

## 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 complete a Student Update Form by going to <http://www.citruscollege.edu/ar> and clicking on Student Forms.

### WingSpan Access

Complete the application well in advance of the beginning of the semester or term. Your Citrus ID number and PIN 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 submit a Petition for Residency Reclassification.

**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](http://www.citruscollege.edu/hr/ses)