

## Registration

### Paying for Classes

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

- Choose to pay online by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person with cash, check, money order or traveler's check.

**Thinking you can't afford an education could be a costly mistake. See page 16-20 for Financial Aid information.** Check out the BOGW (Board of Governor's Waiver) information included in this schedule to see if you qualify.

### Instructions for WingSpan—Citrus College's Online Application and Registration Data System

Complete instructions on how to apply and register on WingSpan are available at <https://wingspan.citruscollege.edu> All new and returning students must complete an online application before being allowed to register.

### Prerequisite Clearance

Students are required to provide verification of how skill or course prerequisites have been met prior to their registration date. Students unable to verify how a prerequisite has been met will not be allowed to enroll in courses requiring a prerequisite.

Official transcripts from other colleges may be used to verify prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. Students will not be added to waitlist unless prerequisites have been met.

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

### Challenging Prerequisites

Students may challenge a course prerequisite or co-requisite if they meet one of the following conditions:

- 1) Knowledge or the ability to succeed in the course without the prerequisite, **or**
- 2) Subject to undue delay in attaining their educational plan because the prerequisite or co-requisite course has not been made reasonably available, **or**
- 3) Belief that the prerequisite is discriminatory or is being applied in a discriminatory manner, **or**
- 4) Belief that the prerequisite was established in violation of regulations and/or the established district-approved policy and procedures.

A Prerequisite Challenge Form may be obtained from the Admissions and Records Office. The 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 address if a seat opens. Once notified via the Citrus College e-mail, students will have 24 hours to register for the class through WingSpan. Students that miss the 24-hour window to register will be removed from the waitlist. The waitlist stops two days prior to the first class meeting.

## Registration

From the first class meeting forward, students will need an add code from the instructor to register for the class. Add codes will be issued by the instructors at their discretion. Instructors may use the waitlist order to issue add codes.

### Add Codes

An add code may be provided by an instructor to students who were unable to enroll in the class.

Add codes will be available from the instructor at the first class meeting. When an add code is provided by the instructor, the student will be allowed to add that class during Late Registration, the period beginning with the first day of class and ending with the 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 Add/Drop/Refund Deadline Dates on the Admissions and Records web page.

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

WingSpan when asked to provide the code upon registering online. **You will also update your payment at the same time, online.** You may use the code only one time. Only one person may use the code. Once you have used the add code, the code becomes invalid.

### Important! Do Not Sell or Give Your Add Codes To Another Student!

Students who misuse Add Codes will be dropped from the course and will be subject to student discipline proceedings as outlined in Administrative Procedure 5520.

### 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.**