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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.

Empleados de Citrus College que puedan asistir con información en español, favor de ver la columna derecho de esta página.

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.



Important Phone Numbers

Admissions and Records
(626) 914-8511

Career/Transfer Center
(626) 914-8639

Counseling
(626) 914-8530

Financial Aid
(626) 914-8592

General Information
(626) 963-0323

Para Información En Español

Oficina de Admisiones y Récords
Julianne Miranda
(626) 857-4132

Consejeria
Claudia Castillo
(626) 914-8537

Laura Villegas
(626) 857-4093

Programas Educativos de Oportunidades y Servicio (EOP&S)
Sara Gonzales-Tapia
(626) 914-8556

Raul Sanchez
(626) 857-4064

Servicios Fiscales
Bertha Bobadilla
(626) 914-8880
Maura Peralta-Perez
(626) 914-8889

Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Misión del Colegio

Citrus College ofrece oportunidades educativas de calidad y servicios de apoyo estudiantil con el propósito de que los estudiantes completen títulos, su transferencia a universidades o estudien carreras/educación técnica y tengan dominio de habilidades básicas. El colegio promueve el éxito personal y profesional a través del desarrollo del pensamiento crítico, comunicación efectiva, creatividad y concientización cultural dentro de un ambiente seguro, accesible y de aprendizaje a costos asequibles. Para responder a las necesidades de nuestra población de diversos grupos étnicos, adoptamos la equidad y la responsabilidad a través de medir resultados de aprendizaje y la toma de decisiones éticas basadas en estadísticas y en el éxito estudiantil.

Vision

Citrus College is driven to provide excellent educational opportunities that are responsive to the needs of our students, and empower them to meet and exceed challenges as active participants in shaping the future of our world.

Values

- Student Success & Completion
- Excellence
- Collaboration
- Diversity
- Life-Long Learning
- Integrity
- Technological Advancement

Visión

Citrus College está enfocado en ofrecer excelentes oportunidades educativas que responden a las necesidades de nuestros estudiantes, los empoderamos para que puedan satisfacer y exceder los desafíos como participantes activos en moldear el futuro de nuestro mundo.

Valores

- Completar estudios y tener éxito estudiantil
- Excelencia
- Colaboración
- Diversidad
- Aprendizaje para toda la vida
- Integridad
- Avances Tecnológicos

Citrus Community College District Board of Trustees

Dr. Patricia A. Rasmussen, President

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Mrs. Mary Ann Lutz, Vice President

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Dr. Anthony Contreras Member

Azusa and portions of Duarte Representative

Ms. Taylor McNeal Student Representative

Dr. Greg Schulz Superintendent/President

Summer Session / Fall Semester 2021

Important Dates & Deadlines

SUMMER AND FALL REGISTRATION DATES

Apr 26, 2021	View your Summer Session and Fall Semester appointment times on WingSpan at https://wingspan.citruscollege.edu
May 10	WingSpan Registration for Summer Session and Fall Semester begins: https://wingspan.citruscollege.edu between 6 a.m.-midnight
May 29 & 31	<i>Memorial Day Holiday</i>
June 20	Summer Residence Determination Date

Drop for Non-Payment

<u>For Summer 2021:</u> May 27 at 6 p.m. Jun 17 at 6 p.m.	Students registering for Summer between: May 10—May 27 May 28—June 17
<u>For Fall 2021:</u> Jul 15 at 6 p.m. Aug 5 at 6 p.m. Aug 19 at 6 p.m.	Students registering for Fall between: May 10—July 15 July 16—Aug 5 Aug 6—Aug 19
	See www.citruscollege.edu/ar for enrollment and payment information.

June 21	Summer 2021 Instruction Begins Waitlists no longer in use Add codes begin All registration and program changes will be done online. For a complete list of add, drop and refund dead lines, see www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx .
July 3 & 5	<i>Independence Day Holiday</i>
July 30	Summer 2021—Six-Week Classes End
August 13	Summer 2021—Eight-Week Classes End The official end of the summer session Final examinations for Summer 2021 will be held on the last day of class.

View Your Appointment

Beginning Apr 26, 2021
24 hours a day

Registration Begins

Priority Groups
May 10, 2021

Continuing & New Students
May 11, 2021

*Who's Who?

Continuing Students:

You are a **continuing** student if you previously enrolled in credit classes at Citrus College. Concurrent enrollment students are not considered continuing students and receive the lowest registration priority.

New Students:

You are a **new** student if you have never enrolled in credit classes at Citrus College.

Registration Priority:

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

The deadline to appeal receiving lower enrollment priority is
April 12, 2021.

The enrollment priority deadline for New Student Orientation, and Student Education plan is also
April 12, 2021.

Summer Session and Fall Semester 2021

Important Dates and Deadlines

August 20	Convocation Day for faculty and staff — No classes in session Residence Determination Date
August 21	Fall 2021—Saturday and online education classes begin
August 23	First Monday of Fall Semester 2021 Waitlists no longer in use; Add codes begin All registration and program changes will be done online. For a complete list of add, drop and refund deadlines, see www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx .
September 4 & 6	<i>Labor Day Holiday</i>
October 18	Fall 2021—Second 8-week classes begin
October 31	Required Orientation deadline for students new to Citrus College in Fall 2021.
November 11 & 13	<i>Veterans Day Holiday</i>
November 25-27	<i>Thanksgiving Holiday</i>
December 6-11	Fall 2021— Final Examinations
Dec 13—Jan 1	<i>Winter Break</i>



Winter Session / Spring Semester 2022

Important Dates & Deadlines

WINTER AND SPRING REGISTRATION DATES

Oct 15, 2021	View your Winter Session and Spring Semester appointment times on WingSpan at https://wingspan.citruscollege.edu
November 1	WingSpan Registration for Winter Session and Spring Semester begins: https://wingspan.citruscollege.edu between 6 a.m.-midnight
November 11 & 13	<i>Veteran's Day Holiday</i>
November 25-27	<i>Thanksgiving Holiday</i>

Drop for Non-Payment

For Winter 2022: Nov 23 at 6 p.m. Dec 16 at 6 p.m.	Students registering for Winter between: Nov 1—Nov 23 Nov 24—Dec 16
For Spring 2022: Jan 20 at 6 p.m. Feb 3 at 6 p.m. Feb 17 at 6 p.m.	Students registering for Spring between: Nov 1—Jan 20 Jan 21—Feb 3 Feb 4—Feb 17
	See www.citruscollege.edu/ar for enrollment and payment information.

December 13, 2021 — January 2, 2022 — Winter Break

January 2 Winter Residence Determination Date

January 3 **Winter 2022 Instruction Begins**
Waitlists no longer in use; Add codes begin

All registration and program changes will be done online.

For a complete list of add, drop and refund dead lines, see www.citruscollege.edu/ar/Pages/ImportantDatesRoll-Out-Dates.aspx.

January 5 Post Spring fees

January 17 *Martin Luther King, Jr. Holiday*

February 11 Last day of Winter 2022 session

Final examinations for Winter 2022 will be held on the last day of class.

View Your Appointment

Beginning Oct 15, 2021
24 hours a day

Registration Begins

Priority Groups
Nov 1, 2021

Continuing & New Students
Nov 2, 2021

*Who's Who?

Continuing Students:

You are a **continuing** student if you previously enrolled in credit classes at Citrus College. Concurrent enrollment students are not considered continuing students and receive the lowest registration priority.

New Students:

You are a **new** student if you have never enrolled in credit classes at Citrus College.

Registration Priority:

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

The deadline to appeal receiving lower enrollment priority is October 4, 2021.

The enrollment priority deadline for New Student Orientation, and Student Education plan is also October 4, 2021.

Winter Session and Spring Semester 2022

Important Dates and Deadlines

February 18, 19 & 21	<i>President's Day Holiday</i>
February 22	<i>Staff Development Day. No classes held.</i> Residence Determination Date
February 23	Spring Instruction Begins Waitlists no longer in use; Add codes begin
	All registration and program changes will be done online. For a complete list of add, drop and refund deadlines, see www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx .
February 26	Official start date of Saturday classes
February 28	First Monday of Spring Semester
April 18-23	<i>Spring Break</i>
April 25	Spring 2022—Second 8-week classes begin
May 28-30	<i>Memorial Day Weekend</i>
June 11-17	Spring 2022— Final Examinations
June 18	Graduation
June 30	Required Orientation deadline for Winter 2022 and Spring 2022 applicants.

Fall Semester 2021 Final Exam Schedule Monday, December 6–Saturday, December 11

Class Meeting Block Times	
A1 6:45-8:10 a.m. 7:00-9:05 a.m. 7:05-11:20 a.m. 7:30-8:40 a.m. 7:30-10:00 a.m. 8:00-9:15 a.m. 8:30-9:20 a.m.	C1 3:00-4:30 p.m. 3:10-6:30 p.m. 3:30-5:40 p.m. 3:40-6:50 p.m. 3:50-5:00 p.m. 3:50-5:05 p.m. 3:50-5:15 p.m. 3:50-5:25 p.m. 3:50-5:55 p.m. 3:50-6:20 p.m. 3:50-8:05 p.m. 4:00-4:50 p.m.
A2 8:00-9:35 a.m. 8:10-11:20 a.m. 8:20-9:45 a.m. 8:50-10:00 a.m. 9:15-11:20 a.m. 9:30-10:20 a.m.	C2 5:00-5:50 p.m. 5:25-6:35 p.m. 5:25-6:40 p.m. 5:25-6:50 p.m. 5:35-7:10 p.m.
A3 9:25-10:40 a.m. 9:45-11:20 a.m. 9:55-11:20 a.m. 10:10-11:20 a.m. 10:10 a.m.-12:40 p.m. 10:30-11:20 a.m.	C3 6:00-6:50 p.m. 6:05-8:10 p.m.
B1 10:00 a.m.-12:05 p.m. 10:50 a.m.-12:05 p.m. 11:30 a.m.-12:20 p.m. 11:30 a.m.-12:40 p.m. 11:30 a.m.-12:55 p.m. 11:30 a.m.-1:05 p.m. 11:30 a.m.-2:00 p.m. 11:30 a.m.-2:40 p.m. 11:30 a.m.-3:45 p.m.	D1 6:00-10:15 p.m. 7:00-7:50 p.m. 7:00-8:10 p.m. 7:00-8:15 p.m. 7:00-8:25 p.m. 7:00-9:05 p.m. 7:00-9:30 p.m. 7:00-10:10 p.m. 7:20-8:55 p.m.
B2 11:30 a.m.-1:35 p.m. 12:15 -1:30 p.m. 12:30 -1:20 p.m. 1:05 - 2:15 p.m. 1:05 - 2:30 p.m. 1:15 - 2:50 p.m.	D2 8:00-8:50 p.m. 8:20-9:30 p.m. 8:20-10:25 p.m. 8:25-9:40 p.m. 8:35-10:00 p.m.
B3 1:30-2:20 p.m. 1:30-2:55 p.m. 1:30-4:00 p.m. 1:40-2:55 p.m. 1:55-3:25 p.m. 1:55-4:20 p.m. 2:00-4:35 p.m. 2:30-4:05 p.m. 2:30-4:40 p.m. 2:30-5:10 p.m. 2:35-3:35 p.m. 2:40-3:35 p.m. 2:40-3:45 p.m.	

**If your class meets Monday/Wednesday;
Monday/Wednesday/Friday; Monday-Thursday**

Exam Dates: Monday, December 6

Class Times Exam Times
 Block A1 8:00 a.m.-10:00 a.m.
 Block A3 10:30 a.m.-12:30 p.m.
 Block B2 1:00 p.m.-3:00 p.m.
 Block C1 3:30 p.m.-5:30 p.m.
 Block C3 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

Exam Dates: Wednesday, December 8

Class Times Exam Times
 Block A2 8:00 a.m.-10:00 a.m.
 Block B1 10:30 a.m.-12:30 p.m.
 Block B3 1:00 p.m.-3:00 p.m.
 Block C2 3:30 p.m.-5:30 p.m.
 Block D1 6:00 p.m.-8:00 p.m.

If your class meets Tuesday/Thursday

Exam Dates: Tuesday, December 7

Class Times Exam Times
 Block A1 8:00 a.m.-10:00 a.m.
 Block A3 10:30 a.m.-12:30 p.m.
 Block B2 1:00 p.m.-3:00 p.m.
 Block C1 3:30 p.m.-5:30 p.m.
 Block C3 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

Exam Dates: Thursday, December 9

Class Times Exam Times
 Block A2 8:00 a.m.-10:00 a.m.
 Block B1 10:30 a.m.-12:30 p.m.
 Block B3 1:00 p.m.-3:00 p.m.
 Block C2 3:30 p.m.-5:30 p.m.
 Block D1 6:00 p.m.-8:00 p.m.

**If your class meets one day a week (such as Tuesdays only),
your final exam will be during the week of final exams on the
same day that the class is normally scheduled. Therefore,
for classes that meet during the following block, your exam
will be:**

Block A1 or A2 8:00 a.m.-10:00 a.m.
 Block A3 or B1 10:30 a.m.-12:30 p.m.
 Block B2 or B3 1:00 p.m.-3:00 p.m.
 Block C1 or C2 3:30 p.m.-5:30 p.m.
 Block C3 or D1 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

**If your class meets on Friday and Saturday only, the final
exam will be held during the normally scheduled class time
on Friday, December 10.**

**Final exams will be scheduled by the instructor for Online
Education, hybrid classes and classes less than full semester
in length.**

**In the unlikely event that a student has two final exams that
occur on the same date and at the same time, the student
needs to contact each instructor so that alternate arrange-
ments can be made for one of the exams.**

Spring Semester 2022 Final Exam Schedule Saturday, June 11–Friday, June 17

Class Meeting Block Times	
A1 6:45-8:10 a.m. 7:00-9:05 a.m. 7:05-11:20 a.m. 7:30-8:40 a.m. 7:30-10:00 a.m. 8:00-9:15 a.m. 8:30-9:20 a.m.	C1 3:00-4:30 p.m. 3:10-6:30 p.m. 3:30-5:40 p.m. 3:40-6:50 p.m. 3:50-5:00 p.m. 3:50-5:05 p.m. 3:50-5:15 p.m. 3:50-5:25 p.m. 3:50-5:55 p.m. 3:50-6:20 p.m. 3:50-8:05 p.m. 4:00-4:50 p.m.
A2 8:00-9:35 a.m. 8:10-11:20 a.m. 8:20-9:45 a.m. 8:50-10:00 a.m. 9:15-11:20 a.m. 9:30-10:20 a.m.	C2 5:00-5:50 p.m. 5:25-6:35 p.m. 5:25-6:40 p.m. 5:25-6:50 p.m. 5:35-7:10 p.m.
A3 9:25-10:40 a.m. 9:45-11:20 a.m. 9:55-11:20 a.m. 10:10-11:20 a.m. 10:10 a.m.-12:40 p.m. 10:30-11:20 a.m.	C3 6:00-6:50 p.m. 6:05-8:10 p.m.
B1 10:00 a.m.-12:05 p.m. 10:50 a.m.-12:05 p.m. 11:30 a.m.-12:20 p.m. 11:30 a.m.-12:40 p.m. 11:30 a.m.-12:55 p.m. 11:30 a.m.-1:05 p.m. 11:30 a.m.-2:00 p.m. 11:30 a.m.-2:40 p.m. 11:30 a.m.-3:45 p.m.	D1 6:00-10:15 p.m. 7:00-7:50 p.m. 7:00-8:10 p.m. 7:00-8:15 p.m. 7:00-8:25 p.m. 7:00-9:05 p.m. 7:00-9:30 p.m. 7:00-10:10 p.m. 7:20-8:55 p.m.
B2 11:30 a.m.-1:35 p.m. 12:15 -1:30 p.m. 12:30 -1:20 p.m. 1:05 - 2:15 p.m. 1:05 - 2:30 p.m. 1:15 - 2:50 p.m.	D2 8:00-8:50 p.m. 8:20-9:30 p.m. 8:20-10:25 p.m. 8:25-9:40 p.m. 8:35-10:00 p.m.
B3 1:30-2:20 p.m. 1:30-2:55 p.m. 1:30-4:00 p.m. 1:40-2:55 p.m. 1:55-3:25 p.m. 1:55-4:20 p.m. 2:00-4:35 p.m. 2:30-4:05 p.m. 2:30-4:40 p.m. 2:30-5:10 p.m. 2:35-3:35 p.m. 2:40-3:35 p.m. 2:40-3:45 p.m.	

**If your class meets Monday/Wednesday;
Monday/Wednesday/Friday; Monday-Thursday**

Exam Dates: Monday, June 13

Class Times Exam Times
 Block A1 8:00 a.m.-10:00 a.m.
 Block A3 10:30 a.m.-12:30 p.m.
 Block B2 1:00 p.m.-3:00 p.m.
 Block C1 3:30 p.m.-5:30 p.m.
 Block C3 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

Exam Dates: Wednesday, June 15

Class Times Exam Times
 Block A2 8:00 a.m.-10:00 a.m.
 Block B1 10:30 a.m.-12:30 p.m.
 Block B3 1:00 p.m.-3:00 p.m.
 Block C2 3:30 p.m.-5:30 p.m.
 Block D1 6:00 p.m.-8:00 p.m.

If your class meets Tuesday/Thursday

Exam Dates: Tuesday, June 14

Class Times Exam Times
 Block A1 8:00 a.m.-10:00 a.m.
 Block A3 10:30 a.m.-12:30 p.m.
 Block B2 1:00 p.m.-3:00 p.m.
 Block C1 3:30 p.m.-5:30 p.m.
 Block C3 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

Exam Dates: Thursday, June 16

Class Times Exam Times
 Block A2 8:00 a.m.-10:00 a.m.
 Block B1 10:30 a.m.-12:30 p.m.
 Block B3 1:00 p.m.-3:00 p.m.
 Block C2 3:30 p.m.-5:30 p.m.
 Block D1 6:00 p.m.-8:00 p.m.

If your class meets one day a week (such as Tuesdays only), your final exam will be during the week of final exams on the same day that the class is normally scheduled. Therefore, for classes that meet during the following block, your exam will be:

Block A1 or A2 8:00 a.m.-10:00 a.m.
 Block A3 or B1 10:30 a.m.-12:30 p.m.
 Block B2 or B3 1:00 p.m.-3:00 p.m.
 Block C1 or C2 3:30 p.m.-5:30 p.m.
 Block C3 or D1 6:00 p.m.-8:00 p.m.
 Block D2 8:30 p.m.-10:30 p.m.

If your class meets on Friday and Saturday only, the final exam will be held during the normally scheduled class time on Friday, December 10.

Final exams will be scheduled by the instructor for Online Education, hybrid classes and classes less than full semester in length.

In the unlikely event that a student has two final exams that occur on the same date and at the same time, the student needs to contact each instructor so that alternate arrangements can be made for one of the exams.

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 Degrees for Transfer

- Administration of Justice
- Anthropology
- Art History
- Biology
- Business Administration
- Communication Studies
- Computer Science
- Early Childhood Education
- Economics
- Elementary Teacher Education
- English
- Environmental Science
- Global Studies
- History
- Journalism
- Kinesiology
- Mathematics
- Music
- Nutrition & Dietetics
- Philosophy
- Physics
- Political Science
- Psychology
- Public Health Science
- Social Justice Studies
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Associate in Arts Degrees

- Dance
- English Literature
- Film Studies
- Liberal Arts—Humanities
- Peace Studies
- Social Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis
- Visual Arts

Associate in Science Degrees

- Architecture
- Automotive Technology
- Biological Sciences
- Biotechnology

- Business
- Child Development
- Construction Management
- Correctional Science
- Cosmetology
- Criminal Justice
- Dental Assisting
- Design and Eng. Drawing Technology
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Kinesiology
- Medium and Heavy-Duty Diesel Truck Technology
- Photography
- Physical Science
- Pre-Allied Health
- Pre-Engineering
- Public Works Administration
- Real Estate
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Efficiency Management
- Water Technology
- Wildland Resources and Forestry

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
- Administrative Office Occupations
- Architectural Design
- Audio Recording Technology
- Automotive Maintenance and Light Repair
- Automotive Research and Development
- Automotive Service, Diagnosis, and Repair –Master Technician
- Automotive Service, Diagnosis and Repair –Toyota/Lexus/Scion Tech.

- Auto. Service, Diag. & Repair– Undercar/Drivetrain Specialist
- Automotive Service, Diagnosis and Repair-Underhood Specialist
- Biomanufacturing
- Business Information Professional
- Business Information Worker
- Ceramics – One Year
- Ceramics – Two Year
- Child Development Master Teacher
- Child Development Master Teacher– Early Intervention
- Child Development Teacher
- Clean Energy & Vehicle Elec. Tech.
- Commercial Dance
- Computer Aided Design (CAD) Architecture and Drafting
- Computer Generated Imagery (CGI)
- Construction Inspection
- Construction Management
- Construction Quality Control
- Correctional Science
- Cosmetology
- Criminal Justice
- CSUGE
- Customer Service
- Customer Service and Call Center
- Customer Service for Retail
- Database Administrator
- Dental Assisting
- Diesel Engine Service, Diagnosis & Repair Technician
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Gaming and Applications Devel.
- Income Tax I (Income Tax Assistant)
- Income Tax II (Income Tax Preparer)
- Information Technology
- Intersegmental General Education Transfer Curriculum (IGETC)
- IT Technician: Computer Retail Sales and Support
- IT Technician: Support Specialist
- Literature
- Medium and Heavy-Duty Diesel Truck Serv., Diag. & Repair Tech.
- Payroll Accounting
- Photography
- Public Works: Inspection, Supervision and Management
- Public Works: Maintenance Services
- Real Estate Appraisal
- Real Estate Broker

Degrees, Certificates and Skill Awards Continued

Certificates

- Stationary Power Generation Service, Diagnosis and Repair Master Tech.
- Theatre Technologies, Emerging
- Vocational Nursing
- Water Efficiency Management
- Water Technology
- Website Development
- Wildland Resources and Forestry
- Workforce Readiness

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

- Athletic Training
- Automotive Emissions Inspection
- Child Development Associate Teacher
- Coaching
- Construction Health and Safety Specialist
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Entrepreneurship
- Finance
- Greenscape Maintenance Technology
- Hardscape Maintenance Technology
- Home Health Aide
- Human Resource Management
- Infant and Child Development Assoc. Teacher
- International Business
- Journalism
- Maintenance and Light Repair: Undercar
- Maintenance and Light Repair: Underhood
- Marketing
- Microsoft Office
- Nurse Assistant
- Office Clerk
- Personal Trainer
- Principles of Management
- Public Works Inspection
- Public Works Supervision and Management
- QuickBooks
- Real Estate
- Real Estate II
- Special Inspection—Reinforced Concrete

Recommended Programs of Study 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 program of study 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.

Study Area	Recommended Programs of Study
Animal Science	Biological Sciences
Biochemistry	Biological Sciences, Biotechnology, Physical Science
Chemistry	Physical Science
Computer Information Systems	Business, Business Administration (AD-T)
Engineering	Mathematics (AD-T), Physics (AD-T), Pre-Engineering
Ethnic Studies: Latino Studies, African-American Studies, Women's Studies	Social Sciences, Sociology (AD-T)
Forensic Science	Biological Sciences, Physical Science
Humanities	Liberal Arts - Humanities, Social Sciences
International Relations	History (AD-T), Political Science (AD-T), Social Sciences
Languages	Spanish (AD-T), English (AD-T), Communication Studies (AD-T), Journalism (AD-T)

Checklist for Applying to and Registering at Citrus College

Admission and Financial Aid

- Apply [online](#).
- You can apply for summer session and fall semester beginning January 1 and for winter session and spring semester beginning September 1.
- On the application you will be asked to select a course of study. If you are not sure what course of study to select, please visit the [Career/Transfer Center webpage](#) for free online tools to help you select a career and course of study.
- Once you apply you do not need to reapply so long as you register for the term you applied for or you register for one of the next two terms.
- Complete the FAFSA application online at www.fafsa.gov and use the Citrus College School Code: 001166. If you do not have a Social Security number, complete the California Dream Act application [online](#).
- Check your Citrus e-mail for correspondence.

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 and before your appointment with a counselor or educational advisor.
- Foreign transcripts must be [evaluated](#) by an approved transcript evaluation service. Seek advice from a counselor prior to evaluating foreign transcripts.

Student E-mail Account

- All students will receive a Welcome letter with their student ID number and Citrus College e-mail account in order to receive information regarding registration, financial aid, class information and any other college communication.
- Visit the [student e-mail webpage](#) for additional information on activating your e-mail account.

Placement

- Beginning November 1, 2018, placement into English and math is based upon self-reported high school GPA and the last math course completed in high school with a "C-" or better. All applicants receive an email with their English and math placement. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. **Students with questions about their placement should meet with a counselor.**
- Students without high school data on the application receive the following placements, which provide access to transfer level English and math:
 - **English**
 - English 101E (5 units) with support.
 - **Math**—Students may choose one of the following:
 - Transfer-level Introductory Statistics with corequisite support: Math 065 (2 units) plus Math 165 (4 units)—**suggested for Business and Social Science majors**
 - Transfer-level Precalculus with corequisite support: Math 075 (2 units) plus Math 175 (6 units)—**suggested for Science, Technology, Engineering, and Math (STEM) majors**
 - Transfer-level Mathematics for Everyday Living: Math 160 (5 units) —**suggested for Liberal Arts majors**
 - Transfer-level Calculus for Business and Social Sciences with corequisite support: Math 062 (2 units) plus Math 162 (4 units)— **suggested for Business and Social Science majors**
 - Transfer-level Mathematics for Elementary Teachers I: Math 168 (5 units) — **suggested for Elementary Teacher Education majors**
 - Transfer-level Technical Mathematics: Math 144 (5 units) — **suggested for Career/Technical Education majors**
- International (F-1 visa) students need to contact the [International Student Center \(ISC\)](#) to schedule an appointment with an ISC academic counselor for math/English course recommendations.
- Non-international ESL students need to contact the [Counseling and Advisement Center](#) for a general counseling appointment for math/English course recommendations. Non-international ESL students are those students whose primary language at home is other than English and who require additional English language support to develop reading, writing, listening, and speaking skills.

Checklist for Applying to and Registering at Citrus College

Required Orientation

- Students applying to Citrus College **MUST** complete the New Student Orientation. Registration may be withheld for students who do not complete the New Student Orientation by the deadline date. The deadline date for summer/fall applicants is October 4 and the deadline date for winter/spring applicants is April 12.
- The [New Student Orientation](#) consists of two steps: an online self-paced module and the creation of a Student Education Plan (SEP) with a counselor. An SEP can be completed in an individual counseling appointment or in scheduled SEP Workshops. Students who complete the New Student Orientation will earn an earlier registration date.

Counseling Services

- New students will also be required to complete a Comprehensive SEP (multi-term plan) after completing 15 degree applicable units. The Comprehensive SEP outlines all the courses necessary to achieve an educational goal.
- Undecided Goal – For assistance in choosing an educational goal and/or course of study (major) pathway, contact the [Career/Transfer Center](#) at (626) 914-8639 for a list of services and resources. To change your status from “undecided goal” to a specific educational goal and/or course of study, login to [WingSpan](#), select Admissions and Records, Update Program Course of Study.

Registration Appointment Date

- View your registration appointment date online on [WingSpan](#). You will need your Citrus network username and password. You should have received this information in your welcome email.
- Your appointment is valid for the date and time shown, and for any scheduled registration date and time thereafter.
- For information on how registration appointments are issued and what you need to do to ensure you receive a higher registration appointment, visit the [priority registration page](#).

Register on [WingSpan](#)

- On your registration date register online on [WingSpan](#).
- Be prepared to pay for your classes when you register to avoid losing your classes due to [non-payment drop](#).
- If you experience technical difficulties with login issues to student e-mail, WingSpan, Network, wireless access, or Canvas, please visit the [Student Login Guide](#).

Attend the First Class: It's Required!

- If you enroll in a class and miss the first meeting, the instructor may give your place 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 review the [Add/Drop/Refund 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!!!
- Visit the [Student Affairs](#) page 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.
- Register to Vote – Please visit the [voter registration website](#) for additional information on becoming a registered voter.

College Catalog - Rules, Regulations and Program Information

- Learn the rules and regulations that apply to you as well as program requirements by reviewing the [College Catalog](#).

Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

Admission (Admisiones) y Financial Aid (Ayuda Financiera)

- Inscíbese en línea [online](#).
- Usted puede inscribirse en la sesión de verano y en el semestre de otoño a partir del 1 de Enero y para la sesión de invierno e primavera a partir del 1 de Septiembre.
- En la solicitud, se le preguntará que seleccione sus estudios. Si no está aún seguro/a de lo que desea estudiar, favor de visitar el sitio de Internet del Centro de Carreras en [Career Center webpage](#) para ver las herramientas gratuitas en línea que le ayudarán a seleccionar la carrera que desea estudiar.
- Una vez que solicita admisión, no necesita volver a llenar otra solicitud siempre y cuando se inscriba para el semestre que desea o se inscriba para asistir uno o dos semestres seguidos.
- Complete la solicitud FAFSA en línea en [www.fafsa.gov](#) y utilice el código de Citrus College: 001166. Si no tiene un número de Seguro Social, complete la solicitud del Acta Dream de California [en línea](#).
- Revise su e-mail de Citrus para leer su correspondencia.

Archivos de Preparatoria y Colegios

- 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 [Admissions and Records Office](#). Se recomienda que sus archivos de la preparatoria y/o de colegios hayan sido recibidos antes de tener su cita con su consejero/asesor académico
- Archivos del extranjero deben ser evaluados/ [evaluated](#) por un servicio aprobado de evaluación. Busque asesoría de un consejero antes de pedir que se evalúen sus archivos escolares del extranjero.

Cuenta de E-mail de Estudiantes

- Todos los estudiantes han recibido una cuenta de e-mail de Citrus College para poder recibir información sobre su inscripción, de ayuda financiera, de clases y de otro tipo de comunicación del colegio.
- Visite la página [student e-mail webpage](#) para obtener información sobre cómo activar su cuenta de e-mail.

Placement (Nivel de Colocación)

- A partir del 1 de noviembre del 2018, la colocación en clases de inglés y matemáticas se basa en el promedio de calificaciones (GPA) reportado por el estudiante y en la calificación de la última clase de matemáticas que se tomó en la preparatoria con una calificación de “C-” o mejor. Todos los solicitantes reciben un correo electrónico indicándoles cuál es el nivel de su colocación en inglés y matemáticas. Los estudiantes que tomaron clases de inglés o matemáticas en otro colegio necesitan entregar su archivo/s oficial de otro colegio a la Oficina de Admisiones y Récords para solicitar la colocación adecuada. **Se recomienda que los estudiantes que tienen preguntas sobre el nivel de su colocación se reúnan con su consejero.**
- Los estudiantes que no tienen ninguna estadística en su archivo de preparatoria recibirán la siguiente colocación, la cual además les ofrece acceso a las clases de inglés y matemáticas de nivel de transferencia:
 - **Inglés** – Inglés 101E (5 unidades) con asistencia.
 - **Matemáticas**– los estudiantes pueden seleccionar una de las siguientes opciones:
 - Introducción a Estadísticas de nivel de transferencia con asistencia de correquisitos: Matemáticas 065 (2 unidades) más Matemáticas 165 (4 unidades)- **Clases sugeridas para todos estudiantes en carreras de STEM, Ciencia, Tecnología, Ingeniería y Matemáticas.**
 - Matemáticas para conocimientos generals de nivel de transferencia: Matemáticas 160 (5 unidades). **Clases sugeridas para carreras en Artes Liberales.**
 - Cálculo para Negocios y Ciencias Sociales de nivel de transferencia con asistencia de correquisitos: Matemáticas 062 (2 unidades) más Matemáticas 162 (4 unidades). **Clases sugeridas para todos estudiantes en carreras de STEM, Ciencia, Tecnología, Ingeniería y Matemáticas.**
 - Matemáticas I para maestros de primaria de nivel de transferencia: Matemáticas 168 (5 unidades). **Clases sugeridas para carreras en Educación para Maestros de Primaria.**
 - Matemáticas Técnicas de nivel de transferencia: Matemáticas 144 (5 unidades). **Clases sugeridas para Carreras en Educación Técnica.**
- Los estudiantes extranjeros (Visa F-1) necesitan comunicarse con el Centro para Estudiantes Extranjeros [International Student Center \(ISC\)](#) para hacer una cita con un consejero de ISC para obtener una recomendación sobre cuál clase de matemáticas o inglés debe tomar.
- Los estudiantes de ESL (Inglés como Segundo Idioma) que no son extranjeros necesitan comunicarse con el Centro de Consejería y Asesoría [Counseling and Advisement Center](#) para obtener una cita para una recomendación sobre cuál clase de matemática y de inglés tomar. Los estudiantes ESL no extranjeros son aquellos estudiantes cuyo idioma principal en su hogar no es el inglés y que requieren apoyo adicional para desarrollar habilidades en ese idioma en lectura, escritura, audición y conversación.

Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

Required Orientation Orientación Requerida

- Orientación –Los estudiantes que se inscriben en Citrus College **DEBEN** completar una orientación. No se permitirá ninguna inscripción a los estudiantes que no hayan completado la orientación para la fecha límite. La fecha límite para completar la orientación para los solicitantes de Verano/Otoño es el 4 de Octubre y la fecha límite para los solicitantes de Invierno/Primavera es el 12 de Abril.
- La Orientación para Estudiantes Nuevos consiste de dos pasos: un módulo tomado a su propio paso y desarrollar con la ayuda de un consejero un Plan Educativo Estudiantil (SEP). Un SEP se puede completar en una cita individual con un consejero o en un taller programado para realizar el SEP. Los estudiantes nuevos que completen la orientación podrán obtener una fecha de prioridad para la inscripción de clases.

Counseling Services Servicios de Consejería

- Se requiere que los estudiantes nuevos completen un SEP completo (que incluye las clases para varios semestres) después de completar 15 unidades que se aplican al título. El SEP completo describe todas las clases necesarias para que el estudiante pueda completar su meta educativa.
- Meta indeterminada: para obtener ayuda para elegir una meta educativa y / o una meta de estudios (carrera seleccionada), comuníquese con [el Centro de Carreras y Transferencia](#) al (626) 914-8639 para obtener una lista de servicios y recursos. Para cambiar su clasificación de "objetivo indeciso" a un objetivo educativo específico y / o meta de estudio, inicie sesión en [WingSpan](#) seleccione 'Admissions and Records,' y 'Update Program Course of Study.'

Fecha de su Cita para Inscribirse

- Puede ver el horario y la fecha de su cita en línea en [WingSpan](#). Necesitará su nombre de usuario y contraseña de Citrus College Network. Ya debería haber recibido esta información en su correo electrónico de bienvenida a Citrus College.
- Su cita es únicamente válida para la fecha y el horario indicado, y para cualquier horario que se indique posteriormente.
- Para información sobre cómo se otorgan las citas para inscribirse y qué es lo que usted necesita para asegurarse que reciba una prioridad más alta en sus citas, favor de visitar la página de prioridad en la inscripción en [priority registration page](#).

Inscríbese en WingSpan

- En su fecha de inscripción vaya a [WingSpan](#).
- Esté preparado para pagar por sus clases al momento de inscribirse para evitar que pierda sus clases por falta de pago [non-payment drop](#).
- Si tiene dificultades técnicas para ingresar a su e-mail de estudiante, o a WingSpan, a Network, o para tener acceso inalámbrico o para entrar a Canvas, por favor visite la Guía de Estudiantes para Ingresar [Student Login Guide](#).

¡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 [Deadline Dates](#) en el horario de clases que se encuentra en Internet.

¡Participe en las 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.
- ¡Involúcrese con sus queridos 'Owls' (Búhos) o sea parte de una organización, club, grupo de arte, periodismo o equipo deportivo!
- Visite la página de Asuntos Estudiantiles [Student Affairs](#) para información sobre actividades estudiantiles, clubes del colegio, y junta estudiantil.
- Síguenos en los medios sociales. Nuestros enlaces están en nuestra página web. Estamos en [Facebook, Twitter and Instagram](#).
- Visite el Centro del Colegio [Campus Center](#) o la Oficina de Vida Estudiantil y Desarrollo de Liderazgo [Office of Student Life and Leadership Development](#) para información sobre actividades futuras.
- Esté al pendiente de los volantes y posters en todo el colegio con información sobre futuros eventos y oportunidades.
- Empadrónese para Votar – Favor de visitar la página de empadronamiento de votantes [voter registration website](#) para más información sobre como empadronarse.

College Catalog Catálogo de Clases- Reglamentos, Procedimientos e Información de Programas.

- Revise el Catálogo de Clases [College Catalog](#) y aprenda sobre los reglamentos y procedimientos que se aplican a usted así como los requisitos de los programas.

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 enrolled in credit classes at Citrus College.

Continuing Student

You are a continuing student if you previously enrolled for credit classes at Citrus College. K-12 students and former noncredit students do not receive continuing student status for purposes of priority registration.

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 as a concurrent enrollment student.

First-Time Freshman under 18 years old

Verification 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. Acceptable verification documents 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.

Application Requirement

The following students need to submit a new application:

- New students that applied more than a year prior to the start of the term they wish to enroll in, and
- Continuing students whose last attendance was more than 3 terms prior to the start of the term they wish to enroll in.

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 your mailing address, please go to <https://www.citruscollege.edu/ar/Pages/Forms.aspx> and select and complete the Student Update Form.

WingSpan Access

Complete the application well in advance of the beginning of the semester or term. Your Citrus ID number and Citrus Network username and password will arrive via e-mail within 72 hours after you apply. Follow instructions on that email to access WingSpan.

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 information provided on the application. Students wishing to change their residency status must go to <https://www.citruscollege.edu/ar/Pages/Forms.aspx> and select and complete the Residency Reclassification Petition.

Nonresidents are those who 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 information on 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 may be eligible for a nonresident tuition exemption called AB540. Students who are nonimmigrant 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 proof 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-inmigrantes lo 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.

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. Seek advice from a counselor prior to evaluating foreign transcripts.

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.



Citrus College Student Employment Center

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.

Get That Job!

Office of Human Resources, AD 144 * 626-914-8550 * www.citruscollege.edu/hr/ses

Financial Aid Information

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. Students who meet the AB540 non-resident exemption requirement, including undocumented students, are not eligible to apply for federal aid. AB540 students should complete the California Dream Act Application (CADA) for consideration of state financial aid.

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. 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.

Types of Aid

- Federal Pell Grants
- Cal Grants (offered by the State of California)
- Student Success Completion Grant (offered by the State of California)
- California College Promise Grant (CCPG), formerly known as 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)
- Federal Work-Study Program
- Scholarships
- Student Loans

Federal Pell Grants

The Pell grant award is based upon a student's financial need, costs to attend college, and enrollment status.

Cal Grants A, B, C

The amount of a Cal Grant varies depending upon what type of Cal Grant award students receive. Cal Grant B provides grant funds to help pay for the cost associated with attending college. Cal Grant C provides grant funds to help pay for books and supplies. 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.

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 or CADA.

Student Success Completion Grant

This award is for Full-Time Cal Grant B or C recipients.

Students enrolled in 12 units receive \$1298.

Students enrolled in 15 units receive \$4000.

California College Promise Grant (formerly known as the Board of Governor's Fee Waiver)

This award waives the enrollment fees charged by a California community college. Students do not actually receive any money from a California College Promise Grant. If they paid their tuition before being awarded the California College Promise Grant, the student will receive a refund for the amount they paid.

Financial Aid Information

Loss of the California College Promise Grant (formerly known as the Board of Governor's Fee Waiver)

SB 1456 establishes the Student Success Act of 2012 and requires that any student with two consecutive terms of not meeting academic and/or progress standards lose their California College Promise Grant. Not meeting academic standards means having less than a 2.0 GPA. Not meeting progress standards means completing less than 50% of your coursework. Foster Youth 24 years and younger and students who qualify for one of the special classifications are not subject to loss of the grant under these regulations.

If a student registers for a term before he/she has two terms of probation, loss will occur for the following term. If a student registers for a term after determination of two terms of probation, loss may occur for the upcoming term. Students can regain eligibility by meeting one of the following criteria: meeting academic and progress standards, sitting out for two consecutive primary terms (summer and winter intersessions do not count), successfully appealing the loss. An appeal process will be available for students who have extenuating circumstances.

Students should seek appropriate student and academic support services when needed. For a list of student support services please visit the Student Services page on the Citrus College web site.

Chafee Grant

This is a federal funded grant program designed for undergraduate students who are current or former foster youth.

Federal Work-Study Program

This is a federally funded award earned through work. The award provides part-time employment to students who have financial need. Jobs are usually available both on and off campus. The program allows the student to gain work experience and pay for a portion of their educational expenses.

Scholarships

Scholarships are awarded based on need, merit and other criteria. Scholarships do not need to be repaid.

Student Loans

Student loans are federally funded and need to be paid back. Students can receive subsidized or unsubsidized loans while enrolled at least half-time. The interest is paid by the federal government for subsidized loans during the repayment, grace period and deferment periods. Unsubsidized loans accrue interest during all periods after the loan is disbursed. Parents can apply for a PLUS loan for their dependent student. Interest is charged after the loan is disbursed.

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)
- 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. This includes a B.A. degree or the equivalent from a foreign country.

Financial Aid Information

Students without a High School Diploma

First time college students who do not have a high school diploma or General Education Diploma (GED), National High School Equivalency Testing Program (HiSET), Test Assessing Secondary Completion (TASC) Exam, 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 California College Promise Grant, EOP&S services, CalGrant, Student Success Completion Grant, and Chafee Grant. To learn more about these programs, please visit the California Student Aid Commission's website and the Citrus College AB540 web page.

Applying for Financial Aid

Financial Aid is available year-round for the 2021-2022 school year and students should complete the 2021-2022 FAFSA/CADA/CCPG. Students attending summer 2022 should complete the 2021-2022 FAFSA/CADA/CCPG.

Completing the FAFSA

1. Complete or renew the FAFSA application online every year beginning in October at: www.fafsa.gov. List Citrus College's **school code: 001166**. If eligible, use the IRS Data Retrieval Tool to expedite the financial aid application process.
2. Once the financial aid office has received a student's application, they will be sent a "tracking" e-mail to their Citrus College e-mail account. This e-mail will inform them of any documentation that will need to be submitted in order to process and complete their financial aid file.
3. Submit all required paperwork to the financial aid office in a timely manner via CampusLogic. 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 4 weeks, so it is important to complete the FAFSA early each year. Students should follow the instructions in their email received from the financial aid office to ensure their file is properly processed and completed.

4. Eligible students will receive an "Award Notification" e-mail. All initial award amounts are based on full-time attendance, but will be adjusted according to enrollment status at time of disbursement.

Students not attending full-time will have their financial aid award adjusted based on the number of units they are enrolled in. Late start and wait-listed courses are not counted towards awards until the class starts. Approved consortium units are not counted towards awards 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 67% of all units attempted
- Not exceed 90 attempted units or 150% of the units required for their certificate program

Minimum Units

Financial aid eligibility is based on the number of units a student is enrolled in. The number of units required to achieve full-time status is 12 units and results in the maximum amount a student may receive for an award. 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.

Cal Grants, loans, and federal work study programs require students to be enrolled at least half-time. Students can be enrolled less than half-time and receive a Pell grant. This enrollment classification applies to fall, spring, and summer.

Financial Aid

Student Terms of Offer Acknowledgement

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 form can be found on the financial aid web page and 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 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 notifications are based on full-time status and offered on the condition that you are enrolled and attending courses at this college. Student's actual payment amount is based on actual enrollment at time of disbursement. 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/Pages/ReturnIVFunds.aspx>)

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/Pages/SAP.aspx>.
5. **Over-awards:** Students can not be paid at two schools. 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.

Financial Aid Office

Located in the SS Building

Phone: (626) 914-8592

E-mail: financialaid@citruscollege.edu

<http://www.citruscollege.edu/stdntsrv/finaid>

Office Hours

Monday - Thursday 8 a.m. to 5 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. Los estudiantes AB540 que no son elegibles para completar la FAFSA deben completar la solicitud para la California Dream Act (CADA). Se recomienda que los estudiantes soliciten la ayuda tan pronto como el primero de octubre de cada año. La ayuda financiera está disponible tanto todo el año. Para el verano de 2022, complete la 2021-2022 FAFSA/CADA/California College Promise Grant (CCPG) conocido anteriormente como el Board of Governor's Fee Waiver (BOGW). Todos los estudiantes deben completar la 2021-2022 FAFSA/CADA/CCPG. Para solicitarla vía Internet, por favor vaya al sitio www.fafsa.ed.gov o www.csac.ca.gov/dream_act.asp. El código federal para Citrus College es 001166. Con la excepción de los préstamos, la ayuda financiera no tiene que ser devuelta. 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 económica
- Ser ciudadano de EE.UU. o un no-ciudadano elegible con un número de seguro social.
- Haber obtenido o aprobado un diploma de escuela secundaria o un certificado de Desarrollo de Educación General (GED) o Prueba de Equivalencia para Escuela Superior de ETC (HiSET) o Examen de Competencia para Educación Secundaria (TASC).
- 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 encaminado 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 colegio, 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 solicitudes necesarias y fechas de plazo. Animamos a los estudiantes a que soliciten estos tipos de oportunidades de ayuda financiera disponibles para ayudarles a obtener una educación superior.

Departamento de Ayuda Financiera

Situada en la SS edificio

Teléfono: (626) 914-8592

E-mail: financialaid@citruscollege.edu

<http://www.citruscollege.edu/stdntsrv/finaid>

Horas de Oficina

Lunes - Jueves 8 a.m. to 5 p.m.

Viernes 8 a.m. to 4:30 p.m.

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



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. Apply for GI Bill® education benefits at <https://www.va.gov/education/how-to-apply/>. A letter of eligibility will need to be submitted to the Veterans Success Center (VSC).
3. 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.
4. Apply to FAFSA: <http://fafsa.ed.gov>.
5. 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.
 - A. JST: <http://jst.doded.mil>.
 - B. Air Force Transcripts: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>
6. Make an appointment with a Citrus College veterans counselor to develop a Student Education Plan (SEP), 626-852-6421.
7. Submit an [Intent Form](#) for each semester you plan on using the GI Bill® (this is done after you register for classes).
8. Send your documents to [New Student GI Bill® Documentation](#).

**For assistance with this process, contact the VSC at 626-852-6421
or by email at veterans@citruscollege.edu**

Veterans Orientation

The Veterans Success Center (VSC) holds New Student Veteran Orientation twice a year. This orientation will help answer questions you may have about the process of certifying your GI Bill®, do's and don'ts when using your GI Bill®, and what your responsibilities are as a student veteran. Student veterans will hear from the school certifying official, veteran academic counselor, VA vet success on-campus counselor, vocational rehab counselor, U.S. Vets mental health provider, and have a chance to meet other student veterans. For more information, contact the VSC at 626-852-6457.



Matriculation

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. Matriculation includes services to optimize students’ opportunities to foster academic success.

The college’s responsibility is to provide:

- Placement before course registration
- Orientation services about the college’s programs and services
- Counseling and other education planning services including Student Education Plans (SEP)
- Follow-up services to evaluate the academic process of, and provide support services to at risk students
- Referrals to appropriate support services and curriculum offerings

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
- Non-exempt first-time students must complete the following in a timely manner:
 - Complete an orientation activity provided by the college (currently 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

Registration Priority Note: New students who have completed orientation and have developed SEPs, as well as continuing students in good standing who have not exceeded 100 degree applicable units, will receive priority registration.

Matriculation Exemption Criteria

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

- 1) Has completed an associate degree or higher from a regionally accredited college
- 2) Has enrolled at the college solely to take a course that is legally mandated for employment as defined in Title 5 section 55000 or necessary in response to a significant change in industry or licensure standards
- 3) Has enrolled at the college as a special admit student pursuant to Education Code section 76001

Placement and Orientation

Placement into English and math is based upon self-reported high school GPA and the last math course completed in high school with a "C-" or better. All applicants receive an email with their placement into English and math. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. Students with questions about their placement should meet with a counselor.

Questions regarding placement should be directed to the Counseling and Advisement Center, (626) 914-8530.

Review of Placement

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

Matriculation

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 **MUST** complete the New Student Orientation by the specified deadline. All future registration may 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 Exemption Criteria on the previous page.

New Student Orientation

The New Student Orientation can be completed online at <https://www.citruscollege.edu/stdntsrv/counsel/Pages/OrientationServices.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 (DSPS), 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, COUN 160 Strategies for College Success or COUN 201 Course Planning with Degree Works 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 Education 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) after completing the New Student Orientation by attending an SEP Workshop or scheduling an individual counseling appointment. More information can be viewed at <https://www.citruscollege.edu/stdntsrv/counsel/Pages/OrientationServices.aspx>.
- **Students with 16 units or more:** Non-exempt first-time students are advised to meet with a counselor during an individual appointment to create an SEP. Prior to the appointment, students must complete the New Student 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 transcripts from other attended colleges must be on file.

Matriculation

- **Students with 15 degree applicable units (100 level courses or higher) or prior to the end of the 3rd semester:** Non-exempt continuing students are 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 the New Student Orientation, declare a course of study (selected on application or updated on Wingspan) and official transcripts from other attended colleges 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 successfully 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 MUSE 102 must also take MUSE 101.)

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. Students on a waitlist will be unable to register unless prerequisites have been cleared prior to permission to add.

Registration

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 Dates.

See “Important Dates and Deadlines” on pages 3-6 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 on WingSpan on or after the date indicated in the registration dates of the class schedule.

2. Register Online

You may register online on WingSpan on or after the appointment date and time you were assigned. Please remember to pay your fees by the dates posted to avoid being dropped for non-payment.

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 hold type.
- Has an academic/progress probation or 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
- Has previously enrolled in the class and 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 orientation, and an education plan to receive an earlier (higher) registration appointment. Students are strongly encouraged to identify a program of study.

If you are a **continuing student**, you must maintain good academic standing and earn a grade point average of a 2.0. It's very important to work hard in classes and get good grades to maintain your priority registration status.

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 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 all deadline dates. Refunds are processed automatically and a check will be sent to the current mailing address on file.

Registration

Paying for Classes

Citrus College allows students two options to pay for fees quickly and easily.

- Choose to pay online via WingSpan by credit card: VISA, MasterCard, Discover or American Express.
- Students who cannot pay online can mail in a payment. Please contact the cashier office at cashier@citruscollege.edu to avoid processing delays.

Thinking you can't afford an education could be a costly mistake. See page 17-21 for Financial Aid information. Check out the California College Promise Grant (CCPG) formerly known as the 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.

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.

A Prerequisite Clearance form may be submitted to admissions by going to <https://www.citruscollege.edu/ar/Pages/Forms.aspx>. The student must have an official transcript on file or submit a copy with the petition.

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/Corequisite Challenge Form may be submitted by going to <https://www.citruscollege.edu/ar/Pages/Forms.aspx>. 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. High school students have different limits. Please see AP 5011 Admission and Concurrent Enrollment of High School and Other Students.

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 waitlist. 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 if a seat opens. Once notified via the Citrus College e-mail, students will have 48 hours to register for the class through WingSpan. Students that miss the 48-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 class meeting forward, students will need an add code to register for the class. Add codes may 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 during open registration. When an add code is provided by the instructor, the student will be allowed to add that class during the Late Registration period, the period beginning with the first day of class and ending with the section add deadline date. All classes have a “deadline date” and the add codes will be effective through that “deadline date.” Deadline dates vary by section, please review the Deadline Dates, Drop for Non-Payment, Registration Dates, Final Exam Schedules on the Admissions and Records web page.

Instructors have discretion to issue add codes when he or she has space available in the class. Once you have the add code, you may enter it into

WingSpan when prompted. **Make sure you pay online to avoid a fee hold.** You may use the add code only one time. Only one person may use the add code. Once you have used the add code, it 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.

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.



Citrus College photo ID cards are available at the Citrus College Library.

Fees

Fee Payment Deadlines

Pay your fees no later than the scheduled drop for non-payment date to avoid losing your classes. The drop for non-payment schedule may be found on the Important Dates and Deadlines section on pages 3-6.

If fees are not paid by the drop date, you will be dropped from your classes, and any waitlisted section. However, if the CCPG 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

2021-2022 Fees and Expenses

Enrollment Fee	\$46/unit
International Student Tuition*	\$317/unit
Out-of-State Student Tuition*	\$317/unit
Nonresident Student Tuition*	\$317/unit
Class Pass Fee (All Students)	
Fall & Spring—Full-time	\$7
Fall & Spring—Part-time	\$6
Winter & Summer—Full-time	\$4
Winter & Summer—Part-time	\$3
Health Service Fee (All Students)	
Fall & Spring	\$21
CCPG Students	\$16
Winter & Summer	\$18
CCPG Students	\$13
Parking Fee	
Fall & Spring	\$58
Winter & Summer	\$29
Student Service Fee	
Fall & Spring	\$15
Winter & Summer	\$10
Student Representative Fee	
Fall & Spring only	\$2

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

Fees are subject to change.

any time on or after **the start of the term** will not be dropped for non-payment, but will be responsible for any fees incurred. Holds will be placed on students that fail to pay their fees.

Citrus College Refund Procedures

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

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

Refunds

All refunds will be issued by check and students do not need to fill out a form; it's mailed to the student automatically. Your check will be mailed to the address you have on file with the Admissions and Records Office. **Please go to <https://www.citruscollege.edu/ar/Pages/Forms.aspx> and select and complete the Student Update Form to update 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 suspend registration privileges 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.

Fees

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.

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. CCPG students pay a required reduced fee.

Online Education

What Is Online Education?

Online Education (OE) provides students who have schedule, distance or physical limitations an opportunity to access college-level courses online.

Offers Flexibility and Convenience

OE 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 OE 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. Take this self-assessment to determine if a online education class is a good fit for you:
<http://www.sierracollege.edu/distance/celearning/help-center/getting-started/readiness-assessment.php>

*Used with permission from Sierra College

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 Online Education?

- Visit <http://www.citruscollege.edu/oe> and take the OE online orientation.
- Select the session you are interested in attending and view what is being offered.
- Contact the OE office at online@citruscollege.edu.

Online Education

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. For success tips, see <http://www.citruscollege.edu/oe> after you have registered. You can complete the OE Orientation at that time.

NOTE: Some instructors have a mandatory orientation requirement that takes place before classes begin. You will either receive information about the orientation from your instructor by email or Canvas, or it may be listed on your schedule at the time of registration.

6. Purchase the materials required for the courses at the college bookstore or online, <http://www.owlbookshop.com>.
7. On the first day of the semester, go to the class site. Many, though not all, are in Canvas. 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. Some faculty may send a "Welcome Letter." **Do not fall behind.**

Out-of-state Students

Federal state authorization regulations require the placement of registration holds on students who have a mailing address in another state. The registration hold placed on those students will remain in effect until the student updates their mailing address to a California address. Students may use the student update form to request an address change.

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 Online Education Office at online@citruscollege.edu.

Associated Students of Citrus College Student Government

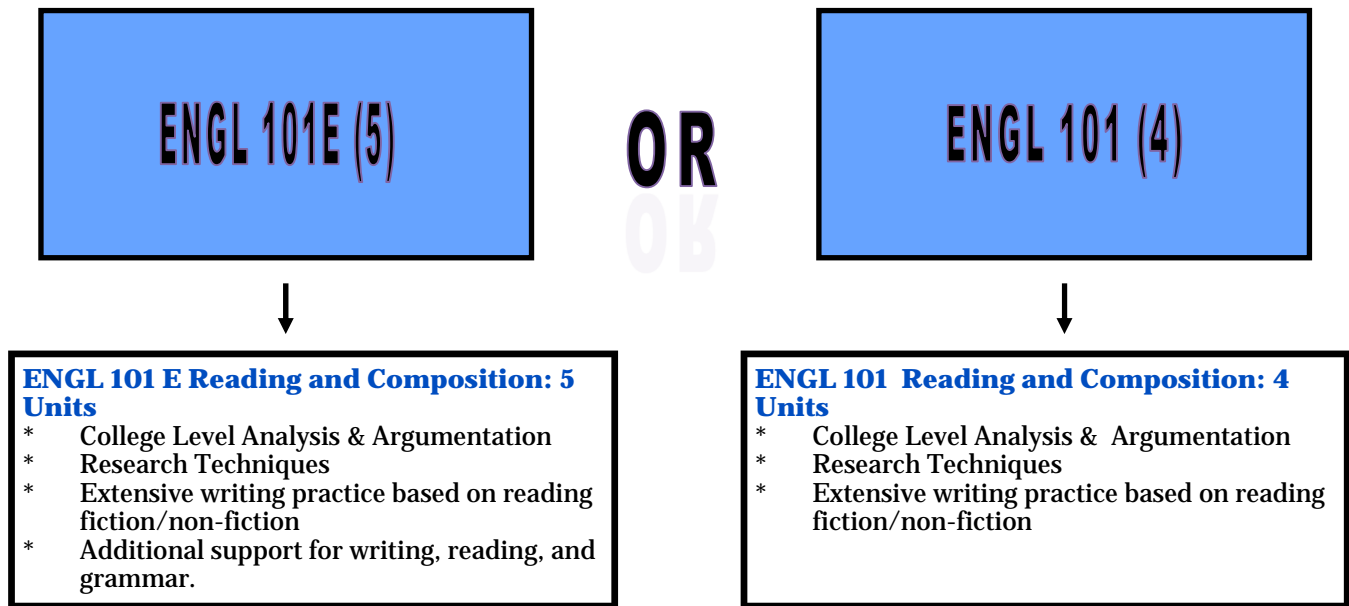
The Associated Students of Citrus College (ASCC) is made up of all students who attend Citrus College and pay their ASCC student service fee. Members of ASCC's executive board and program board plan and execute a variety of educational and social activities open to all students.

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

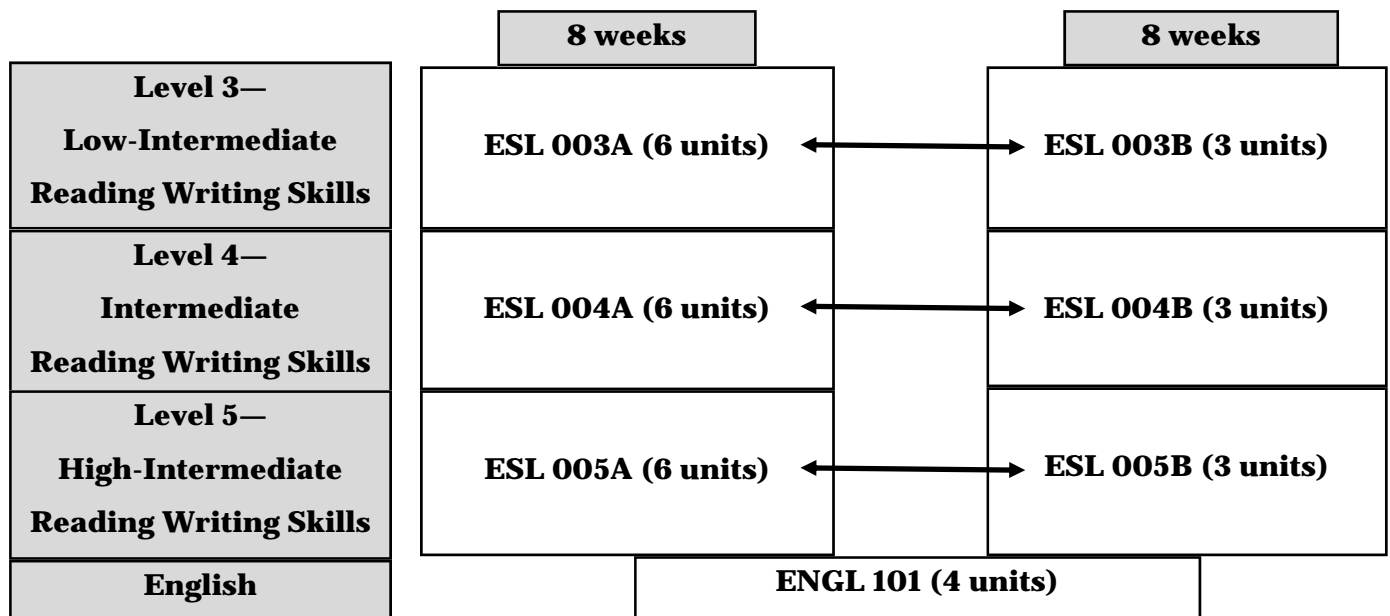
English Sequence of Courses



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.

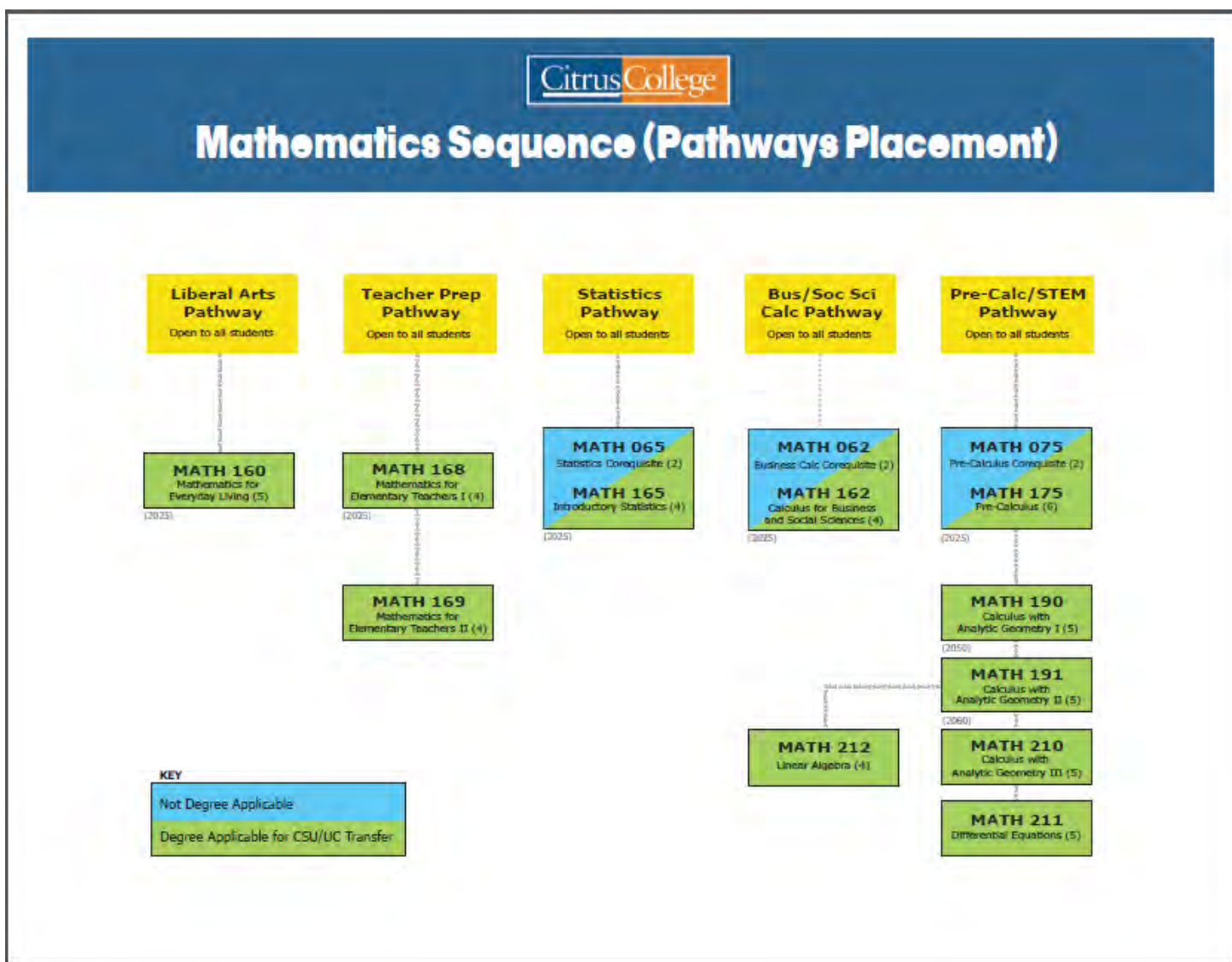
The ESL Sequence of Courses outlines the courses provided at various levels. International students should contact the International Student Center at 626-914-8549, and non-international students should contact Counseling & Advisement at 626-914-8530. To register for noncredit ESL classes, please visit the Lifelong Learning Center or call 626-852-8022.



Mathematics Sequence of 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 Pathways Placement Mathematics Sequence of Courses shown below outlines the courses required for students pursuing a variety of potential career and degree pathways: Liberal Arts, Teacher Prep, Statistics, Bus/Soc Sci Calc and Pre-Calc/STEM.

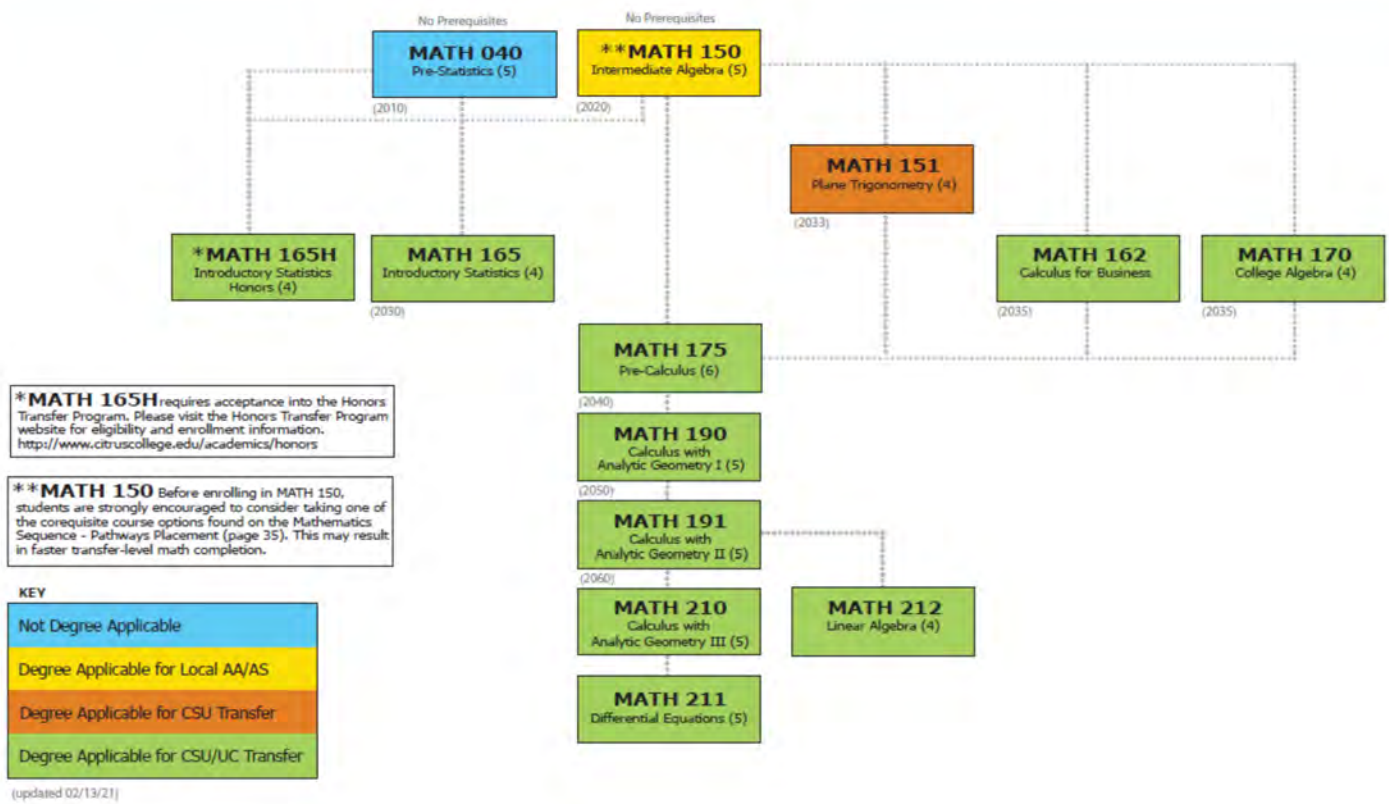


Mathematics Sequence of Courses Continued

The Traditional Placement Mathematics Sequence of Courses is a broader overview of mathematics courses available, presented in a more traditional format.



Mathematics Sequence (Traditional Placement)



Careers in Health Science



Associate Degree in Nursing (RN)

See the Nursing-Registered section

<http://www.citruscollege.edu/academics/programs/adn>

Prepares selected students for the state exam. Visit our website for updated information regarding selection criteria, admission periods and application procedures.

Contact: Jorge Acosta at (626) 914-8530 or (626) 914-8720, 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: Jorge Acosta at (626) 914-8530 or (626) 914-8720, 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: Dalvir Dhillon at (626) 914-8722, ddhillon@citruscollege.edu



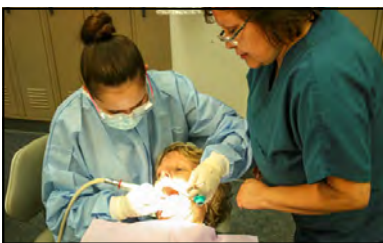
Emergency Medical Technician (EMT)

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>

This program can be completed in one year and provides a comprehensive education that prepares students for the RDA State Board Exam.

Contact: Dawn Brewster at (626) 914-8728, dbrewster@citruscollege.edu

For more information, call the Health Sciences Department at (626) 914-8720.

Citrus College Honors Transfer Program



The Honors Transfer 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 Transfer 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 Transfer 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 Transfer Program.

For an application and information go to: <http://www.citruscollege.edu/academics/honors> or contact Olivia Canales at ocanales@citruscollege.edu.

Honors Transfer Counselor

Eileen Sin

626-914-8530 or schedule an appointment at <https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>

Fall 2021 Honors Courses

ANTH 210H Intro to Cultural Anthro
 Instructor: Miller-Thayer CRN: 23183
 Days & Time: R 11:30 a.m.—12:55 p.m.
 And ONLINE

ART 100AH Prehistory—Middle Ages Art
 Instructor: Besancon CRN: 24086
 Days & Time: W 11:30 a.m.—12:55 p.m.
 And ONLINE

ENGL 101H Reading and Composition
 Instructor: Dau CRN: 22594
 Days & Time: TR 1:05 p.m.—3:10 p.m.

ENGL 104H Argumentative Writing
 Instructor: Rudd CRN: 23783
 Days & Time: MW 11:30 a.m.—12:55 p.m.

HIST 103H World History
 Instructor: Lubisich CRN: 21148
 Days & Time: TR 9:55 a.m. — 11:20 a.m.

PSY 101H Intro to Psychology
 Instructor: Tate CRN: TBD
 Days & Time: W 9:55 a.m. — 11:20 a.m.
 And ONLINE

SOC 201H Introduction to Sociology
 Instructor: Lopez CRN: 20745
 Days & Time: MW 3:50 p.m. — 5:15 p.m.

SPAN 101H Spanish I
 Instructor: McGarry CRN: 22587
 Days & Time: TR 10:05 a.m.—12:35 p.m.

THEA 101H Intro to Theatre Arts
 Instructor: Holbrook CRN: 24194
 Days & Time: ONLINE

Summer 2021 Honors Course

PHIL 106H Introduction to Philosophy
 Instructor: Love CRN: 41753
 Days & Time: MTWR 10:20 a.m.-12:30 p.m.

Citrus College Honors Transfer Program



Winter 2022 Honors Courses

PHIL 106H Introduction to Philosophy
 Instructor: Love CRN: 25613
 Days & Time: MTWR 10:25 a.m.-12:35 p.m.

Soc 201H Introduction to Sociology
 Instructor: Lopez CRN: 25951
 Days & Time: TWR 1:00 p.m.-3:50 p.m.

Spring 2022 Honors Courses

ANTH 216H Sex and Gender Perspectives
 Instructor: Miller-Thayer CRN: 34142
 Days & Time: TR 1:05 p.m.—2:30 p.m.

ART 100AH Prehistory—Middle Ages Art
 Instructor: Besancon CRN: 34749
 Days & Time: T 11:30 a.m.—12:55 p.m.
 And ONLINE

ASTR 115H Planetary Astronomy
 Instructor: Kary CRN: 34362
 Days & Time: MW 8:20 a.m.—9:45 a.m.

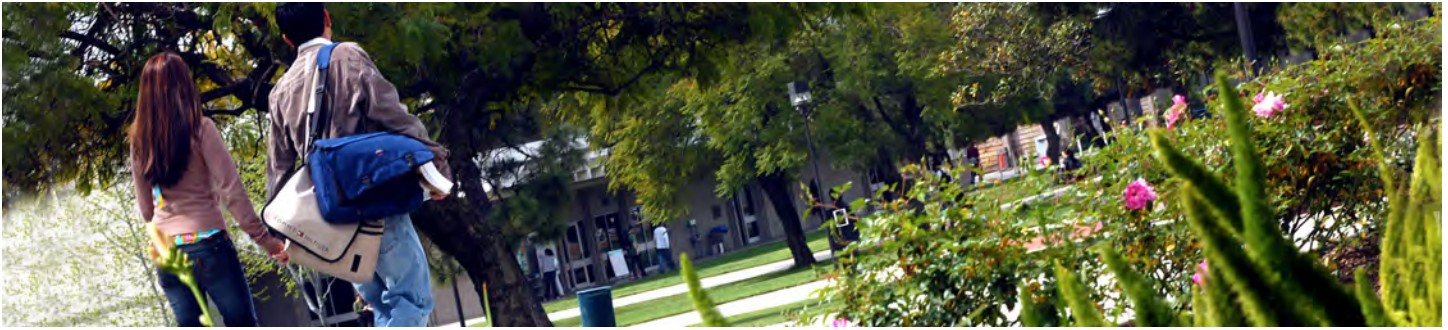
HIST 104H World History since 1500
 Instructor: Ray CRN: 34145
 Days & Time: TR 9:55 a.m. — 11:20 a.m.

HIST 108H US History since 1877
 Instructor: Waddington CRN: 33267
 Days & Time: MW 3:50 p.m. — 5:15 p.m.

SPAN 102H Spanish I
 Instructor: McGarry CRN: 33168
 Days & Time: MW 9:55 a.m.—12:20 p.m.

SPCH 101H Public Address
 Instructor: Van Horn CRN: 30158
 Days & Time: MW 1:05 p.m.—2:30 p.m.

Class Description Sample



(1) —————→ **POLITICAL SCIENCE**

(2) —→ **POLI 103 Government of the United States** **3 Units**

(3) ↗ *Strongly recommended: ENGL 101.*

(3) ↗ 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.

(4) —→ It meets the United States Constitution graduation requirement and includes local and state government. 54 lecture hours. CSU • UC ←———— (5)

(6) —→	40069	Ross, G.	MTWR	8:00 AM-10:05 AM	LB 101	06/21-07/29	
	40070	Ross, G.	TWR	1:00 PM-3:50 PM	LB 101	06/21-07/29	
	40113	Peters, G.	TWR	6:00 PM-8:50 PM	LB 301	06/21-07/29	← (11)
	40170	Peters, G.		HRS - ARRG		06/21-07/29	

ONLINE EDUCATION CLASS

For success tips, see <http://www.citruscollege.edu/oe> (10)

(7) ↗

(8)

Monday = M, Tuesday = T, Wednesday = W, Thursday = R, Friday = F, Saturday = S, Sunday = U

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
- 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)
- Correction of student records (address changes, course of study changes, etc.)

CalWORKs

626-852-8023 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/calworks>

calworks@citruscollege.edu

CalWORKs Virtual Lobby:

<https://cccconfer.zoom.us/j/91265714384>

Office Hours:

Mon.– Friday., 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
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Submit ancillary requests for books, supplies and fees
- Enroll in short term and long term training programs

Campus Center

626-852-6444 Location: Ross L. Handy

Campus Center

<http://www.citruscollege.edu/stdntsrv/studentaffairs/activities>

[studentaffairs](#)

studentlife@citruscollege.edu

Campus Center Hours:

Mon.-Thurs., 8 a.m.– 7 p.m.

Fri., 8 a.m.-4:30 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
- Student government information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124
- Food pantry
- Class Pass
- Basic Needs
- Dream Resource Center

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.-5 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 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.

Directory of Services

Career/Transfer Center

626-914-8639 Location: SS, Second Floor

Fax: 626-914-8544

<http://www.citruscollege.edu/stdntsrv/ctcenter>

ctc@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/Transfer Center services include:

- Articulation agreements between Citrus College and universities
- Associate Degrees for Transfer (ADT)
- Career counseling and transfer planning assistance
- Career development and transfer planning classes for unit credit
- Career and personality assessments
- Career and transfer resource library
- Individual appointments with university representatives
- Interview preparation
- Online career exploration tools
- Resume and cover letter assistance
- Transfer awareness and career development workshops
- Transfer fairs
- Transfer Admission Guarantees (TAG) with participating universities
- University campus visits

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.

Cashier's Office

626-914-8896 Location: SS, First Floor

<http://www.citruscollege.edu/finance/fiscal/cashier>

cashier@citruscollege.edu

Office Hours:

Mon.-Fri., 8 a.m.-5 p.m.

Visit the Cashier for District and student related transactions such as:

- Payment of class fees by cash or check
- Payment of debts and outstanding obligations
- ASCC discount ticket services
- Disbursement of payroll checks
- Other District and student related issues

Bursar's Office

Location: AD, Second Floor

Office Hours:

Mon.-Fri., 8 a.m.-4 p.m.

Visit the Bursar's Office for District transactions such as:

- Revolving cash reimbursements
- Warrant replacements
- Other District related issues

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

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 <http://www.citruscollege.edu/LC>

Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8644

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.

The Counseling and Advisement Center assists students with:

- Academic and transfer advising
- Declaring a course of study and career counseling
- Developing a Student Education Plan (SEP)
- New Student Orientation
- Early Alert Workshops
- Drop-in services for students with brief questions
- Registration assistance
- Personal counseling
- Counseling for programs such as Veterans, Honors, STEM, Nursing, and Athletics

Directory of Services

Disabled Student Programs & Services (DSPS)

626-914-8675 Location: SS, First Floor
<http://www.citruscollege.edu/stdntsrvc/dsps>
dsps@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.
 Fri., 8 a.m.-4:30 p.m.

DSPS provides:

- Specialized assessment of learning disabilities
- Academic accommodations for students with disabilities, for example note taking assistance, adaptive testing, campus/community liaison, sign language interpreting, adapted physical education, textbooks in alternate format, and more
- Computer access for students with disabilities in the High Tech Center lab
- Specialized academic and disability management counseling

Enterprise Services

(626) 914-8620

Shop online at <http://www.owlbookshop.com>
bookstore@citruscollege.edu

Enterprise Services, formally Bookstore Services, consists of three categories separated into contract, district, and retail. Contract includes all contracted services with beverage, catering, concessions, dining, and vending. District includes the Mail Room, Reprographics, all services for Automotive, Cosmetology, and Esthetician clients, and the instructional and athletic components of the Golf Range. Retail includes all services at the Art & Coffee Bar, Owl Bookshop, Cosmetology/Esthetician Spa, and Range Pro Shop. Enterprise Services' goal is to provide a safe, friendly, accessible environment where students, alumni, faculty, staff and visitors may optimize their academic, career, and cultural development. Enterprise Services provides access to materials and services necessary for learning and teaching excellence, increasing student success and completion, training student workers to be

successful entrepreneurs and/or employees, creating an inviting place to experience, shop, eat, and safely spend time between classes, and providing premier customer service and focused individual assistance to customers with specialized needs. Services are available to the entire campus and local community.

Locations throughout campus to serve student needs:

Art and Coffee Bar (West Satellite)

Offers Starbucks drinks, fresh pastries, sandwiches, salads, snacks, fountain drinks, art supplies, and student created art.

Location: SS, Campus Mall Entrance

Hours: Posted on <http://www.owlbookshop.com>

Cosmetology/Esthetician Spa (East Satellite)

Offers comprehensive hair, skin, and nail services. Discounted beauty products including Bed Head, Blue Oatz, Dermalogica, OPI, Poise, and Redkin are offered for sale. Available spa services are posted on <http://www.owlbookshop.com>

Location: TC 118, First Floor

Hours: Call (626) 335-1234 for appointment availability.

Golf Range

The [Range](#) at Citrus, a non-profit golf practice center features two hitting surfaces—natural grass and mats—along with various targets and markers, 31 tees, a chipping area with a bunker and a 2,500 sq. ft. putting/chipping green. The Range offers varying size buckets of Srixon 2 Piece golf balls. The well-lighted golf driving range is open seven days a week along with a well-stocked pro shop and snack bar to provide added convenience.

Location: Center of campus between softball & football fields

Hours: Posted on <http://www.owlbookshop.com>

Directory of Services

Enterprise Services cont:

Owl Bookshop (Campus Center)

Offering a one stop shop, visit the Owl Bookshop in person or online at www.owlbookshop.com. New, used and rental course materials are available and can be shipped to you or picked up in person. In addition to course materials, the Owl Bookshop also carries educational and office supplies, trade books, sundries, gifts, greeting cards, electronics, beauty supplies, apparel, imprinted merchandise, snacks, sandwiches, drinks, brewed coffee, and gift cards.

Location: BK - adjacent to the Campus Center

Hours: Posted on <http://www.owlbookshop.com>

Owl Café & Grill

626-914-8615 Location: CC, Lower Level
stuffedowl@citruscollege.edu

Café & Grill Hours:

Posted on <http://www.owlbookshop.com>

Owl's Nest Gourmet Mobile Grill Hours:

Posted on <http://www.owlbookshop.com>

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.

Vending (Throughout Campus)

Pepsi machines are located throughout campus and food vending machines are located between PA and AD, between PC and TC, CC north entrance, and inside the Owl Café dining area located below the Handy Campus Center.

EOP&S/CARE

(Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education)

626-914-8555 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/eops>

eopands@citruscollege.edu

EOP&S/CARE Virtual Lobby:

<https://cccconfer.zoom.us/j/91037571808>

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
- Student supplies and peer support
- Textbook services
- Priority registration
- Tutoring

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. 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.

Fri., 8 a.m.-4:30 p.m.

English and Spanish

Federal School Code: 001166

Services include:

- Assistance with FAFSA and Dream Act application processing
- Help with... The California College Promise Grant (formerly known as the BOG fee waiver)
- Scholarships
- Federal and State Grants
- Loans

Directory of Services

International Student Center

909-929-1746 (Remote)
 626-914-8549 (On Campus) Location: SS 164
<https://isc.citruscollege.edu>
 isc@citruscollege.edu
 Office Hours:
 Mon., Tues., Wed. & Thurs., 8 a.m.-5 p.m.
 Fri., 8 a.m.-4:30 p.m.
 * Weekly [Conversation Corner](#) online chat every
 Thursday from 5p.m.-6p.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
- Online Assistance and Counseling

Learning Center

626-857-4035/626-914-8570 Location: P1 109
<http://www.citruscollege.edu/lc/>

The Learning Center is open to all Citrus students with a Citrus ID card seeking academic support. Check website for hours of operation and scheduled workshops.

Library

Location: LI
<http://libguides.citruscollege.edu/library>
 Hours: See library homepage (above)
 Call: 626-914-8644
 Text: 626-600-2153 (during open hours)
 Chat: Via library homepage (during open hours)
 Email: library@citruscollege.edu

Resources & Services

Faculty, staff and current students can

- Search the library catalog for over 34,000 print materials, over 24,000 ebooks, thousands of articles, streaming media titles and more.
- Access resources from 50 electronic resources 24/7 using your campus network login
- Enjoy seating for over 650 students and 18 study rooms
- Utilize 125 student computers
- Print from library computers or wifi

Featured Databases:

- Drama Library Online: Access to over 1,700 plays and monologues
- JSTOR: Scholarly journal article collection covering literature and many other subject areas.
- Opposing Viewpoints in Context: A wide variety of source types including peer-reviewed and pro/con viewpoint articles

Noncredit Counseling

Location: Online
<https://www.citruscollege.edu/ce/Pages/NCCounseling.aspx>

Office Hours:
 May vary; see webpage for details.

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:

- Academic advisement
- Student Education Plan (SEP)
- Personal/career and vocational counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs
- Multiple Measures Questionnaire

School Relations and Outreach

626-857-4176 Location: SS, Second Floor
<http://www.citruscollege.edu/stdntsrv/highschool>
 Office Hours:
 Mon.-Fri., 8 a.m.-4:30 p.m.

The School Relations and Outreach office 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
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- College Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
- I Will Complete College Program
- Early College and College and Career Access Pathways (CCAP) Programs
- Promise Program

Directory of Services

STEM Center

626-914-8723 Location: MA 129
<http://www.citruscollege.edu/stem/stemcenter>

Office Hours:

Mon-Thur., 9 a.m.-7 p.m.
 Fri., 9:30 a.m.-1:30 p.m.

In the STEM Center you can study with friends, form study groups, and have your math and science questions answered by highly-qualified tutors. Current math and science textbooks as well as math resources are available for short-term check-out in the STEM Center. For your convenience, the STEM Center is also equipped with computers that support [PLATO](#), [MyMathLab](#) and [WebAssign](#).

STEM TRiO SSS Program

626-914-8577 Location: SS 172 and CI 107
<http://www.citruscollege.edu/stemtrio>
marsmith@citruscollege.edu

Office Hours:

Mon-Fri., 8 a.m.-5 p.m.

The STEM TRiO SSS program is designed to assist first-generation, low-income, and/or disabled students majoring in STEM (science, technology, engineering and mathematics) and allied health fields (nursing, EMT, etc.) by offering a variety of services tailored to meet their individual needs. The STEM TRiO SSS team focuses on helping students successfully enroll in and complete coursework, access necessary resources, prepare for transfer and build financial literacy to ensure students achieve their educational goals. All STEM TRiO SSS services are free to active program participants.

The STEM TRiO Student Support Services Project is funded by the U.S. Department of Education, PR# P042A151490.

Student Employment Services

626-914-8550 Location: AD, office of HR
<http://www.citruscollege.edu/hr/ses>

Citrus College offers a variety of opportunities for part-time student employment. See website for details on how to apply.

Student Health Center

626-914-8671 Location: SS, First Floor
<http://www.citruscollege.edu/stdntsrv/healthctr>

The Student Health Center is closed to in-person contact due to the COVID-19 campus closure. Until further notice, the SHC staff are working remotely (off campus) and are currently scheduling appointments with our medical and mental health team.

Office Hours:

Summer 2021

Mon.-Thurs., 8:30 a.m.-2:00 p.m.
 Fri., 8:30 a.m.-12:00 p.m.

Fall 2021:

Mon.-Thurs., 8:30 a.m.-4:30 p.m.
 Fri., 8:30 a.m.-12 p.m.

All hours subject to change.

The Health Center does not take calls on weekends and college holidays. Services are available only when classes are in session.

All currently enrolled students who pay the student health fee are eligible to receive health care services from the Student Health Center.

Services offered remotely:

- Appointments with a physician, nurse practitioner, or therapist
- Get answers to your questions
- Receive assistance
- Access information about local urgent care clinics and emergency rooms
- Receive responses to your health care questions or concerns

Directory of Services

Teacher Preparation Pipeline (TPP)

626-914-8577 Location: SS 172

Fax: 626-914-8544

marsmith@citruscollege.edu

monicahernandez@citruscollege.edu

Office Hours:

Mon. — Fri., 8 a.m.-5 p.m.

Citrus College's Teacher Preparation Pipeline (TPP) program prepares future teachers by offering:

- Teacher preparation workshops and events
- Work-based learning experiences
- CBEST preparation workshops and financial assistance for exam fee
- Individualized support
- Transfer resources

Testing Center

626-857-4035/626-914-8570

Locations: P1 108 (Adapted Testing)

<http://www.citruscollege.edu/lc/testing>

testingcenter@citruscollege.edu

Disabled Student Programs and Services (DSP&S) students who require accommodations due to disabilities or other circumstances may arrange to take their exams through Adapted Testing. Typical accommodations provided by Adapted Testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation. A Citrus ID card is required.

Tutorial Services

626-914-8570 Location: P1 109

<http://www.citruscollege.edu/lc/tutor>

Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring on a drop-in basis in most subjects by trained staff free of charge. See Tutorial for subjects offered. A Citrus ID card is required. Check website for hours of operation.

Veterans Success Center

626-852-6421 Location: IC

Fax: 626-852-6422

veterans@citruscollege.edu

Office Hours:

Mon.-Fri., 8:00 a.m.-5 p.m.

Services include:

- Academic Counseling and Advisement
- Family/Dependent Support
- Financial Aid Assistance
- Mental Health Services
- New Student Veteran Orientation
- Priority Registration
- Transitional Counseling
- VA Benefits Assistance

Writing Center

626-857-4035/626-914-8570 Location: P1 109

<http://www.citruscollege.edu/lc/Pages/Writing.aspx>

<http://www.citruscollege.edu/lc/Pages/Writing.aspx>

writingcenter@citruscollege.edu

The Writing Center provides assistance to all Citrus students requesting English tutoring, as well as students seeking help with essays, research papers, lab reports, or any other writing assignment. The Writing Center services also include assistance with reading comprehension and strategies for note taking. Consultations by trained staff provide drop-in, one-on-one writing consultations, and scheduled appointments by special arrangement. The Writing Center also offers lectures and specialty workshops covering a variety of topics. A Citrus ID card is required. Check website for hours of operation.

Standards of Student Conduct

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of federal and state laws, and 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 from the Superintendent/President for a student's expulsion. 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 procedures shall be made widely available to students through the District catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, 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. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained prior written permission from a District employee with the concurrence of the Superintendent/President;
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
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. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District;
8. Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
9. Committing sexual harassment as defined by law or by District Board Policies and Administrative Procedures;
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law;
11. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel;
13. Cheating, plagiarizing (including plagiarism in a student publication), or engaging in other academic dishonesty;
14. Dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;

Standards of Student Conduct

17. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District Administrative Procedures, or the substantial disruption of the orderly operation of the District;
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District Board Policy or Administrative Procedure.
20. Violation of District rules or regulations including campus policies concerning the student organizations, the use of District facilities, or the time, place and manner of public expression;
21. Persistent violation of classroom standards of conduct as established by the instructor;
22. Accessing restricted portions of the District's network, operating system, security software or other administrative applications without authorization. Developing or using programs that may disrupt other computer or network users or that damage software or hardware components of a system. Attempting to use or giving another person a user's login, password, or add code to enter an account and/or course without authorization;
23. Any other cause 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 Affairs, Student Conduct and Discipline, Standards of Conduct (Board Policy BP 5500).



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 outside agencies.
4. Campus Safety supports campus programs that inform students and employees about being responsible for their own safety and the safety 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.
- Download the Citrus Guardian App.
- 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.

From January 1, 2018 through December 31, 2020, the following criminal offenses occurred on campus and were reported to Campus Safety and public agencies:			
Offense	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense (Forcible)			
Forcible Rape	0	1	0
Forcible Sodomy	0	0	0
Sexual Assault With An Object	0	0	0
Forcible Fondling	1	1	0
Sex Offense (Non-Forcible)			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	1
Arson	0	0	0
Burglary	2	2	1
Motor Vehicle Theft	0	0	1
Liquor Law Arrest/Citations	7	3	4
Liquor Law Violations (Referred for Disciplinary Action)	1	1	0
Drug Law Arrests	6	1	1
Drug Law Violations (Referred For Disciplinary Action)	4	1	2
Weapon Law Arrests	0	1	0
Weapon Law Violations (Referred for Disciplinary Action)	0	0	0
Dating Violence	1	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate (Bias) Crimes	0	0	0

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 (AP 6750)

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code (CVC) are applicable.

Parking of motor vehicles and bicycles is limited to specially designated areas. Permits are required. Vehicles or bicycles parked in violation of the provisions of this Administrative Procedure are subject to fines, towing, or impoundment.

All persons who enter the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

Parking at Citrus College is reserved for students, employees, or those affiliated with the college who are conducting official business on campus while they are parked in a campus parking lot. The campus and its parking lots are considered private property. There is no public transit parking at Citrus College.

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee may be refunded, minus a processing fee, to students who withdraw from the College and submit a Request for Refund prior to any established deadlines for refunds.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

TRAFFIC AND PARKING REGULATIONS

Article I. General Traffic Regulations

Section 1. No person shall fail to obey any official traffic control device 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 any road way.

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, or bicycle on campus side walks. Skateboards and scooters shall not be ridden in campus parking lots.

Section 6. No person shall walk on a road way or parking lot which obstructs flow of traffic.

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 campus owned vehicles without prior authorization.

Your Car On Campus

Article II. Speed Regulations

Section 1. No person shall drive a vehicle at a speed greater than 15 miles per hour in the parking areas and no greater than 15 miles per hour on the campus walkways.

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

Article III. Parking Regulations

Section 1. Parking on campus Monday through Thursday 6:00am-10:00pm and Friday 6:00am- 4:00pm is by permit only. A daily parking permit or a current Citrus College parking permit must be obtained and displayed in order to park on campus.

- a. Student and staff permits may be obtained through the iparq system at citruscollege.thepermitstore.com
- b. Daily permits are available for purchase from the Automated Pay Station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots.
- c. Metered parking spaces are available in the S1, E6 and V2 lots. Metered spaces go up to a maximum of 30 or 60 minutes depending on location. Vehicles parked in expired meter spaces will be cited.
- d. Arrangements may be made for special events in advance.
- e. Parking permit must not be copied, forged, altered or stolen.

Section 2. Parking permits must be displayed in the following locations:

- a. PASSENGER VEHICLES – Permits must be affixed to the lower corner of the windshield, nearest the driver in a manner described in 26708 (b) (3) CVC.
- b. MOTORCYCLES - On the front, right fork.

Section 3. All vehicles shall be parked facing into parking stalls.

Section 4. All vehicles shall be parked within a marked parking stall.

Section 5. All vehicles shall be parked in a designated parking area.

Section 6. Only district owned vehicles shall park in designated District Vehicle Parking.

Section 7. Vehicles shall not park alongside a red curb.

Section 8. Vehicles shall not park on cross-hatch lines.

Section 9. Passenger vehicles shall not park in designated motorcycle or moped parking.

Section 10. Motorcycles or mopeds shall not park in passenger vehicle stalls except marked disabled parking spaces when displaying valid placard or plate authorizing disabled parking.

Section 11. Vehicles shall not stop or park, at any time, in a designated Fire Lane where signs are posted. (22500.1 CVC)

Section 12. Vehicles shall not park illegally next to another vehicle, impeding their ingress/ egress (double parking); (22500(h) CVC).

Section 13. 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.
- 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.
- g. Behind a parked vehicle

Section 14. 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 - Indicated an area for loading and unloading of vehicles and the parking of service vehicles.
- c. BLUE ZONE - Indicates disabled parking.

Your Car On Campus

Section 15. Spaces for disabled drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV disabled placard, temporary disabled placard, or disabled license plates. Drivers displaying placards or disabled license plates may park in any spaces except red zones, motorcycle parking and any other space identified for specific type of parking that have been reserved by a governing body, for special types of vehicles or parking of vehicles; CVC 22511.5 (B) Section 3.

1. Vehicles parked in disabled parking stalls shall display a valid, visible disabled placard 22507.8 (a) CVC.
2. No vehicle shall park on cross-hatch lines for Disabled parking 22507.8(c) (1) CVC.

Section 16. No student, faculty, or employee shall park in an area designated as visitor or client parking. Visitors or clients must obtain a valid visitor or client permit and shall park in designated visitor parking areas. Visitor permits must be displayed according to the directions on the permit.

- a. Client Parking - A portion of the V4 lot is reserved for clients of the Cosmetology, Health Occupations and Dental Assisting programs while they are receiving services from these programs. Client parking also applies to the V3 lot which is designated for the Golf Range patrons and E1 lot which is designated for Performing Arts. This area is identified by signage that states, "Client Parking Only" or "Golf Range Only." Anyone parking in these areas without a valid client permit will be cited.

Section 17. No vehicles displaying a student, part-time employee, or daily parking permit are allowed to park in any area designated as STAFF/EMPLOYEE parking; with the exception of handicapped persons having a valid Disabled placard or plate and those persons who have first obtained a valid visitor's permit enabling them to do so.

Section 18. Bicycles must be parked in designated bicycle parking areas.

- a. All bicycles must be secured to an existing bicycle rack.
- b. Any unattended bicycle not secured to an existing bicycle rack will be removed and stored by Campus Safety personnel. Bicycles will be

released upon verification of ownership and valid identification.

Section 19. Unauthorized vehicles shall not park in designated reserved or temporarily reserved stalls.

Article IV. Citations

Section 1. Citations are issued for violations described in Article III, parking regulations.

Section 2. Citation fees range from \$35.00 - \$330.00 contingent upon the violation.

Section 3. An appeal process is available for those who feel they were cited in error. Directions for the appeal process are on the citation as well as on the Citrus College website.

Section 4. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on Citrus College campus.

Article V. 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 22669 and 22651.5 of the California Vehicle Code.

- a. Pursuant to section 22658(a), unauthorized vehicles will be towed at vehicle owner's expense.
 1. Vehicles may be claimed at Jan's Towing (626) 914-1841.
 2. Glendora Police Department (626) 914-8250.

Notification of Rights under FERPA and Directory Information Services

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Citrus College receives a request for access. A student should submit to the Registrar in the Admissions and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable

information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Citrus College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Citrus College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Citrus College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll on request.

Notification of Rights under FERPA and Directory Information Services

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Citrus College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- Information designated as “directory information” under §99.37. (§99.31(a)(11)) Citrus College may disclose appropriately designated “directory information” without written consent, unless you have opted out of disclosure of directory information in accordance with Citrus College procedures. The primary purpose of directory information is to allow Citrus College to include this type of information from your education records in certain school publications. Examples include:
 - A playbill or program;
 - Honor or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside

organizations without a student's prior written consent. Outside organizations include, but are not limited to, class management system (Blackboard). In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless students have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Citrus College to disclose directory information from your education records without your prior written consent, you must submit the Withhold Directory Information Form to the Admissions and Records Office before the start of the term. The college has designated the following information as directory information:

- Name
- Dates of attendance
- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition
- To other school officials, including teachers, within Citrus College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

Notification of Rights under FERPA and Directory Information Services

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To students of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Notification of Rights under FERPA and Directory Information Services

El Acta de Derechos de la Familia a la Educación y Privacidad (FERPA por sus siglas en inglés) ofrece a los estudiantes elegibles ciertos derechos relacionados con sus archivos educativos. (Un “estudiante elegible” bajo FERPA es un estudiante que es mayor de 18 años y que asiste a una institución de educación post-secundaria). Estos derechos incluyen:

1. El derecho de inspeccionar y revisar los archivos educativos del estudiante dentro de un lapso de 45 días después de que Citrus College recibe una solicitud para pedir acceso. El estudiante debe entregar una petición por escrito a la Oficina de Admisiones y Récor ds que identifique el archivo/s que el estudiante desea inspeccionar. La directora de la oficina o persona encargada hará los arreglos necesarios para el acceso a dichos archivos y notificará al estudiante del horario y fecha en que el archivo puede ser revisado. Si los archivos que el estudiante busca no se encuentran en dicha oficina, la persona encargada lo dará a conocer al estudiante y le indicará a quién debe dirigirse dicha petición.
2. El derecho de solicitar una enmienda al archivo educativo del estudiante que el estudiante crea necesaria por ser información incorrecta, engañosa, o que viole la privacidad de los derechos del estudiante bajo FERPA.

Un estudiante que desea pedirle a la escuela que se realice una enmienda a su archivo educativo debe de dirigir una carta por escrito a la persona encargada de dicho archivo, y claramente identificar la parte del archivo que el estudiante está solicitando sea cambiada, y especificar la razón del cambio.

Si la escuela decide no enmendar al archivo como lo ha solicitado el estudiante, la escuela le notificará al estudiante por escrito de dicha decisión así como del derecho que tiene el estudiante a solicitar una audiencia sobre la solicitud de la enmienda. Información adicional sobre los procedimientos para una audiencia se le darán al estudiante al momento en que se le indique de su derecho a tener una audiencia.

3. El derecho a dar consentimiento por escrito antes de que el colegio difunda información personal de identificación (PII) que se encuentra en el archivo educativo del estudiante, excepto cuando FERPA autorice la difusión sin consentimiento previo.

La escuela difunde los archivos educativos sin el consentimiento por escrito previo del estudiante bajo las excepciones que otorga FERPA para difundir información al personal de la escuela que tengan intereses educativos legítimos. El personal de la escuela es una persona que esté empleada por Citrus College en un puesto administrativo, de supervisor, académico, de investigación, o personal en puestos de servicios de apoyo (incluyendo a los agentes del orden o personal de la clínica de salud); una persona que es parte de la Junta de Fideicomisarios del Colegio; o un estudiante que es miembro de un comité oficial, tal como un comité de disciplina o de reclamos. Una persona representante del colegio, también puede incluir a un voluntario o contratista trabajando fuera de Citrus College que está realizando un servicio para la institución, en la que el colegio de otra manera utilizaría sus propios empleados, y ésta persona se encuentra bajo los reglamentos de la escuela en cuanto al uso y mantenimiento de información PII de los archivos educativos, tal como un abogado, auditor, agente de colección, o estudiante voluntario/a que está ayudando a otro miembro del personal del colegio a realizar su asignación. Un representante del colegio tiene el interés educativo legítimo de revisar un archivo educativo para poder realizar sus obligaciones profesionales para Citrus College. Ante una solicitud por parte del estudiante, la escuela también difunde archivos educativos sin el consentimiento del personal de otra escuela en la que el estudiante está solicitando ser admitido/a.

Notification of Rights under FERPA and Directory Information Services

4. El derecho de presentar una queja con el Departamento de Educación alegando fallas por Citrus College para cumplir con los requisitos de FERPA. El nombre y dirección de la Oficina que administra todo lo relacionado con FERPA es:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permite la difusión de PII del archivo del estudiante, sin el consentimiento previo del estudiante, siempre y cuando la difusión de dicha información llene ciertas condiciones que se encuentra en los reglamentos de FERPA sección §99.31. Con la excepción de la difusión a los representantes de escuelas, el difundir información relacionada con órdenes judiciales o con citatorios a la corte, difusión de información de directorio, y difusión de la sección §99.32 de FERPA, requiere que la institución documente dicha difusión. Los estudiantes elegibles tienen el derecho de inspeccionar y revisar los archivos que identifican dichas difusiones de información. Una institución de educación post-secundaria puede difundir sin consentimiento previo por escrito, información PII del archivo del estudiante –

- Información designada como “información de directorio” bajo la sección §99.37. (§99.31(a)(11)) Citrus College puede difundir información apropiadamente indicada como “información de directorio”, sin el consentimiento previo por escrito del estudiante, al menos que el estudiante previamente haya indicado no querer que su información de directorio sea difundida, esto de acuerdo con los procedimientos de Citrus College. El objetivo principal de la información de directorio es para permitirle a Citrus College incluir este tipo de información que se encuentra en el archivo educativo en ciertas publicaciones de la escuela. Algunos ejemplos incluyen:
 - o Un programa de obra de teatro, o cualquier otro programa de actividad;
 - o Listas de honores o de otros reconocimientos;
 - o Programa de graduación; y
 - o Hojas deportivas de información que de-

muestran el peso y estatura de los miembros de los equipos.

Información de directorio, que es información que de ser difundida no se considera dañina o una invasión a la privacidad, también se puede difundir a organizaciones externas, sin el consentimiento previo por escrito del estudiante. Las organizaciones externas incluyen, pero no están limitadas, a un sistema de administración de la clase (como Blackboard). Adicionalmente, hay dos leyes federales que requieren a las agencias locales educativas (LEAs) que reciben asistencia bajo el Acta de Educación Elemental y Secundaria de 1965 (ESEA) a difundir este tipo de información a reclutas militares, de ser esta información solicitada, con la siguiente información— nombres, direcciones y números telefónicos – al menos que el estudiante haya indicado a la institución LEA que no autoriza que su información sea difundida sin el consentimiento previo por escrito.

Si usted no desea que Citrus College difunda su información de directorio que se encuentra en su archivo educativo sin su consentimiento previo por escrito, usted debe llenar la solicitud ‘Withhold Directory Information’ que se encuentra en la Oficina de Admisiones y Récords, antes de que empiecen las clases. El colegio ha designado la siguiente información como información de directorio:

- o Nombre, dirección, número de teléfono
- o Fechas de asistencia
- o Fecha y lugar de nacimiento
- o Área de estudios
- o Nivel de inscripción ejemplo, tiempo completo o medio tiempo
- o Escuela más reciente pública o privada a la que ha asistido el estudiante
- o La participación del estudiante en actividades y deportes oficiales del colegio, incluyendo su peso, estatura, y la preparatoria de la cual se graduaron los miembros de los equipos deportivos.

Notification of Rights under FERPA and Directory Information Services

- o Títulos y premios recibidos por los estudiantes, incluyendo honores, becas, trofeos deportivos y listas de reconocimientos de los decanos.
- A otros representantes de la escuela, incluyendo maestros de Citrus College, a quien el colegio ha determinado que tienen un interés legítimo educativo. Esto incluye contratistas, asesores, voluntarios u otras personas o agencias a las cuales el colegio les haya asignado cumplir un servicio o asignación, siempre y cuando las condiciones indicadas en la sección §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) se cumplan. (§99.31(a)(1))
- A representantes de otras escuelas a donde el estudiante desea inscribirse, o donde el estudiante ya está inscrito y si el propósito de la difusión de información está relacionada con la transferencia del estudiante, y sujeta a los requisitos de la sección §99.34. (§99.31(a)(2))
- Puede ser difundida a representantes autorizados de la Contraloría General de Estados Unidos, el Fiscal de Estados Unidos, el Secretario de Educación, o a autoridades educativas estatales y locales; tales como una autoridad de educación postsecundaria que es responsable de supervisar los programas universitarios financiados por el Estado. La difusión de este tipo de información, se debe de realizar y está sujeta a los requisitos bajo la sección §99.35, y en conexión con una auditoria o evaluación de los programas educativos financiados por el gobierno federal o estatal, o para cumplir con requisitos federales legales relacionados con estos programas. Estas entidades pueden difundir información PII adicional a agencias externas que están designadas por ellos mismos como su representante autorizado para realizar una auditoria, evaluación, o para el cumplimiento o realizar una actividad para cumplir con algún requisito. (§99.31(a)(3) and 99.35)
- En relación con la ayuda financiera que el estudiante ha solicitado, o que ha recibido, si la información que se difunde es necesaria para determinar la elegibilidad para recibir asistencia económica, determinar la cantidad de la ayuda financiera, determinar las condiciones, o hacer cumplir los términos y las condiciones en las que se otorga la ayuda. (§99.31(a)(4))
- A organizaciones que están realizando estudios, para o a nombre de la escuela, para poder: (a) desarrollar, validar, o administrar pruebas; (b) administrar ayuda financiera; o (c) mejorar la instrucción. (§99.31(a)(6))
- A organizaciones que están acreditadas para llevar a cabo estas funciones acreditadas. (§99.31(a)(7))
- A estudiantes hijos de estudiantes elegibles si el estudiante es una persona dependiente para propósitos de impuestos del IRS. (§99.31(a)(8))
- Para cumplir con una orden judicial o con un citatorio. (§99.31(a)(9))
- A los agentes indicados en relación a una emergencia de salud o de seguridad, sujeta a la sección §99.36. (§99.31(a)(10)).
- A la víctima de un supuesto autor de un crimen violento o de una ofensa sexual, sujeto a los requisitos de la sección §99.39. La difusión puede solamente incluir los resultados finales de los procedimientos disciplinarios con relación al supuesto crimen u ofensa, sin importar cual sea el resultado de los procedimientos. (§99.31(a)(13))
- Al público en general, los resultados finales de un procedimiento disciplinario, sujeto a los requisitos de §99.39, si la escuela determina que el estudiante es un supuesto autor de un crimen violento o de una ofensa sexual y el estudiante ha cometido una violación de las reglas y políticas de la escuela en relación a las acusaciones hechas en su contra. (§99.31(a)(14))
- A los padres del estudiante en relación a una violación por parte del estudiante en contra de la ley federal, estatal o local, o en contra de cualquier ley o reglamento de la escuela que gobierne el uso de posesión de alcohol o de una sustancia controlada y si la escuela determina que el estudiante ha cometido una violación disciplinaria y el estudiante es menor de 21 años de edad. (§99.31(a)(15))

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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 pudieran 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.

Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

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, Section 504 of the Rehabilitation Act of 1973 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.

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos.

Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de

California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes.

Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College.

Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del Servicios Estudiantiles, 626-914-8534.

Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S.C. Section 1145g and 34 C.F.R. Section 861 et seq.; Drug Free Workplace Act of 1988, 41 U.S.C. Section 702.

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.

All employees are required to comply with this policy as a condition of their employment and continued employment.

Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

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

Referencias: Acta de Escuelas y Comunidades Libre de Drogas 20 U.S.C. Sección 1145g y 34 C.F.R. Sección 861 et seq.; Acta de Area de Trabajo Libre de Drogas 1988, 41 U.S.C. Sección 702 El Colegio estará libre del uso ilegal de drogas y de la posesión ilegal de drogas, distribución ilegal de drogas por los estudiantes y empleados.

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.

Se requiere que todos los empleados cumplan con esta política como una condición para obtener un empleo o para mantener sus empleos. Cualquier estudiante o empleado que viole esta política será sujeto a acción disciplinaria, lo que pudiera incluir una referencia a un programa de rehabilitación

apropiado, suspensión, retiro del puesto y colocado en un puesto inferior, expulsión o despido. Cualquier empleado que sea encontrado culpable de violar una regla de conducta relacionada con el uso de drogas o consumo de alcohol debe reportarlo dentro de cinco días al superintendente/presidente del colegio.

El Superintendente/presidente debe asegurar de que el Colegio distribuya anualmente a cada estudiante la información que requiere el Acta de Escuelas y Comunidades Libre de Drogas Enmienda de 1989 y que se cumpla con otros requisitos del Acta. Aprobado el 28 de abril del 2004

Sexual Misconduct Information (Title IX)

Citrus Community College District is committed to providing an educational environment that is safe and free from all forms of discrimination, sexual harassment, and sexual misconduct.

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the California Education Code require that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual misconduct which occur both on and off-campus, as well as, providing victims with information regarding post sexual treatment options and services.

Citrus College is proactive in offering a safe environment for students, faculty, staff, and visitors and will not tolerate sexual misconduct. For this, Citrus College offers prevention and education information and orientation programs about domestic violence, sexual assault, dating violence, and stalking to students, faculty, staff, and visitors to help prevent the risk of sexual harassment and sexual misconduct on or off-campus. Additional information is available through the Sexual Violence Prevention Statement on the college web site at www.citruscollege.edu.

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All Citrus College employees are deemed “responsible employees” and must report and violations or alleged violations of sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation involving students. A “responsible employee” who receives a report of sexual harassment or sexual misconduct must promptly notify the Title IX Coordinator at (626) 914-8830.

Sexual Harassment (Board Policy 7102/ Administrative Procedure 7102.1)

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 academic status or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual;
- The conduct is so severe, pervasive, and objectively offensive that the victim is effectively denied access to an educational opportunity or benefit; 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 procedure described in Administrative Procedure 7102.1 entitled “Prohibition of Harassment: Students and Employees.” Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Stu-

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

To file a complaint on allegations of sexual harassment, discrimination, or retaliation based on a protected category against a College employee or student are made to the Title IX Coordinator at (626) 914-8830. To file a complaint, refer to Discrimination Complaint Procedures (Administrative Procedure 7101.1).

Sexual and Other 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, or threat of sexual assault. 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/flashing, voyeurism and/or fondling.

Any sexual violence or physical abuse, including, but not limited to rape as defined by California law, whether committed by a student, faculty, staff or visitor, that occurs on District property, 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 Board Policies and Administrative Procedures, and is subject to all applicable punishment, including criminal procedures and/or civil prosecution, and employee or student discipline procedures. Students, faculty, staff, and visitors who may be victims of sexual and/or other assaults shall be treated with dignity and provided comprehensive assistance.

Any sexual violence against the wishes and without the affirmative consent of the violated person, whether by a stranger or by an acquaintance, whether against a woman or a man, is a violation of the law. “Affirmative consent” means affirmative, conscious, and voluntary agreements to engage in sexual activity. It is active, not passive. Silence, in and of itself, is not consent.

Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

Prior consent is not consent to future acts. A person must be fully conscious and aware of their actions to be able to give consent. This means that a person who is asleep, drugged, intoxicated, unconscious, a minor, mentally impaired, or incapacitated cannot give consent. Intercourse under any of these circumstances is rape.

- Both partners must be equally free to act. The decision to be sexually intimate must be made without coercion.
- Both partners have the right to revoke their consent at any time during sexual activity by actively (verbally or non-verbally) communicating their desire to stop the activity.

Any person who has been the victim of sexual misconduct or who has information regarding sexual violence on campus is strongly urged to call 911 or the police or sheriff department 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 or off-campus you may also:

1. Go to a safe place. If on campus, you may call Campus Safety 24 hours a day, 7 days a week at (626) 914-8611. You may also visit or contact the Student Health Center (SS 147) during business hours at (626) 914-8671.
2. Help preserve evidence. You do not have to decide immediately whether or not you want to pursue a criminal complaint. Collecting evidence immediately following an assault will be helpful if you decide to press charges later.
3. See emotional care and support. Don't try to deal with this situation alone. Call a friend, family member, or someone with whom you feel you can talk to. A 24 hour rape crisis hotline is available where help may be sought by calling (626) 793-3385.
4. Get medical attention as soon as possible to assess and treat physical injuries you may have sustained and to collect evidence of the assault. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many off-campus and confidential resources that can provide different support ser-

vices to you in a time of crisis. This includes but is not limited to:

- Rape Treatment Center offers a free rape exam with police officer authorization. Free rape exams are also available without police authorization, although police presence is strongly encouraged. (310) 319-4000 located at 1250 16th Street, Santa Monica CA.
- 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
- Foothill Presbyterian Hospital:
(626) 963-8411
- Glendora Police Department:
(626) 914-8250
- Family Counseling Services:
(626) 308-1414
- Peace Over Violence:
(626) 966-4155
- San Bernadino Sexual Assault Services:
(626) 885-8884

5. If the perpetrator is a student at Citrus College, consider reporting the assault to the Manager or Human Resources & Staff Diversity/Title IX Coordinator at (626) 914-8830 and/or police. Telling the police does not commit you to further legal action. The Title IX Coordinator, Campus Safety, and Student Health Center are campus Non-Confidential Resources.

Confidentiality and Privacy

The Title IX Coordinator uses discretion and seeks to protect the privacy of all persons involved in complaints of sexual harassment and sexual misconduct. Unless explicitly stated, persons or entities on campus are not confidential and may have an obligation to report your disclosure to the Title IX Coordinator at (626) 914-8830.

Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

If you experience any type of sexual misconduct and want to speak to someone confidentially about your options, rights, and experiences, contact a confidential resource.

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to Citrus College Campus Safety, will be documented on a report and forwarded to the Investigations Division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, Citrus College Campus Safety will provide a "Jane Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

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 Education-

al 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 consumidor 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 entran 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).

Citrus Community College District Disclosures and Disclaimers Divulgaciones y Denegaciones de Citrus College

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 Educational Data System-Graduation Rate

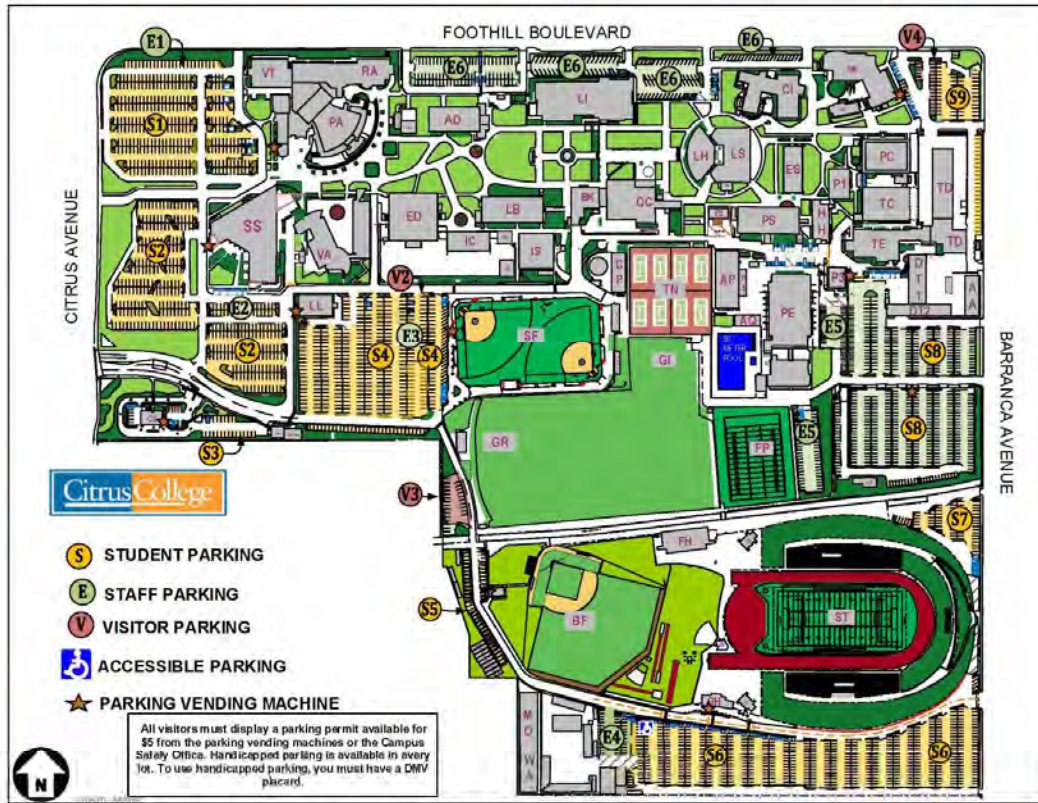
Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se 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 College Campus Map



Buildings

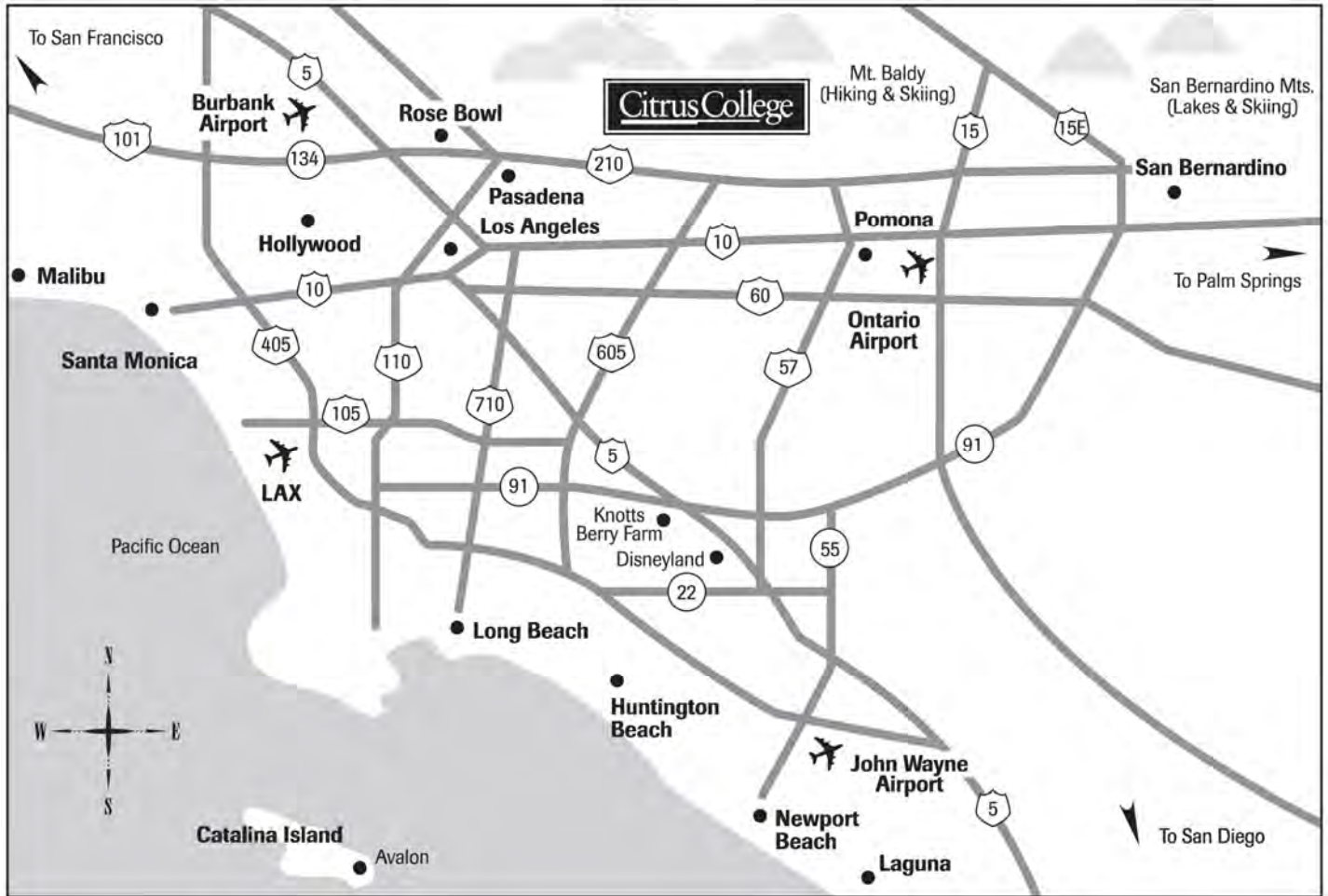
AA..... Automotive Annex	LH Lecture Hall
AD Administration	LI Hayden Library
AN Annex	LL Lifelong Learning Center
AP..... Adaptive Physical Education	LS Life Science
AQ Aquatics	MA Mathematics/Sciences
BF..... Baseball Field (FLD 2)	MO..... Maintenance/Operations
BK..... Owl Bookshop	NB..... North Bungalow
CC..... Campus Center	P1 Portable #1
CI..... Center for Innovation	P2 Portable #2
CP..... Central Plant	P3 Portable #3
CS Campus Safety	PA Performing Arts Center
DT 1... Diesel Technology	PC Professional Center
& DT 2 (formerly Tech G)	PE..... Physical Education
ED Educational Development Center (formerly Main Gym)
ES..... Earth Science	PS..... Physical Science
FH..... Field House	RA Recording Technology
FP..... Football Practice Field (FLD 5)	RG..... Reprographics (Print shop)
GH..... Gate House	SB..... South Bungalow
GI..... Golf Instruction (FLD 1)	SF..... Softball Field (FLD 3)
GR..... Golf Driving Range	SS..... Student Services
HH..... Hayden Hall	ST..... Stadium (FLD 4)
IC..... Integrated Success Center	TC..... Technology Center
IS..... Information Systems	TD..... Technician Development
LB Liberal Arts/Business	TE Technology Engineering
	TN..... Tennis Courts
	VA Visual Arts
	VT..... Video Technology
	WA..... Warehouse / Purchasing

Services

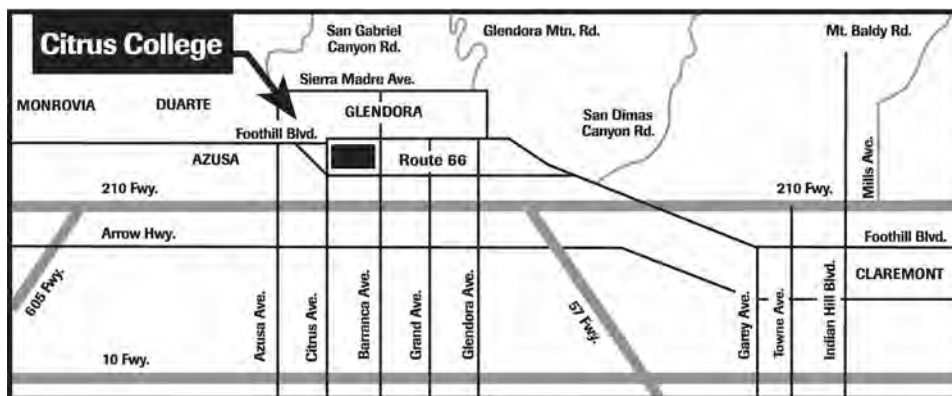
Academic Affairs.....AD	FLS Language Center.....PZ
Admissions and RecordsSS	Food ServiceCC
AssessmentSS	Foster Kinship Office.....IC
Associated StudentsCC	FoundationAD
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AudiovisualLI	Human ResourcesAD
AuditoriumPA	InformationSS
Board RoomAD	International Student CenterSS
Box OfficePA	Learning CenterED
Bursar.....AD	Little TheatrePA
Business ServicesAD	Noncredit Education.....LL
Cafeteria - Owl CaféCC	Noncredit MatriculationLL
CaWORKsII	NursingPC
Career/Transfer CenterSS	OutreachSS
CashierSS	Printing, ReprographicsRG
Clarion, Student NewspaperVA	Public InformationAD
College AdvancementAD	ReceivingWA
Community EducationLL	Receiving, BookstoreBK
Computer CenterIS	Safety OfficeCS
CosmetologyPC	Student AffairsCC
Counseling and Advisement Center.....SS	Student Employment ServicesAD
Dental AssistingPC	Student Services OfficeSS
Disabled Students CenterSS	Superintendent/President's OfficeAD
Distance EducationLI	Swimming PoolAQ
EthnicityTC	Testing CenterED
EOP&SSS	Transfer CenterSS
External RelationsAD	Veteran's Center.....IC
Facilities RentalAD	Vocational Education OfficeTE
Faculty / Staff LoungeCC	
Financial AidSS	
Fitness CenterAP	

Revised 8/12/2016

Citrus College Freeway Map



Community Map



Note: Maps not to scale.