Welcome to Winter Session 2012
Guidelines for WingSpan: Enrolling, Paying, Adding, Dropping and Requesting Refunds

Getting Enrolled in Credit Classes at Citrus College is an Easy Three-Step Process

1. Apply Online on WingSpan
The application must be completed well in advance of the beginning of the semester to allow time for processing. Allow 3-5 business days after you have applied online for your Citrus ID and PIN to arrive by e-mail.

2. View Appointment
You may view your Registration Appointment online on or after November 17, once your application has been processed. Go to: https://wingspan.citruscollege.edu and click on “Enter Secure Area”

3. Register Online
All of the scheduled Registration Times are listed in this schedule in the “Important Dates and Deadlines” on page 3. 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 page 9 for further instructions. (Las instrucciones españolas véase en la página 9)

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 former students must complete an online application before being allowed to register. New students have never enrolled in credit classes at Citrus College. Former students have missed two or more semesters at Citrus College.

Before Classes Begin
Be prepared to register for your classes on your registration date and time. Refer to Important Dates and Deadlines on page 3 for scheduled registration dates and hours.

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 is listed below.

New Process
• If fees are not paid by the roll-out date, you will be dropped from your classes. However, if the BOGW covered your enrollment fee but you still owe the health, student service, student representation or parking fees you will not be dropped from your classes but will be flagged with a debt. If you don’t plan to attend after you’ve registered, please drop your classes immediately.

• Once classes begin all students are required to pay fees the day they register. Students who register anytime on or after January 3, 2012 for winter session will not be rolled out for non-payment, but will be responsible for any fees incurred.

Financial Aid Students
Students who are eligible for the Board of Governor’s Fee Waiver (BOGW) will be required to pay a portion of the Campus Fee (Health Fee). Please see the fee schedule on page 5.
**Winter Session 2012**

**Guidelines: Enrolling, Paying, Adding, Dropping and Requesting Refunds**

**Authorization Codes**

Authorization Codes will be available from the instructor at the first class meeting for both open and closed classes. When an Authorization Code is provided by the instructor you will be allowed to add a class that has begun. During Late Registration all classes will have a "Last Day to Add" date and the Authorization Codes will be effective through that "Last Day." Students will have access to the WingSpan Registration System from 6 a.m.-midnight seven days a week (excluding maintenance periods) to Add or Drop before the deadlines.

If you receive an Authorization Code from the instructor, you will use it to add the class online. The instructor has the discretion to issue Authorization 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. It will have an expiration date and only one person may use each code. Once you have used the Authorization Code it becomes invalid.

**Dropping Classes Online**

Students will be able to drop classes using WingSpan any time the system is available. Drop/Refund deadlines will apply, and if you wish to receive a refund for your dropped class, you must have dropped the class online by the refund deadline. To receive refunds for your paid parking pass and/or paid student service sticker, you must return those items to the cashier by the refund deadline for your classes.

The Student Services Building has 12 computers available for students who wish to register for their classes. These computers may be used during our registration dates and office hours. Please register and pay your fees online.

**Paying for Classes Just Got Easier**

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 or check.
- Check out the BOGW (Board of Governor's Waiver) information included in this schedule.

**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 have dropped classes by the refund deadline. All deadline dates vary according to the beginning and ending dates. Please see the refund deadline dates posted on the Admissions and Records web page under the heading **Deadline Dates** at [www.citruscollege.edu/ar](http://www.citruscollege.edu/ar)

To receive a refund, it is the student’s responsibility to return the parking permit or student service fee sticker before the refund deadline to receive a refund. Failure to do so will change the amount of your refund.

**Refunds**

Refunds will no longer be issued as a credit to credit cards. All refunds will be issued by check. Students do not need to fill out a form; a check will be issued and 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.

Thinking you can't afford an education could be a costly mistake. See page 11 for Financial Aid information.