

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 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 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.
- Students without high school data on the application receive the following placements, which provide access to transfer-level English and math:
 - **English**
 - English 101+S (5 units) with support for Summer 2019 and English 101E (5 units) with support starting in Fall.
 - **Math**—Students may pick one of the following choices:
 - **Transfer-level** Statistics with support: Math 065 (2 units) plus Math 165 (4 units)—**open to all students**
 - Intermediate Algebra with support: Math 050 (3 units) plus Math 150 (5 units) - **for Science, Technology, Engineering, and Math (STEM) majors.**
- Students interested in studying business or psychology should check with a counselor regarding selecting appropriate math courses.
- International (F-1 visa) students need to contact the [International Student Center \(ISC\)](#) to schedule taking the ESL Accuplacer test.
- Non-international ESL students need to contact the [Counseling and Advisement Center](#) for a referral form to take the ESL Accuplacer test if assessment is determined to be required. 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.

Required Orientation

- Orientation - Students applying to Citrus College **MUST** complete orientation. Registration will be withheld from those students who do not complete orientation by the deadline date. The deadline date for summer/fall applicants is October 31 and the deadline date for winter/spring applicants is June 30. Please refer to the Student Success and Support Program (SSSP) section for SSSP exemption criteria information and procedures for challenging matriculation regulatory provisions.
- Orientation is offered in several formats in which some orientation sessions include a Student Educational Plan (SEP). Orientation can be satisfied by participating in the following sessions:
 - In-person orientation (recommended for new students; SEP included)
 - Early Decision Day at Citrus College (only available through high school districts)
 - [Online orientation](#)—new students who complete this as well as an SEP will earn an earlier registration date.

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Counseling Services

- After completion of the assessment and orientation, complete a SEP. If you have completed 15 or less college units, attend a Course Planning Session to create an Abbreviated SEP (one semester plan). If you have 16 or more college units completed, make an appointment with a counselor to complete a SEP. For the Course Planning Session schedule and to make an appointment, check out the [Counseling and Advisement Center webpage](#), call (626) 914-8530, or stop by the Counseling and Advisement Center located on the second floor of the Student Services Building. If you are eligible for specialty counseling services, inquire with the appropriate department for available SEP services. New students who complete the SEP component will earn an earlier registration date.
- New students will also be required to complete a Comprehensive SEP (multi-term plan) after completing 15 degree applicable units or prior to the end of the third semester. The Comprehensive SEP describes student responsibilities, requirements, courses, programs, and services necessary to achieve the course of study goal.
- Undecided Goal – For assistance in choosing an Educational Goal and/or Course of Study (major) pathway, contact the [Career Center](#) at (626) 914-8530 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 Identification Number and Personal Identification Number (PIN) to access WingSpan which is the Citrus College registration system. Your PIN is your birth date (example April 30, 1988 enter 043088) unless you previously changed your PIN.
- 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](#).