Who May Attend
Admission is open to anyone who is:
• 18 years or older, or
• A high school graduate or equivalent. Students under 18 must present proof of graduation, or
• A high school junior or senior.

Applications and High School Authorization Forms are available at your high school counseling office, the Citrus College Admissions and Records Office or at www.citruscollege.edu/ar. Click on Student Forms.

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

Continuing Student
You are a continuing student if you registered for credit classes at Citrus College during Fall 2011.

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

Concurrent High School Student to First-Time Freshman
If you are a graduating high school senior concurrently enrolled at Citrus College and plan to attend the subsequent term, you will need to file a Change of Status – High School Student to First-Time Freshman Form. If you are not 18 years old by the first day of instruction at Citrus College, you must also provide a high school diploma or submit a letter (also known as an “On-Target letter”) confirming that you have fulfilled your graduation requirements. This letter must be submitted on your high school’s official letterhead, and indicate your high school graduation date.

Student Classification
A Citrus College student who has earned fewer than 30 units is classified as a freshman, and a student with more than 30 units is a sophomore. Other student classification categories are:

<table>
<thead>
<tr>
<th>Full time for Winter Session:</th>
<th>Photo ID Cards</th>
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<tbody>
<tr>
<td>Enrolled in 4 or more units</td>
<td>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.</td>
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Financial Obligations
Citrus College will withhold grades, transcripts, degrees, registration privileges or any combination thereof from any student or former student who has failed to pay any financial obligation due the college (e.g. returned check, unpaid registration fee, etc.). Any hold on a student’s record will be released when the student satisfactory meets his or her debt obligation. Debts must be paid in the form of cash or money order, and a bank service charge will be added to the amount due.

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

Fee Information
Enrollment Fee..........................$36 per unit
International Student
Tuition* ......................................$220 per unit
Nonresident
Tuition* ......................................$220 per unit
Health Service Fee BOGW Students..........................$9

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

Parking Fee..........................$20
Student Service Fee ......................$9
Student Representation Fee ............$1

*International and nonresident students pay tuition and enrollment fees.

Fees are subject to change.

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

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

Student Service Fees
The Student Services Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be taken to the Cashier on the first floor of the Student Services Building. Once the fee has been waived, you will be able to pay your bill.

If after paying for the Student Services Fee you wish to obtain a refund, you must obtain a refund request form from the Student Affairs Office. This form must be taken to the Cashier on the first floor of the Student Services Building to process your refund.

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

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

Refund Policy
- To be eligible for a refund, the students must have dropped classes prior to individual refund dates.
- It is the student’s responsibility to drop classes in a timely manner to be eligible for refunds.
- Refund deadlines will be online at www.citruscollege.edu/ar. Click on Drop Deadlines.

Residency
At the time of admission, students are classified as either California residents or nonresidents. Both residents and nonresidents are welcome to enroll, but nonresidents will be charged tuition in addition to enrollment fees.

Residents are those who have lived in California for at least one year and one day prior to the semester’s start date. Students between ages 18 and 19 may combine their parent’s continuous residence in California immediately prior to their 18th birthday with their own continuous California residence after their 18th birthday to establish the one-year California residence requirement.

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

Military Personnel are considered residents while stationed in California for active duty. The spouse and dependents are considered residents during the first year in which active duty began in California, but must provide proof that residency has been established thereafter.

Nonresidents are those who have lived in the state for less than a year before the semester begins or those who hold certain non-immigrant visas which preclude them from establishing residency. Please note! If you hold a non-immigrant visa, a permanent visa or have applied for amnesty, please bring your passport, visa and/or I-688 form with you to the Admissions and Records Office after you apply online.

International Students attending on F-1 visas are considered nonresidents. Consult the International Student Center for details concerning application and registration.

Reclassification to Resident Status must be initiated by the student. Students interested in changing their classification should contact the Admissions and Records Office. Evidence of physical presence and intent to reside in the state of California for at least one year and one day prior to the semester’s start date must be submitted for a residency review.

Verification of Prerequisites
Students are required to provide verification of how skill or course prerequisites have been met prior to their registration date.

Students unable to verify how a prerequisite has been met will not be allowed to enroll in 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.

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

Parking Information
Parking permits are required on all vehicles that park on the Citrus College campus. You may purchase either a term length parking permit ($20) at the Cashier’s Office (Mon. & Thurs., 8 a.m.-5 p.m., Tues. & Wed., 8 a.m.-7 p.m. and Fri. 8 a.m.-4:30 p.m.) or a daily permit for $5 at the Campus Safety building located at the main campus entrance off Citrus Avenue, (Mon.-Thurs., 7 a.m.-8 p.m. and Fri. 8 a.m.-4 p.m.) and from the parking permit dispenser machine), located in the Gym Parking Lot (Lot S-8) off Barranca Avenue.

Your parking permit must be displayed. Failure to properly display your parking permit will result in a citation.

STUDENTS PARKING IN VISITOR, STAFF, DISABLED OR CLIENT PARKING AREAS WILL BE CITED. PLEASE READ THE PARKING GUIDELINES BROCHURE AVAILABLE FROM THE DEPARTMENT OF CAMPUS SAFETY, ATTACHED TO YOUR PARKING PERMIT, OR AVAILABLE ONLINE AT www.citruscollege.edu

Enrollment Verification Certificate
The Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer product companies, banks, etc., when asked to provide official evidence of enrollment at Citrus College.

To conveniently serve Citrus College students around the clock, Citrus College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. Students may obtain an official Enrollment Verification Certificate via 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. Complete the student information form and then Login
6. Click Obtain an enrollment certificate and Print

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

The computers located in the Admissions and Records Office may be used by students to obtain their Enrollment Verification Certificate.

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