

## 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>

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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 626-914-8831.

### 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.

## Online Education

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 on-campus 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 class, 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

Out-of state students who reside outside of California will not be able to register for online classes. Only out-of-state students who reside in California may register for online classes. Federal law requires that colleges obtain permission from the state in which the student resides before offering online education out of state. The California Community College Chancellor's Office is currently working on state-to-state authorization which would allow out-of-state students to take advantage of our online education. Active military personnel are exempt.

### 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 (626) 914-8831**

## 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 local businesses and amusement parks.