participate in chat rooms, discussion boards, and instant messenger systems
- Read and follow directions on a website

How Can I Learn More About Distance Education?
- Visit http://www.citruscollege.edu/de and take the DE online orientation.
- Select the session you are interested in attending and view what is being offered.
- Contact the DE office at 626-914-8831.

How Do I Get Started?
1. You must be admitted to Citrus College as a student. Apply at http://www.citruscollege.edu/ar
2. Activate your student e-mail account at http://outlook.com/student.citruscollege.edu. You cannot access information or communicate with instructors without it.
3. Before registration, decide which online courses you are interested in taking. Course listings are available in the class schedule online at http://www.citruscollege.edu
4. Register online on your appointment day/time at https://wingspan.citruscollege.edu for the classes you have chosen.
5. Go to http://www.citruscollege.edu/de after you have registered. Locate the class you have registered for and read the special instructions for the instructor. Complete the DE Orientation at that time.

NOTE: Some instructors have a mandatory orientation requirement that takes place before classes begin.

Go to http://www.citruscollege.edu/de for a list of mandatory orientations.
Distance Education – Online Classes

6. Purchase the materials required for the courses at the college bookstore or online, http://www.citruscollege.edu/owlbookshop

7. On the first day of class go to the class sit (most, though not all, are in Blackboard) when you log in, you are verifying that you are the registered student. Read the syllabus and other posted course materials, and then get started with the coursework. Most instructors post assignments that are due during the first week of the term. **Do not fall behind.**

**What If I Am Having Trouble Or Need More Information?**

The person you should contact in case of difficulties is, always, your instructor.

*Online degrees are available in several subject areas. Contact the Distance Education Office at (626) 914-8831.*
English Sequence of Courses

ENGL 098  English Fundamentals—This course focuses intensively on English fundamentals including grammar, spelling, and basic literacy skills such as sentence structure, vocabulary acquisition, mechanics and punctuation, literal comprehension, reading responses, and student learning strategies.

ENGL 099  Introduction to Reading and Composition—An introduction to fundamental techniques of reading and writing including sentence skills, paragraph and essay development, and use of literal and inferential comprehension for critical and analytical thinking, reading and writing at the college level.

ENGL 101  Reading and Composition—A college-level composition course emphasizing exposition, analysis, argument, and research techniques. Extensive writing practice based upon reading selections of culturally diverse fiction, nonfiction and verse.

NOTE: NC (Non-credit) remains the same 0-35; ENGL 101 remains the same

English as a Second Language (ESL) Sequence of Courses

ESL classes help students prepare for academic coursework at Citrus College. These classes focus on developing reading, writing, grammar and oral skills. ESL classes also prepare students to enter an associate degree or career and technical program, or transfer to a four-year college or university.

The ESL Sequence of Courses outlines the courses provided at various levels. Students must take an ESL placement test to determine their level. For more information, contact Connie Tucker at 626-914-8567. To register for noncredit ESL classes please go to the Lifelong Learning Center or call 626-852-8022.

### Core Courses

**Beginning – Level 1**

*Low Intermediate – Level 2*

Intermediate – Level 3

High-Intermediate – Level 4

Low-Advanced – Level 5

Advanced – Level 6

<table>
<thead>
<tr>
<th>Non-credit ESL</th>
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<tbody>
<tr>
<td>020</td>
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<tr>
<td>053</td>
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<td>056</td>
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</tbody>
</table>

*If Level 2 courses are not offered, students will enroll in Level 3 courses.*
Mathematics courses at Citrus College serve the mathematical needs for all programs at the college. We offer courses from arithmetic through differential equations. These mathematics courses enable students to fulfill developmental mathematics needs; complete associate degree, diploma and certificate requirements; meet upper-division transfer prerequisites; and accomplish a variety of individual academic and personal goals.

The Mathematics Sequence of Courses shown below, outlines the courses required for students pursuing a liberal arts education and for students who are science and engineering majors.

*NOTE: the prerequisite for MATH 151 is high school geometry or MATH 131.*
Careers in Health Science

**Associate Degree in Nursing (RN)**
*See the Nursing-Registered section*
http://www.citruscollege.edu/academics/programs/adn

Students can take the prerequisites and classes required to prepare the RN student for the state exam. Visit our website for updated information regarding admission periods and application procedures.

**Contact:** Citlally Santana at (626) 852-6413, nursingcounselor@citruscollege.edu

**Licensed Vocational Nurse (LVN)**
*See the Nursing-Vocational section*
http://www.citruscollege.edu/academics/programs/nrs

Earn credit in NRS 100, a prerequisite that qualifies top students for the LVN Program. Complete the program in two semesters and one summer session. Citrus prepares the LVN student for the state exam.

**Contact:** Citlally Santana at (626) 852-6413, nursingcounselor@citruscollege.edu

**Nurse Assistant (CNA)**
*See the Nursing-Vocational section*
http://www.citruscollege.edu/academics/programs/cna

Enroll in an 8-week course that provides clinical experience and prepares the student for the state exam.

**Contact:** Debby Bowman at (626) 914-8722, dbowman@citruscollege.edu

**Emergency Medical Technician (EMT)**
*See the Health Occupations section*
http://www.citruscollege.edu/academics/programs/emt

Complete two classes in one semester, prepare to be certified as an EMT and begin working with emergency response providers such as ambulance services, hospital emergency departments, search and rescue agencies, clinics or ambulatory care facilities.

**Contact:** Cliff Hadsell at (626) 914-8755, chadsell@citruscollege.edu

**Registered Dental Assistant (RDA)**
*See the Dental Assisting section*
http://www.citruscollege.edu/academics/programs/dental

Complete a one year program that provides comprehensive training with clinical experience. Students are prepared for the State Board Exam and to begin work in a high demand field.

**Contact:** Claudia Pohl at (626) 914-8728, cpohl@citruscollege.edu

For more information, call the Health Sciences Department at (626) 914-8720.
FACT: The Citrus College Clarion has produced writers, photographers and designers who work for professional publications, networks and websites such as:

ESPN  Tribune  San Gabriel Valley  Access Hollywood  NBC  CNN

Claremont Courier  The Orange County Register

DECISION: Join the Clarion newspaper and website (www.theclariononline.com), the voice of Citrus College students. Make friends and make waves!

For more information, call (626) 914-8588 or e-mail moneil@citruscollege.edu
Citrus College Honors Program

The Honors Program is designed for highly motivated students who are planning to transfer and want an enriched academic experience. Among the benefits of enrolling in the Honors Program are:

- Small class sizes and intensive interaction between faculty and students
- Academic and social interaction with other highly motivated and successful students
- The ability to participate in honors conferences and seminars
- Access to Citrus College's transfer alliance program increases the likelihood of a successful transfer application to UCLA
- Honors Program recognition on transcripts, which is helpful in transfer applications
- Enhanced scholarship opportunities
- Special recognition at graduation

Honors courses require advanced reading, writing and critical thinking skills. Students taking an honors course should also be a member of the Honors Program.

For an application and information go to: http://www.citruscollege.edu/academics/honors or contact the Honors Program Office.

Honors Coordinator

Brian Waddington
(626) 857-4039
bwaddington@citruscollege.edu

Honors Counselors

Stephanie Yee
626-914-8638
syee@citruscollege.edu

Natalie Desimone
626-914-8639
ndesimone@citruscollege.edu

Summer 2014 Honors Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Days &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101H</td>
<td>Introduction to Psychology</td>
<td>Guttman</td>
<td>Monday-Thursday 8:30 a.m.—10:35 a.m.</td>
</tr>
<tr>
<td>HIST 108H</td>
<td>History of the U.S.</td>
<td>Waddington</td>
<td>Monday-Thursday 10:15 a.m.—12:20 p.m.</td>
</tr>
</tbody>
</table>
## Class Description Sample

### POLITICAL SCIENCE

#### POLI 103 Government of the United States 3 Units

*Strongly recommended: READ 099 if required by reading placement exam or if required by reading level.*

This course deals with the origins and functions of the government of the United States with special emphasis on the background and causes of present problems. It meets the United States Constitution graduation requirement and includes local and state government. 54 lecture hours. CSU • UC

<table>
<thead>
<tr>
<th>CRN</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>40069</td>
<td>Ross, G.</td>
<td>MTWR</td>
<td>8:00 AM-10:05 AM</td>
<td>LB 101</td>
<td></td>
<td>06/21-07/29</td>
<td>06/21-07/29</td>
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<tr>
<td>40070</td>
<td>Ross, G.</td>
<td>TWR</td>
<td>1:00 PM-3:50 PM</td>
<td>LB 101</td>
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<td>06/21-07/29</td>
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<td></td>
<td></td>
<td>06/21-07/29</td>
<td>06/21-07/29</td>
</tr>
</tbody>
</table>

After registering go to http://www.citruscollege.edu/de-

### What The Numbers Mean

1 - Department Name  
2 - Course Title and Number of Units  
3 - Recommendation: A prerequisite or co-requisite may also be listed.  
4 - Course Description  
5 - Indicates transferability to: UC-University of California system; CSU-California State University system; UC*-Special Credit Limitations  
6 - Course Reference Number (CRN)  
7 - Instructor’s Name  
8 - Day of Class  
9 - Time  
10 - Building and Room Location  
11 - Date Class Begins and Ends

For the most up-to-date course listings and program information visit www.citruscollege.edu
Directory of Services

Admissions and Records Office
626-914-8511  Location: SS, First Floor
http://www.citruscollege.edu/ar
admissions@citruscollege.edu
Office Hours:
  Mon. & Thurs., 8 a.m.-5 p.m.
  Tues. & Wed., 8 a.m.-7 p.m.
  Fri., 8 a.m.-4:30 p.m.

Information and assistance available include:
- Admissions and WingSpan registration
- Computers for student use in applying and registering
- Transcript requests and enrollment verification
- Residency assistance
- Records information (grades, posting of degrees, receipt of other college transcripts and posting prerequisites)
- Important calendar dates and deadlines
- Correction of student records (address changes, program of study changes, etc.)

Bookstore (Owl Bookshop)
626-914-8620
Shop online at http://www.owlbookshop.com
bookstore@citruscollege.edu

Three locations on campus to serve student needs:

Art and Coffee Bar (West Satellite)
Location: SS, Campus Mall Entrance
Hours:  Posted on http://www.owlbookshop.com

Bookshop (Campus Center)
Location: BK - adjacent to the Campus Center
Hours:  Posted on http://www.owlbookshop.com

Cosmetology/Esthetician Spa (East Satellite)
Location: PC, First Floor
Call (626) 335-1234 for appointment availability.

The Owl Bookshop is a retail establishment operated by the Associated Students of Citrus College as a service to students, faculty, management, and staff with the purpose of making available educational materials and related items as economically as possible. The Owl Bookshop operates five days a week with extended hours and days at the beginning of each semester. Profits from its operations are used to fund staff, activities, grants, scholarships, equipment purchases and campus improvements.

The Owl Bookshop’s services and products include:
- Textbooks, supplies and study aids
- Snacks, Starbucks coffee, drinks and sundries
- Art supplies and student art
- Computer hardware and software
- Phone cards, gift cards and stamps
- Papyrus cards, gifts and seasonal items
- Beauty supplies
- Citrus College clothing and imprinted items

CalWORKs
626-852-8023  Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/calworks
calworks@citruscollege.edu
Office Hours:
  Mon.-Thurs., 8 a.m.-4:30 p.m.

Students who are receiving TANF (AFDC) benefits may be eligible for a variety of services that are available through the CalWORKs Program. The program helps students to:
- Complete county paperwork
- Find work-study employment
- Enroll in basic skills classes
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Receive assistance with GAIN
- Submit ancillary requests for books, supplies and fees
- Enroll in short term and long term training programs
Directory of Services

Campus Center
626-852-6444 Location: CC
http://www.citruscollege.edu/stdntsrv/studentaffairs
studentlife@citruscollege.edu
Campus Center Hours:
   Mon.-Thurs., 8 a.m.–7 p.m.
   Fri., 8 a.m.-4 p.m.

The Associated Students of Citrus College, Dean of Students and Student Life are located in the Campus Center.

Available are:
- Student activities
- Lounge with free WiFi and large screen TVs
- Campus club information
- Club meeting rooms
- Housing information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124

Campus Safety and Parking
626-914-8611 Location: CS
Ext. 8611, from office phones
http://www.citruscollege.edu/campussafety
campussafety@citruscollege.edu
Office Hours:
   Mon.-Thurs., 7 a.m.-8 p.m.
   Fri., 7 a.m.-4 p.m.

Campus Safety provides:
- Vehicle jump starts
- Vehicle unlocks
- Lost and Found
- Overnight parking information
- Parking citation information and appeals
- Buy parking permits at citruscollege.thepermitstore.com

Campus Safety officers patrol the campus 24 hours a day, 7 days a week. Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Escorts are provided for safety, not convenience.

Career/Transfer Center
626-914-8639 Location: SS, Second Floor
Fax: 626-914-8544
http://www.citruscollege.edu/stdntsrv/transcntr
careercenter@citruscollege.edu
transfercenter@citruscollege.edu
Office Hours:
   Mon. & Thurs., 8 a.m.-5 p.m.
   Tues. & Wed., 8 a.m.-7 p.m.
   Fri., 8 a.m.-4:30 p.m.

Career Center services include:
- Individual career counseling
- Personality assessments addressing personality traits, interests, and values
- Interviews with professionals in your chosen career field
- Enhancement of career pathways
- Career development workshops
- Job search strategies and workshops
- Computerized career guidance and library
- Career development classes for unit credit

Transfer Center services include:
- Individual academic assistance
- Individual appointments with university representatives
- University campus field trips
- Transfer awareness workshops
- Access to university catalogs
- Transfer college fairs
- Computerized college information and transfer resource library
- University of California (UC) Transfer Admission Guarantees (TAG)
- CSU Transfer Degrees (AA-T and AS-T)
- UC/CSU cross-enrollment for only $10 per class (fee subject to change)
- Transfer planning classes for unit credit

Cashier’s and Bursar’s Offices
The Cashier’s and Bursar’s offices provide a variety of financial services for students, staff, faculty and the public.
Directory of Services

Cashier’s Office
626-914-8896 Location: SS, First Floor
http://www.citruscollege.edu/finance/fiscal/cashier
cashier@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4 p.m.

Visit the Cashier for student related transactions such as payment of:
● Pay class fees by cash or check
● Pay debts and outstanding obligations
● Many other student related issues
● ASCC discount ticket services

Bursar’s Office Location: ED, Second Floor
Office Hours:
Mon.-Fri., 8 a.m.-4 p.m.
Location: ED, Second Floor

Visit the Bursar’s Office for district transactions such as:
● Revolving cash reimbursements
● Warrant replacements
● Disburse payroll checks
● Other District related issues

A photo ID is required at both locations for all transactions.

Center for Teacher Excellence
626-857-4006 Location: SS, Second Floor
Fax: 626-914-8544
http://www.citruscollege.edu/stdntsrv/cfte
cfte@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

Citrus College’s Center for Teacher Excellence prepares future teachers by offering:
● Teacher preparation workshops
● Academic advising and counseling for future teachers
● A supportive learning environment

● Help with university transfer applications
● CBEST prep workshops

Computer Labs
Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. You do not need a Citrus ID to use the library computers. A student login is necessary each session.

Main Computer Lab
Location: IS 107
Lab Hours: View citruscollege.edu/LC

Library Computer Commons
Location: Library Floors 1 & 2
Hours: Call 626-914-8640

Testing Center (For testing purposes only)
Location: ED 215
Lab Hours: Call 626-857-4035

Counseling and Advisement Center
626-914-8530 Location: SS, Second Floor
Fax: 626-914-8618
http://www.citruscollege.edu/stdntsrv/counsel
counseling@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

Counseling and Advisement assists students with:
● Academic and transfer advising
● Declaring a course of study and career counseling
● Developing a Student Educational Plan (SEP)
● New Student Assessment/Orientation Sessions
● Early Alert/College Success Workshops
● Over-the-counter advising and drop-in services for students with brief questions
● Registration assistance
● Veterans counseling
● Honors counseling
● Personal counseling
Directory of Services

Disabled Students Programs & Services (DSP&S)
626-914-8675  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/dsp
jmcleod@citruscollege.edu
Office Hours:
- Mon.-Thurs., 8 a.m.-5 p.m.
- Fri., 8 a.m.-4:30 p.m.

DSP&S provides:
- Specialized assessment and diagnosis of learning disabilities
- Academic accommodations for students with disabilities—note taking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format, and more
- Computer access for students with disabilities through instruction in adaptive technologies
- Specialized academic counseling designed for the student living with a disability

Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education (EOP&S/CARE)
626-914-8555  Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/eops
eop&s@citruscollege.edu
Office Hours:
- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal. EOP&S provides:
- Academic and career counseling
- Self development workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

EOP&S also coordinates the CARE program (Cooperative Agencies Resources for Education), which provides support services to EOP&S

students who participate in TANF/CalWORKs, and are single heads of household with at least one child under 14 years of age. In addition to EOP&S services, CARE students will receive:
- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

Financial Aid
626-914-8592  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/finaid
financialaid@citruscollege.edu
Office Hours:
- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

English and Spanish
Federal School Code: 001166

Services include:
- Assistance with FAFSA application processing
- BOGW fee waivers
- Scholarships
- Loans
- Grants

International Student Center
626-914-8549  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/international
internationalstudents@citruscollege.edu
Office Hours:
- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

The International Student Center provides services and support for current and prospective international students at Citrus College.

International Student Center services include:
- Application and enrollment assistance
- SEVIS I-20 issuance
- F-1 Student Visa and immigration issues
- Academic/Personal counseling
- Living arrangements/Homestay information
- Activities and events
**Directory of Services**

**Learning Center**
626-857-4035/626-914-8570  Location: ED 215
http://www.citruscollege.edu/lc/

Located on the second floor of the ED building, the Learning Center provides instructional support services across the curriculum including Tutorial Services, College Success Center, Writing Café, ESL Lab, and Testing Center. The Learning Center is open to all Citrus College students with a Citrus ID card. Check website for schedules and activities.

**Tutorial Services**
626-914-8570  Location: ED 215
http://www.citruscollege.edu/lc/tutor/

Peer tutoring, in most subjects, is available free of charge to all Citrus College students with a Citrus ID card. Students interested in working with a tutor must sign up for the service. Check website for hours of operation.

**College Success Center**
626-857-4035/626-914-8570  Location: ED 224
http://www.citruscollege.edu/success/

The College Success Center is open to all Citrus students with a Citrus ID card seeking academic support and to English 098 students who need to complete their required lab hours. The Center offers scheduled workshops on a variety of topics to support student success. Check website for hours of operation and scheduled workshops.

**Writing Café**
626-857-4035/626-914-8570  Location: ED 231
http://www.citruscollege.edu/academics/bridges/writingcafe/

The Writing Café is open to all Citrus students who need English tutoring and/or help with essays, research papers, lab reports, or any other writing assignment. The Writing Café can also assist students in reading comprehension and strategies for note taking. One-on-one writing consultations by appointment and drop-in services are available. A Citrus ID card is required. Check website for hours of operation.

**ESL Lab**
626-857-4035/626-914-8570  Location: ED 224
http://www.citruscollege.edu/lc/esl/

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, and reading exercises. Check website for hours of operation.

**Testing Center**
626-857-4035/626-914-8570  Location: ED 215
http://www.citruscollege.edu/lc/testing/testingcenter@citruscollege.edu

The Testing Center provides administration and proctoring for Distant Education exams, makeup exams, adapted testing for DSP&S students, chemistry diagnostic, and assessment testing for English and Math placement. Check Citrus website for hours of operation and testing protocols.
Directory of Services

Library
626-914-8640  Location: LI
http://libguides.citruscollege.edu/library
library@citruscollege.edu
Hours: Call 626-914-8640
Photo ID Hours: Call 626-914-8640

Virtual Library
http://libguides.citruscollege.edu/library

The Virtual Library provides options to:
- Search the library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-600-CREF (2733) during open library 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 e-books
- Gale Literature Resource Center: Includes literary criticism and works from all time periods
- Films on Demand Digital Educational Video: View streaming videos by subject areas

Math Success Center
Location: MA 130

The Math Success Center provides drop-in tutoring for math students at any level. Textbooks are available for use in the Center. Lab staff are available to provide assistance. No appointment is necessary. Student log-on is required.

Noncredit Counseling
626-914-8530  Location: SS, Second Floor
Fax: 626-914-8618
Office Hours:
  Mon. & Thurs., 8 a.m.-5 p.m.
  Tues. & Wed., 8 a.m.-7 p.m.
  Fri., 8 a.m.-4:30 p.m.

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:
- Academic advisement
- Student Educational Plan (SEP)
- Personal counseling
- College counseling
- Transition assistance to degree/certificate programs

Owl Café
626-914-8615  Location: CC, Lower Level
http://www.citruscollege.edu/stdntsrv/owlcafe
stuffedowl@citruscollege.edu

Cafeteria Hours:
  Mon.-Thurs., 7:30 a.m.-1:30 p.m.
Vending Service Hours:
  Mon.-Thurs., 7:30 a.m.-8:30 p.m.

Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections, vending machines and a place to meet and eat. Wireless service is also available. Many breakfast items are offered. Standard grill items, fresh pizza, fresh salads tossed to order, deli sandwiches, a taco, burrito and tostada bar, and entrees of the day are available for lunch. Vending Service is also available at various locations on campus.

School Relations and Outreach
626-857-4162  Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/highschool
Office Hours:
  Mon.-Thurs., 8 a.m.-4:30 p.m.

The Office of School Relations is responsible for coordinating high school outreach and recruitment activities for Citrus College. Our services include:
- Visits to local high schools to provide information on programs and services available at Citrus College
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
Directory of Services

Student Health Center
626-914-8671  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/healthcntr
Office Hours:
  Mon.-Thurs., 8:30 a.m.-4:30 p.m.
  Tues. until 6:30 p.m. by appointment only
  Fri., 8:30 a.m.-12 p.m.
  Please call before visiting.
  Hours subject to change without notice.

The Health Center is not open on weekends or college holidays. Services are available only when classes are in session. A current Citrus College ID card or a current class printout with a picture ID is required to be seen.

All currently enrolled students who pay the student health fee are eligible to receive health care services from the Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

Health Care Services include:
- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low-cost medication - prescribed by the campus healthcare providers
- Family planning services
- Plan B emergency contraception
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

Veterans Center
626-852-6421  Location: IC
Fax: 626-852-6422
veteranscenter@citruscollege.edu
Office Hours:
  Mon.-Thurs., 8 a.m.-7 p.m.
  Fri., 8 a.m.-12 p.m.

Services include:
- Priority Registration
- Academic Counseling
- Tutoring Services
- Orientation
- ABB Mentors
- Transitional Counseling
- Veterans Club

Get That Job!
The Citrus College Student Employment Center currently has a variety of job announcements and postings. There are on-campus, off-campus, full-time, part-time, permanent and temporary positions available. This service is FREE for Citrus College students and alumni.

Citrus College Student Employment Center
Office of Human Resources, ED 102
626-914-8596
www.citruscollege.edu/stdntsrv/employment to view current job postings.

Student Employment Services
626-914-8596  Location: ED 102
http://www.citruscollege.edu/stdntsrv/employment
jobplacement@citruscollege.edu
Office Hours:
  Mon.-Thurs., 8 a.m.-5 p.m.
  Fri., 8 a.m.-4 p.m.
Standards of Student Conduct

The superintendent/president shall establish procedures for the imposition of discipline of students in accordance with the due process requirements of state and federal regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation for a student's expulsion received from the superintendent/president. The board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the board on the expulsion shall be taken at a public meeting.

The following infractions are considered good cause for discipline at Citrus College and are based on local, state and federal law, as well as Citrus Community College District Board Policy 5500 and Administrative Procedure 5520.

1. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possessing, selling or furnishing any firearms, knives, explosives, or other dangerous objects. This also applies to copies or models of these items. The exception occurs when the student has obtained prior written permission from a Citrus College employee to possess the items mentioned above. The superintendent/president must approve the request;
3. Unlawfully possessing, using, selling, offering to sell, furnishing, or being under the influence of, any controlled substance, such as alcoholic beverages or intoxicants of any kind and unlawfully possessing, offering, arranging, or negotiating the sale of any drug paraphernalia;
4. Committing or attempting to commit robbery or extortion;
5. Causing or attempting to cause damage to District property or to private property on campus;
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus;
7. Willfully or persistently smoking in any area where smoking is prohibited by law or by college or District regulation;
8. Committing sexual harassment;
9. Engaging in unlawful harassing or discriminatory behavior based on race, gender, religion, age, national origin, disability, or any other protected characteristic or classification, defined by law;
10. Willful misconduct resulting in injury or death to a student or to District personnel and/or willful misconduct resulting in cutting, defacing, or other injury to any real or personal property owned by the District or on the Citrus College campus;
11. Disruptive behavior, willful disobedience, open and persistent defiance, or persistent abuse of District personnel;
12. Cheating, plagiarizing (including plagiarism in student publications), or engaging in other forms of academic dishonesty;
13. Committing dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
14. Unauthorized entry of District facilities;
15. Committing lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
16. Engaging in obscene, libelous, or slanderous expressions, or expressions that incite students to behave in a manner that creates a
Standards of Student Conduct

clear and present danger to students and staff, or incite the commission of unlawful acts on District premises;

17. Violating district administrative procedures or substantially disrupting the orderly operation of the District business or academic activities;

18. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct;

19. Unauthorized preparing, giving, selling, transferring, distributing, or publishing any existing and current recording of an academic presentation in a classroom or equivalent site of instruction, for any commercial purpose. This also includes, but is not limited to, handwritten or typewritten class notes, except as permitted by any Board Policy or Administrative Procedure.

20. Violating college rules or regulations including campus policies concerning student organizations, the use of college facilities, or the time, place and manner of public expression;

21. Persistent violation of classroom standards of conduct as established by the instructor;

22. Any actions not listed above that are identified as “good cause” by the Education Code.

For detailed information regarding student discipline, visit http://www.citruscollege.edu and click Student Life, Student Discipline and Conduct.
Department of Campus Safety

In compliance with the Student Right-to-Know and Campus Security Act of 1990, and to ensure a safe, secure environment, the college has adopted the following procedures:

1. Incidents may be reported to Campus Safety by phone at 626-914-8611 or in person. Campus Safety will write an incident report and if necessary, distribute it to the proper agencies, including, but not limited to, local fire and police departments. The administrator on duty will be informed of the incident as well as other appropriate administrators.

2. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Alarm systems and outdoor lighting are integral parts of the campus security system. Facility security problems should be reported to the Facilities Department.

3. Campus Safety has the authority to enforce sections of the Penal Code, California Vehicle Code, Education Code, Board Policies and Administrative Procedures, and the Standards of Conduct; and is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the Penal Code of the State of California will be reported to the local police. The campus emergency procedures publication states that students and employees should make a prompt and accurate report to Campus Safety in the event of an emergency. It is Campus Safety’s responsibility to make contact with police agencies.

4. Campus Safety supports campus programs that inform students and employees about being responsible for their own security and the security of others.

5. The Standards of Conduct and the State Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

Crime Prevention Tips
- Walk with confidence and be aware of your surroundings.
- Program the Campus Safety Office number: (626) 914-8611 into your cell phone.
- Carry a cellular phone with you or in your car. This is the fastest way to get help in an emergency.
- After dark, walk with others or take advantage of safety escorts provided by Campus Safety.
- Have your keys in your hand when you approach your car. Check the floor and back seat before getting in.
- Take security measures seriously for your own protection as well as that of others.

Campus Crime Statistics (Clery Act)
The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data is collected, reported and disseminated to the campus community and are also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

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From January 1, 2009 through December 31, 2012, the following criminal offenses occurred on campus and were reported to Campus Safety and public agencies:
Department of Campus Safety

Safety Escort
Campus Safety provides a safety escort on campus for any member of the college community. During busy periods, callers may experience a delay in the arrival of the officer. Safety escorts are provided for safety, not convenience.

To request a safety escort, call (626) 914-8611.

Registered Sex Offender Information
Information concerning registered sex offenders may be obtained from the Glendora Police Department, 150 S. Glendora Ave., Glendora by calling (626) 914-8250 or by visiting http://www.meganslaw.ca.gov
Sex offenders are required to register with the police in the jurisdiction in which they reside.

Your Car On Campus

Citrus College Traffic and Parking Regulations
The following traffic rules and regulations were adopted by the Citrus Community College District Board of Trustees to facilitate vehicular movement and parking, and provide for the safety of all persons using the campus.

The following regulations and the California Vehicle Code are enforced on the Citrus College campus pursuant to Section 21113 of the Vehicle Code.

Article I—General Traffic Regulations
SECTION 1. No person shall fail to obey any sign or signal erected or maintained to carry out these regulations or the California Vehicle Code.

SECTION 2. The driver of a vehicle shall yield the right of way to a pedestrian crossing the roadway.

SECTION 3. No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

SECTION 4. No person shall drive any vehicle in willful, wanton or reckless disregard for the safety of persons or property.

SECTION 5. No person shall drive or ride a motor driven scooter, motorcycle, skateboard, roller skates, rollerblades or bicycle on any campus sidewalk.

SECTION 6. No person shall walk on a campus road which is paralleled by a sidewalk.

SECTION 7. No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or maintenance vehicles.

SECTION 8. No person shall drive a vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel in the direction of directional arrows in the parking lot drive lanes.

Article II—Speed Regulations
SECTION 1. No person shall drive a vehicle at a speed greater than 15 miles per hour.

SECTION 2. No person shall drive a vehicle at a speed greater than is reasonable or prudent.

Article III—Parking Regulations
SECTION 1. All vehicles shall be parked clearly within a designated parking stall and failure to do so will constitute illegal parking.

SECTION 2. All vehicles shall be parked facing into parking stalls. Vehicles backed into or facing out of parking stalls are illegally parked.

SECTION 3. No person shall stop, park or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device, in any of the following places:
A. On a crosswalk
B. On the college campus unless in a designated parking area
Your Car On Campus

C. On a sidewalk, lawn or landscaped area
D. So as to obstruct the passageway, walkway or doorway of any building
E. Within 15 feet of a fire hydrant
F. Within 15 feet of a stop sign

SECTION 4. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:
   A. RED ZONE - indicates no stopping, standing or parking, whether the vehicle is attended or not.
   B. YELLOW ZONE - indicates an area for loading and unloading vehicles and parking service vehicles.
   C. BLUE ZONE - indicates vehicle parking for handicapped. All disabled persons who possess the State of California Handicapped Parking Placard or Disabled Person license plates are eligible to receive a waiver of the Citrus College parking fee and do not need to display any sort of college parking permit on their windshield. Any student who requires a temporary parking accommodation or believes that he or she otherwise qualifies for Handicapped Parking must contact the DMV for a temporary permit.

SECTION 5. No student or employee shall park in any area designated as Visitor Parking Only.

SECTION 6. No student shall park in any area designated as EMPLOYEE or VISITOR.

SECTION 7. Motorcycles and bicycles must be parked in designated motorcycle and bicycle parking areas.

SECTION 8. Parking of all student and employee vehicles (motorcycles included) on campus is by permit only. All students and employees shall obtain a valid parking permit and display said permit as directed.

SECTION 9. One-day parking permits for visitors and students attending one-day seminars are available from the Department of Campus Safety at the main campus entrance and the vending machine, located in the S1, S2, S4, S6, S8, and S9 Parking Lots.

SECTION 10. No person shall leave any vehicle on campus overnight for personal use or college business without the permission of the Department of Campus Safety.

Article IV–Abandoned Vehicles
SECTION 1. No person shall abandon, or leave standing, any vehicle on the campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22702 of the California Vehicle Code.

SECTION 2. Any person who abandons a vehicle on campus will be responsible for all towing and storage charges.

Article V–Enforcement
SECTION 1. The Department of Campus Safety, located at the CS Building and the Glendora Police Department provide security, law and traffic enforcement for Citrus College.

SECTION 2. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California 91790, has jurisdiction over all traffic violations on the Citrus College campus.

Article VI–Fines
SECTION 1. Parking fines are to be paid at the Cashier’s Office, Student Services Building, first floor.

SECTION 2. If the Cashier’s Office is closed, parking fines may be paid at the Department of Campus Safety, located at the CS Building. All fines paid at the Department of Campus Safety must include the citation with a check or money order (no cash) in the sealed envelope provided as part of the citation. Students may pay fines at the cashier located in the SS Building.
The Waiting in Line is Over!

A Citrus College Parking Permit is Just a Click Away!

Introducing a New Parking Procedure!

Students who have completed registration can purchase a parking permit online. Fall and Spring permits are $50, Winter and Summer permits are $26. The parking permit will be mailed to your home.

Online purchases are available 24/7 at:
http://citruscollege.thepermitstore.com

A temporary parking permit can be printed and used until you receive your permanent permit in the mail. Order your parking permit online and avoid receiving a ticket the first day of classes!

Parking citations must be made online at the website provided above.

For additional information, contact the Department of Campus Safety at: campussafety@citruscollege.edu (626) 914-8611
Citrus Community College District Disclosures and Disclaimers
Divulgaciones y y Denegaciones de Citrus College

Schedule Changes

Every effort is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make corrections or changes at any time without prior notice.

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

Open Enrollment Policy

The District complies with open enrollment regulations as outlined in Administrative Procedures 5052. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

Reglamento de Inscripción Abierta

El Distrito cumple con los reglamentos de inscripción abierta tal y como lo describe los Procedimientos Administrativos 5052. La inscripción puede estar sujeta a cualquier sistema de prioridad que haya sido establecido. Las inscripciones también pueden estar limitadas a los estudiantes que cumplen con pre-requisitos y co-requisitos que han sido verificados, o debido a otras consideraciones prácticas tales como las exenciones que se indican en los reglamentos.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990.

Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o ‘HIV’), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se les negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de “Fair Employment and Housing Act.” Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de “Fair Employment and Housing Act,” el Código 12900 et seq. del Gobierno del Estado de California, y la ley de “Americans with Disabilities” de 1990.
Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students.

Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college.

Information regarding student grievance procedures may be obtained at www.citruscollege.edu, A to Z index under “Student Grievances,” or from the vice president of student services, Student Services Building, second floor, 626-914-8534.

Drug Free Environment and Drug Prevention Program


The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity.
Citrus Community College District Disclosures and Disclaimers
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All employees are required to comply with this policy as a condition of their employment and continued employment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the superintendent/president.

The superintendent/president shall ensure that the college distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act. Approved April 28, 2004.

Programa Libre de Drogas y de Prevención del Consumo de Drogas


El Distrito está comprometido a mantener un ambiente libre de posesiones ilícitas, uso o distribución de sustancias ilegales y de alcohol por los estudiantes y empleados.

Con la excepción de productos de alcohol cuya intención es para el uso exclusivo en experimentos científicos, y no para el consumo humano, la producción ilegal, distribución, entrega, posesión o uso de alcohol o de cualquier otra sustancia controlada está prohibida en la propiedad del Distrito o en áreas bajo su control, en actividades patrocinadas o supervisadas por el Distrito, o en relación a cualquier actividad relacionada con el Distrito.

Sexual Harassment and Sexual Violence Prevention Information

No community can be totally risk-free in today’s society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campus, as well as, providing them with information regarding treatment options and services. Citrus College takes the issue of sexual harassment and sexual violence very seriously and is proactive in offering a safe environment for students and visitors. For this, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual harassment and sexual violence on campus. Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu.
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Sexual Harassment (Board Policy 7102/Administrative Procedure 7102)

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or,
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of Board Policy 7102 should immediately report such incidents by following the complaint procedure set forth under Administrative Procedure 7101 – Discrimination Complaint Procedure: Student Employees, and Job Applicants. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination.

Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Sexual Assault (Board Policy 3540/Administrative Procedure 3540)

Sexual assault is defined as any kind of unwanted sexual contact. This includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, threat of sexual assault and related conduct that threatens the health and safety of another person. Sexual violence may include sexual assault, rape, date rape, acquaintance rape, domestic violence, stalking, dating violence, forcing a person to watch/engage in pornography, harassment, exposing/flashin, voyeurism and/or fondling.

Any sexual violence or physical abuse, as defined by California law, whether committed by an employee, student, or member of the public, occurring on College-owned or controlled property, at College-sponsored or supervised functions, or related to or arising from College attendance or activity is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

Any person who has been the victim of sexual violence or who has information regarding sexual violence on campus is strongly urged to call 911 or the police department or sheriff in the city where the crime took place and report the situation as soon as possible. If you are the victim of sexual assault on campus you may also:

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.

2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:

   - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services

in which trained volunteers support and advise survivors of sexual violence and child abuse at the hospital, police station, and during court appearances. 24-hour hotlines: (909) 626-HELP (4357) or (626) 966-4155

● House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559

● National Sexual Assault Hotline: (800) 656-HOPE (4673)

● National Domestic Violence Hotline: (800) 799-7233

3. If the perpetrator is a student at Citrus College, you may choose to contact the vice president of student services at (626) 914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajan juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en www.citruscollege.edu.

Hostigamiento Sexual (Política de la Junta 7102/Procedimiento Administrativo 7102)

● El hostigamiento sexual consiste de avances sexuales no solicitados, pedir favores sexuales y otras conductas de naturaleza sexual cuando:

  ● Dicha conducta se hace en base a una condición de obtener empleo, estatu académico o para recibir un progreso;

  ● El someterse a dicha conducta o rechazarla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.

  ● La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo de estudios que sea hostil, intimidador u ofensivo.

  ● El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honores, programas, o actividades en las que participa ya sea en el colegio o en todo el sistema del colegio.

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado o ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas
Ataque Sexual (Política de la Junta 3540 Procedimientos Administrativos 3540)

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

Cualquier persona que haya sido víctima de violencia sexual o que tenga información sobre un acto de violencia sexual que haya sucedido en el campus del Colegio, se le pide que llame al 911 o al departamento de policía o del sheriff en la ciudad en donde el crimen se llevó a cabo y reporte la situación tan pronto sea posible. Si usted es víctima de ataque sexual en el campus también puede:

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extension 8611 si llama de un teléfono del campus o marque el *11 de cualquier teléfono de paga que se encuentren en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.

2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:

- Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citas en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155.
- House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospedaje, transición, ayuda legal y grupos de apoyo y consejería. La línea telefónica de 24 horas es: (909) 988-5559.
- National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexual: (800) 656-HOPE (4673)
- National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: (800) 799-7233
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Divulgaciones y y Denegaciones de Citrus College

3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el Vice Presidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Education Code, Title 5, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040.

A student’s directory information (student’s name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

Questions concerning student’s rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

Los récords de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso o para entregar información que sea definida como record educativo tal y como lo describen las leyes federales y estatales en Citrus College AP 5040.

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de “Admissions and Records” reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente.

Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de “Admissions and Records,” 626-914-8511.

Student Right-to-Know

In compliance with the Student Right-To-Know and Campus Security Act of 1990, it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students.

Student Right-To-Know (SRTK) refers to a federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January 2000.
SRTK is a "cohort" study; that is, a group of students who are first-time freshmen who are enrolled full-time and are degree-seeking is identified in a fall term and their outcomes are measured over a period of time. The outcomes that the two SRTK rates measure are completion (the total number of students in the cohort who earn either a degree, a certificate, or who successfully completed a two-year-equivalent transfer-preparatory program) and transfer (the total number of cohort non-completers who were identified as having enrolled in another institution). The tracking period of the cohorts is three (3) years, at which time the SRTK rates are calculated and made public.

SRTK rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Educational Data System-Graduation Rate Survey). The IPEDS-GRS also tracks part-time student cohorts over a six (6) year period; however, full-time cohort status after 3 years is the only basis for calculating SRTK rates.

Access to the Citrus College Student Right-To-Know rates and further information about the rates and how they should be interpreted is available through the "Student Right-To-Know Information Clearinghouse web site" maintained by the Chancellor's Office, California Community Colleges at http://srtk.cccco.edu/index.asp

Derecho de los Estudiantes a la Información

En cumplimiento del Acta de Derecho de los Estudiantes a la Información y del Acta de Seguridad en el Campus de 1990, es la política de Distrito Citrus Community College y de Citrus College hacer disponible la información sobre los tasa de transferencia y de cursos completados a todos los estudiantes actuales y futuros. El Derecho de los Estudiantes a la Información (Student Right-To-Know, SRTK por sus siglas en inglés) se refiere al mandato federal que requiere que se haga pública la tasa del porcentaje de estudiantes que se transfieren y que terminan los requisitos. La intención de SRTK es ofrecer al consumidos estadísticas comparativas para que puedan determinar cualquier colegio seleccionar. Se requiere que todos los colegios a nivel nacional participen de forma efectiva en hacer pública esta información a partir del 2000.

SRTK es un "grupo específico" del cual se adquiere información; lo que quiere decir que un grupo de estudiantes que por primera vez enra al colegio, estudiantes "freshmen" que están inscritos de tiempo completo en busca de un título, se inscriben durante el otoño y el resultado de su estudiantes se mide a lo largo de un periodo de tiempo. Los resultados que mide SRTK son la tasa de Cumplimiento (el total del número de estudiantes en el “grupo específico” que logran obtener su título, certificado, o que de forma exitosa terminan un programa equivalente de dos años de transferencia) y la tasa de Transferencias (el número total del “grupo específico” que no lograron completar el curso de estudios y fueron identificados de haberse inscrito en otra institución).

El periodo de colección de información del grupo específico es de tres (3) años, durante el cual las tasas de SRTK serán calculadas y se harán públicas. Las Tasas de SRTK se derivan y se reportan cada año en el IPEDS-GRS (Integrated Postsecondary Educatonal Data System-Graduation Rate Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se colecciona por tres años.

Acceso a las Tasas y al Derecho de Información para Estudiantes de Citrus College e información adicional sobre las tasas y sobre cómo deben interpretarse está disponible en el sitio de internet de Acceso a la Información "Student Right-To-Know Information Clearinghouse web site” mantenido por la Oficina del Canciller de los Colegios Comunitarios de California http://srtk.cccco.edu/index.asp
Citrus Summer Conservatory presents

The Pirates of Penzance

Music by
Arthur Sullivan

Libretto by
W. S. Gilbert

July 25, 2014 at 8PM
July 26, 2014 at 2PM
Tickets: $12 • Student/Senior $10

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Meet Tracy, spoiled daughter of the privileged Philadelphia Lords
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...and growing interested in Connor, the fascinating reporter.

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Directed by Neil H. Weiss

Enjoy this sparkling, sophisticated, and completely captivating comedy
which starred Katherine Hepburn, Jimmy Stewart, and Cary Grant
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TICKETS: (626) 963-9411
www.haughpac.com
Citrus College Freeway Map

Community Map

Note: Maps not to scale.
Attention Students!

Keep In Touch with Important Information!

Begin Using Your New E-mail Account Today!

ALL official Citrus College e-mails sent to students will be sent via your assigned Citrus College e-mail account.

It is important that you check your Citrus College e-mail in order to receive information regarding registration, financial aid, class information and any other official college communication.

Your student e-mail account is required to receive information regarding registration waitlists.

To access your updated account visit
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For more information and instructions visit
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