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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.



Published by the Citrus College
Office of External and
Government Relations

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

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Récords
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(626) 914-8510

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Claudia Castillo
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(626) 857-4093

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Rosalinda Buchwald
(626) 914-8897

Mission Statement

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad a los estudiantes dentro y más allá de los límites geográficos tradicionales. Estamos dedicados a promover una comunidad diversa para la educación y un ambiente de aprendizaje a través de ofrecer una cultura abierta y acogedora que apoya el cumplimiento exitoso de estudios de transferencia, carreras y educación técnica, así como el desarrollo de habilidades básicas. Demostramos nuestro compromiso con la excelencia y el éxito estudiantil con el continuo de asesoramiento de aprendizaje estudiantil y de la efectividad de nuestra institución.

Vision

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Values

- Student Focus
- Excellence
- Collaboration
- Diversity
- Life-Long Learning
- Integrity
- Technological Advancement

Visión

Citrus College ofrece excelentes oportunidades educativas que responden a las necesidades de la comunidad y ayudan a los estudiantes a enfrentar los desafíos económicos, sociales y del medio ambiente para convertirse en participantes activos para contribuir al mundo del futuro.

Valores

- Enfoque en los Estudiantes
- Excelencia
- Colaboración
- Diversidad
- Aprendizaje para Mejorar Calidad de Vida
- Integridad
- Avances Tecnológicos

Citrus Community College District Board of Trustees

Mrs. Joanne Montgomery, President
Monrovia/Bradbury and portions of Duarte Representative

Mrs. Susan M. Keith, Vice President
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Azusa and portions of Duarte Representative

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Ms. Jennifer Chavez Ramos
Student Representative

Dr. Geraldine M. Perri
Superintendent/President

Winter Session 2017 Important Dates and Deadlines

2016

October 31	View your Winter Session appointment times on Wingspan. Go to: https://wingspan.citruscollege.edu
November 10	Last day to file Fall 2016 graduation applications
November 11 & 12	<i>Veterans Day Holiday</i>
November 14, 2016- January 2, 2017	Wingspan Registration for Winter Session 6 a.m. - midnight https://wingspan.citruscollege.edu
November 24—26	<i>Thanksgiving Holiday</i>
Non-Payment Rollout:	Students registering on the dates below:
Nov. 20 at 10 p.m.	November 14-20, 2016
Nov. 27 at 10 p.m.	November 21-27, 2016
Dec. 4 at 10 p.m.	November 28, 2016-December 4, 2016
Dec. 11 at 10 p.m.	December 5-11, 2016
Dec. 18 at 10 p.m.	December 12-18, 2016
Jan. 2 at 10 p.m.	December 19, 2016-January 2, 2017 See pages 25-29 or go to www.citruscollege.edu/ar for enrollment and payment information
December 12, 2016 — January 2, 2017	<i>Winter Break</i>

2017

January 2	Residence Determination Date
January 3	Winter Instruction Begins Waitlists no longer in use Add codes begin
January 3—6	Late registration and program changes See page 28 for Add Code instructions. All registration and program changes will be done online. Check the Add/Drop/Refund Deadline Dates on the Citrus College website.
January 16	<i>Martin Luther King, Jr. Holiday</i>
February 10	Last Day of Term
June 30	Required Orientation completion deadline for students who applied to Citrus College in Winter 2017. See pages 23-24 for more information.

View Your Appointment

Beginning October 31, 2016
24 hours a day

Registration Begins

Priority Groups
November 14, 2016

Continuing & New Students
November 15, 2016

***Who's Who?**

Continuing Students: You are a **continuing** student if you previously enrolled in credit classes at Citrus College.

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 October 11, 2016.

The enrollment priority deadline for new student orientation assessment, and student educational plan is also October 11, 2016.

Note Winter Final Exams:

Winter Session final exams will take place during the last week of class. Please confirm your final exam date with your instructor.

Fall Semester 2016 Important Dates and Deadlines

July 11	View your Fall Semester appointment times on Wingspan. Go to: https://wingspan.citruscollege.edu
July 18– August 18	WingSpan Registration for Fall 2016 6 a.m. - midnight https://wingspan.citruscollege.edu
Non-Payment Rollout: July 24 at 10 p.m. July 31 at 10 p.m. August 7 at 10 p.m. August 14 at 10 p.m. August 18 at 10 p.m.	Students registering on the dates below: July 18-24 July 25-31 August 1-7 August 8-14 August 15-18 See pages 25-29 or go to www.citruscollege.edu/ar for enrollment and payment information
August 19	Convocation Day for faculty and staff— No Classes in session
August 20	Saturday classes begin
August 22	First Monday of Fall Semester Waitlists no longer in use Add codes begin
August 20— September 2	Late registration and program changes See page 27 for Add Code instructions. All registration and program changes will be done online. Check the Add/Drop/Refund Deadline Dates on the Citrus College website.
September 3 & 5	<i>Labor Day Holiday</i>
October 17	Second 8-week classes begin
October 31	Required Orientation completion deadline for students who applied to Citrus College in Fall 2016. See pages 22-23 for more information.
November 11 & 12	<i>Veterans Day Holiday</i>
November 10	Last day to file Fall 2016 graduation applications for June 2017 ceremony
November 24—26	<i>Thanksgiving Holiday</i>
December 5—10	Final Examinations —see page 4 for schedule
December 12— January 2	<i>Winter Break</i>

View Your Appointment

Beginning July 11, 2016
24 hours a day

Registration Begins

Priority Groups
July 18, 2016

Continuing & New Students
July 19, 2016

*Who's Who?

Continuing Students: You are a **continuing** student if you previously enrolled in credit classes at Citrus College.

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 June 10, 2016.

The enrollment priority deadline for new student orientation assessment, and student educational plan is also June 10, 2016.

Fall Semester 2016 Final Exam Schedule Monday, December 5–Saturday, December 10

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 5

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 7

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 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: Thursday, 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 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 9.

Final exams will be scheduled by the instructor for Distance Education online, 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.



A College of Completion

Citrus College: A College of Completion is an initiative designed to encourage and support students as they endeavor to complete their educations, transfer to baccalaureate degree programs and enter the career fields of their choice. This collegewide effort is a response to a 2009 challenge from the White House for the nation's community colleges to produce an additional 8 million college graduates by 2020.

A College of Completion, like all of Citrus College's academic programs and student services, focuses on student success, with college completion as its pinnacle. The initiative engages every part of the Citrus College community: students, faculty and staff.

"The College of Completion campaign enables us to publicly declare our commitment to the academic achievement of our student body and it puts college completion front and center of our priorities."

–Dr. Geraldine M. Perri
Superintendent/President



The Road to Completion

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
- Art History
- Biology
- Business Administration
- Communication Studies
- Early Childhood Education
- Elementary Teacher Education
- English
- History
- Journalism
- Kinesiology
- Mathematics
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Studio Arts
- Theatre Arts

Associate in Arts Degrees

- Dance
- English Literature
- Language Arts
- Liberal Arts—Humanities
- Music
- Social and Behavioral Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis
- Visual Arts

Associate in Science Degrees

- Automotive Technology
- Biological Sciences
- Biotechnology
- Business
- Child Development
- Correctional Science
- Cosmetology
- Criminal Justice
- Dental Assisting
- Digital and Web Design
- Design and Engineering Drawing

Technology

- Emergency Management and Homeland Security
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Physical Science
- Pre-Allied Health
- Pre-Engineering
- Public Works
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Technology

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 Technician
- Automotive Service, Diagnosis & Repair–Undercar/Drivetrain Specialist
- Automotive Service, Diagnosis and Repair-Underhood Specialist
- Biomanufacturing
- Ceramics – One Year
- Ceramics – Two Year

- Child Development Master Teacher
- Child Development Master Teacher–Early Intervention
- Commercial Dance
- Computer Aided Design (CAD) Architecture and Drafting
- Computer Generated Imagery (CGI)
- Correctional Science
- Cosmetology
- Criminal Justice
- CSUGE
- Dental Assisting
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Information Technology
- Intersegmental General Education Transfer Curriculum (IGETC)
- Literature
- Medium and Heavy Diesel Truck Service, Diagnosis and Repair Technician
- Photography
- Public Works: Inspection, Supervision and Management
- Public Works: Maintenance Services
- Theatre Technologies, Emerging
- Vocational Nursing
- Water Technology
- Wildland Resources and Forestry
- Writing Competency

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.

See full list of skill awards at <http://www.citruscollege.edu/stdntsrvcounsel/skillawards/Pages/default.aspx>.

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, Physical Science
Chemistry	Physical Science
Computer Information Systems	Business, Business Administration (AD-T)
Computer Science	Mathematics (AD-T), Physics (AD-T)
Economics	Business, Mathematics (AD-T)
Engineering	Mathematics (AD-T), Physics (AD-T), Pre-Engineering
Environmental Science	Biological Sciences, Physical Science
Ethnic Studies: Latino Studies, African-American Studies, Women's Studies	Social and Behavioral Sciences, Sociology (AD-T)
Foreign Languages: Chinese, German, Japanese	Language Arts
Forensic Science	Biological Sciences, Physical Science
Health Sciences: BSN, Health Science, Public Health	Biological Sciences, Kinesiology (AD-T), Pre-Allied Health
Humanities	Language Arts, Liberal Arts - Humanities, Social and Behavioral Sciences
International Relations	History (AD-T), Political Science (AD-T), Social and Behavioral Sciences
Nutrition	Biological Sciences, Kinesiology (AD-T), Pre-Allied Health
Philosophy	Liberal Arts - Humanities, Social and Behavioral Sciences

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.
- 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 have been provided with a Citrus College e-mail account in order to receive information regarding registration, financial aid, class information and any other college communication.
- This e-mail account is free. Visit the [student e-mail webpage](#) for additional information and to access your e-mail account.

Assessment Test

- A photo ID must be presented when you take the test.
- Students who completed math and/or English classes or an assessment at another college must have their official college transcripts or placement results sent to the [Admissions and Records Office](#).
- Students who have a disability that requires testing accommodations are advised to make arrangements through the Disabled Students Programs and Services Office, (626) 914-8675.
- For the testing schedules and additional information, go to the [Testing Center](#) page.
- New students who complete the assessment component in addition to the orientation and student education plan, will earn an earlier registration date.

Required Orientation

- Orientation - Students who apply 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)
 - [New Student Assessment/Orientation Session](#)
 - Early Decision Day at Citrus College (only available through high school districts)
 - [Online orientation](#)
- New students who complete the orientation component in addition to the assessment test and student education plan, will earn an earlier registration date.

Checklist for Applying to and Registering at Citrus College

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, print the [Course of Study Change Form](#) and submit it to the Admissions and Records Office located on the first floor of the Student Services Building.

Registration Appointment Date

- 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](#).
- View your registration appointment date on [WingSpan](#) by clicking on “Enter Secure Area.” 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.

Register on [WingSpan](#)

- On your registration date go to [WingSpan](#) and click on “Enter Secure Area.”
- Be prepared to pay for your classes when you register to avoid losing your classes due to [non- payment roll-out](#).
- If you experience technical difficulties with login issues to student e-mail, WingSpan, Network, wireless access, or Blackboard, 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 Marzo 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.
- 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.
- Esta cuenta de e-mail es gratuita. Visite la página con información sobre e-mail de estudiantes en [student e-mail webpage](#) para acceder a su cuenta de e-mail.

Assessment Test Pruebas de Evaluación

- Una identificación con fotografía debe presentarse para tomar la prueba.
- Los estudiantes que completaron clases de matemáticas o inglés o que tomaron la prueba de evaluación en otro colegio deben solicitar que los resultados de su prueba de evaluación o archivos oficiales del colegio sean enviados a la Oficina de Admisiones y Récords [Admissions and Records Office](#).
- Se recomienda que los estudiantes que tienen alguna incapacidad y requieren que se hagan arreglos especiales para tomar algún examen, hagan los arreglos a través de la Oficina de Servicios y Programas para Estudiantes Discapacitados, (626) 914-8675.
- Para los horarios de las pruebas y para información adicional, visite la página principal de Centro de Pruebas [Testing Center](#) .
- Los estudiantes nuevos que completen la evaluación podrán obtener una fecha de prioridad para la inscripción de clases.

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 31 de Octubre y la fecha límite para los solicitantes de Invierno/Primavera es el 30 de Junio. Por favor vaya a las sección de “Student Success and Support Program” (SSSP) para información sobre criterios para tener exención y sobre los procedimientos para cuestionar las provisiones del reglamento para la matriculación.
- La orientación se ofrece en varios formatos, en algunas orientaciones se incluye el Plan Educativo Estudiantil (SEP)
- El requisito de orientación se puede cumplir a través de cualquiera de las siguientes maneras:
 - Orientación en persona (recomendada para los estudiantes nuevos; incluye SEP)
 - Sesión de Pruebas de Evaluación para Nuevos Estudiantes/ Sesión de Orientación [New Student Assessment/Orientation Session](#)
 - Día de ‘Early Decision’ en Citrus College (solamente disponible a través de los distritos escolares de las preparatorias participantes)
 - [Online orientation](#) Orientación en línea
- Los estudiantes nuevos que completen la orientación podrán obtener una fecha de prioridad para la inscripción de clases.

Lista de Requisitos para Solicitar Admisión e Inscribirse en Citrus College

Counseling Services Servicios de Consejería

- Después de terminar su evaluación y orientación, complete su SEP. Si tiene menos de 15 unidades de colegio, asista a una sesión de Planificación de Cursos para crear un SEP para un semestre. Si tiene 16 o más unidades de colegio completadas, haga una cita con un consejero para crear su SEP. Para el horario de la Planificación de Sesión o para hacer una cita, visite la página en internet del Centro de Consejería y Evaluación en [Counseling and Advisement Center webpage](#), o llame al (626) 914-8530, o visite la oficina de Consejería y Asesoría Académica ubicada en el segundo piso del Edificio de Servicios Estudiantiles. Si usted es elegible para servicios especiales de consejería, por favor pregunte al departamento apropiado cuáles son sus servicios disponibles para SEP. A partir del Otoño 2014, si el estudiante no completa un SEP, resultará en una cita sin prioridad para inscribirse.
- No tiene una meta de estudios – Para recibir asistencia para seleccionar una Meta Educativa y/o un Plan de Estudios de Carrera (major), favor de comunicarse con el Centro de Carreras [Career Center](#) al (626) 914-8530 para solicitar una lista de los servicios y recursos disponibles para ayudarle a tomar una decisión. Para cambiar su estatus de “no tengo meta” o “undecided goal” a un plan educativo específico, imprima la solicitud para declarar un cambio en su plan de estudios que se encuentra en [Course of Study Change Form](#) y entregue este formulario a la Oficina de Admisiones y Récords ubicada en el primer piso del Edificio de Servicios Estudiantiles.

Fecha de su Cita para Inscribirse

- Para información sobre cómo se otorgan las citas para inscribirse y que 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](#).
- Puede ver el horario y la fecha de su cita en [WingSpan](#) haciendo clic en “Enter Secure Area.” Necesitará su Número de Identificación de Citrus y su Número de Identificación Personal (PIN) para poder acceder a WingSpan, que es el sistema de inscripciones de Citrus College. Su PIN es su fecha de nacimiento (por ejemplo, si es el 30 de abril de 1988, ingrese 043088) al menos que previamente haya cambiado su PIN. AVISO: Necesita su Número de Identificación de Citrus y su Identificación con fotografía para todos los asuntos del colegio.
- Su cita es únicamente válida para la fecha y el horario indicado, y para cualquier horario que se indique posteriormente.

Inscríbese en [WingSpan](#)

- En su fecha de inscripción vaya a [WingSpan](#) y haga clic en “Enter Secure Area.”
- Esté preparado para pagar por sus clases al momento de inscribirse para evitar que pierda sus clases por falta de pago [non-payment roll-out](#).

¡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 el 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.
- Empadronese 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.

Study Abroad

for the ultimate educational experience



London

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Italy

Winter 2017

Spain

SPRING 2017

Visit our Website

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

Call 626.914.8560 for brochures and information.

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 prior to August 20, 2015, and
- Continuing students whose last attendance was prior to fall 2015.

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, please complete a Student Records Correction 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 3 to 5 business days 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 that 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 details concerning 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 who attended a California high school for a minimum of three years and graduated from a California high school or attained the equivalent, may be eligible for an exemption from the nonresident tuition fee. 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 a copy of their official high school transcripts 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.

Parking Information

Parking on campus is by permit only. Vehicles not displaying a valid parking permit will be cited. Student semester parking permits may be purchased online at the following web address: <https://citruscollege.thepermitstore.com/purchase.php>

Upon purchase, parking permits will be mailed to the address you provide while purchasing the permit online. Daily permits may be purchased from the Department of Campus Safety for \$5, Monday through Thursday from 7 A.M. to 8 P.M. and Friday 7:00 A.M. to 4:00 P.M. Campus Safety is located at the main entrance of the college, off of Citrus Avenue and Foothill Boulevard. Permits may also be bought from the automated pay station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots. Please refer to a campus map for their exact locations.

Students parking in visitor, staff, disabled or client parking areas will be cited. For further information, please read the parking regulations enclosed with your parking permit. Additional information may also be obtained at the Department of Campus Safety and is also available online at <http://www.citruscollege.edu>. For a full text pertaining to parking on campus, please refer to AP 6750-parking.

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

Admissions Information

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:

1. Enter secure area
2. Enter student ID and PIN number
3. Click Admissions & Records
4. Click enrollment verification with National Student Clearinghouse
5. Click obtain an enrollment certificate and print

Students may use the computers located in the Admissions and Records Office to obtain their Enrollment Verification Certificate.



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.

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 as well as housing. 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)
- Full Time Student Success Grant
- 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)
- Work Study Programs
- Scholarships
- Student loans

Federal Pell Grants

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

Cal Grants

The amount of a Cal Grant varies depending upon what type of Cal Grant award students receive. 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. Cal Grant B award recipients may receive up to \$1,656 at a California community college, and Cal Grant C recipients may receive up to \$547 at a California community college.

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.

Full Time Student Success Grant

This award is for Full Time Cal Grant B recipients. The award amount varies.

Board of Governor's Fee Waiver (BOGW)

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

Financial Aid Information

Loss 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 BOG Fee Waiver. 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 fee waiver under these regulations.

Loss of eligibility will become effective at the first registration opportunity for the fall 2016 term. 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 occurs 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

Chafee grant recipients may qualify for up to \$5,000 a year as long as they are current or former foster youth who have not reached their 22nd birthday as of July 1 of the award year.

Federal Work Study

Students are paid an hourly wage for work performed on or off campus.

Scholarships

The amount of money students receive for scholarships varies depending on the donor and the award criteria, but some of the most common amounts range from \$500 to

\$2,000. Please check the Financial Aid website for scholarship information.

Loans

Loans constitute a form of financial aid that must be repaid with interest (the money charged for borrowing the loan amount). However, unlike other kinds of loans, Federal Direct student loans do not have to be repaid until a student leaves school and carry lower interest rates than most other kinds of loans. These loans are available as **Subsidized, Unsubsidized loans, and PLUS**. Keep in mind that although Federal Direct Loans do not have to be repaid while students are enrolled at least half-time, unsubsidized student loans, accrue interest even while in school. If interest payments are deferred, the interest charged for borrowing the money is added to the amount borrowed, resulting in a significantly higher amount of money to be repaid. **Note:** Students should seek all OTHER available financial aid resources BEFORE applying for a loan. Applying for a loan should be a last option.

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 BOG Fee Waiver, EOP&S services 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

1. Complete or renew the FAFSA application online every year at: www.fafsa.gov. List Citrus College's **school code: 001166**. If eligible, use the IRS Data Retrieval Tool and you will be able to expedite the processing of your financial aid file.
2. Once the financial aid office has received your application, you will be sent a "tracking" e-mail to your Citrus College e-mail account. This e-mail will inform you of any documentation that will need to be submitted in order to process and complete your financial aid file.
3. Submit all required paperwork to the financial aid office in a timely manner, either via postal mail or in person. 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 6 weeks, so it is important to complete the FAFSA, respond as quickly as possible and be patient.
4. If you are eligible for a financial aid award, you will receive an "Award Notification" e-mail. All award amounts are based on full-time attendance.

If you do not attend full-time, your financial aid award will be adjusted based on the number of units you are enrolled in. Late start and wait-listed courses are not counted towards your award until the class starts. Approved consortium units are not counted towards your award 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 75% 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.

Terms of Offer

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 is an official agreement between you and the Financial Aid Office and is in force throughout the term of the award.

Financial Aid

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/>)

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>.
5. **Over-awards:** 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.
Tuesday & Wednesday	8 a.m. to 7 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. Se recomienda que los estudiantes soliciten la ayuda tan pronto como el primero de enero de cada año. Para solicitarla vía Internet, por favor vaya al sitio www.fafsa.ed.gov. 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.
- Contar con 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.

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

Financial Aid Office

Located in the SS Building

Phone: (626) 914-8592

E-mail: financialaid@citruscollege.edu

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

Office Hours

Lunes & Jueves	8 a.m. to 5 p.m.
Martes & Miércoles	8 a.m. to 7 p.m.
Viernes	8 a.m. to 4:30 p.m.



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. 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.
3. Apply for financial aid including the Board of Governor's Fee Waiver.
4. Complete the application for VA educational benefits (VA form 22-1990) and submit member copy 4 of the DD214.
5. 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.
6. Make an appointment with a Citrus College veterans counselor to develop a Student Educational Plan (SEP), 626-852-6421.
7. Bring letter of eligibility to Veterans Center.
8. Fill out an Intent Form at the Veterans Center every semester you want to receive VA benefits.

626-852-6421 ■ veteranscenter@citruscollege.edu

Veterans Orientation

Citrus College holds several Veterans Orientations throughout the year. These orientations Provide the college's student veterans, including new students, with information on academic programs and services. In addition, the Veterans Administration's Mobile Health Unit often provides services during orientation such as registration for health care benefits, processing claim forms and conducting medical screenings. For more information, visit

<http://www.citruscollege.edu/stdntsrv/veterans/Pages/VeteransOrientation.aspx>



Student Success and Support Program

The objective of the Student Success and Support Program (SSSP, also known as Matriculation) is to provide support to students while completing their educational goals.

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. The Student Success and Support Program includes services to optimize students’ opportunities to foster academic success.

The college’s responsibility is to provide:

- Assessment before course registration
- Orientation services about the college’s programs and services
- Counseling and other education planning services including Student Educational 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
- Beginning Fall 2015, nonexempt first time students must complete the following in a timely manner:
 - Take the English and Math assessments to determine appropriate course placement
 - 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, assessment, and have developed SEPs, 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.

SSSP Exemption Criteria

A student may be exempted from SSSP activities including orientation, assessment, 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

An exemption form can be processed in the Counseling and Advisement Center. Appropriate documentation for criteria is required.

Assessment and Orientation

The assessment and orientation process is an effort by Citrus College to provide students with the finest academic advisement and counseling possible. The purpose of the assessment process at Citrus College is to provide information regarding skills (language and mathematics) and activities necessary for a successful college experience. Student-reported information is also used in addition to available official high school and/or college transcripts. Other factors that are used in assessing college readiness may include evaluation of study skills, goals and career aspirations, and the results of the Accuplacer assessment.

The assessment information assists the counselor in outlining a useful and clear educational program for the student's long-range educational plan and the eventual attainment of a chosen career.

Student Success and Support Program

The assessment schedule can be accessed at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx>

Students with a disability that require testing accommodations, can make arrangements through the DSP&S Office, (626) 914-8675. Hearing impaired services are available 24 hours, (626) 914-8674 TDD.

Review of Placement

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

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 beginning summer 2016 are urged to complete the assessment and **MUST** complete orientation by **October 31, 2016**. All future registration will 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 SSSP Exemption Criteria on the previous page.

Orientation Options

Orientation can be satisfied in any of the following formats:

- In-person orientation (recommended for new students; includes SEP)
 - New Student Assessment/Orientation Session
 - Early Decision Day at Citrus College (only available through high school districts)
- Online orientation at <http://orientation.citruscollege.edu>

Assessment and orientations are scheduled periodically throughout the year. For more information, please view the assessment/orientation schedule at <http://www.citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.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 (DSP&S), 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, nonexempt 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, or COUN 160 Strategies for College Success 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 Educational 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) during an in-person orientation or Course Planning Session. A listing of both schedules can be viewed at <http://citruscollege.edu/lc/testing/Pages/AssessmentPlacementTesting.aspx> and <http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx> Prior to the SEP session, assessment and orientation must be completed.

Student Success and Support Program

- **Students with 16 units or more:** Non-exempt first time students will be advised to meet with a counselor during an individual appointment to create a SEP. Prior to the appointment, students must complete assessment, complete 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 college transcripts must be on file.
- **Students with 15 degree applicable units (course number is 100 level or higher) or prior to the end of the 3rd semester:** Non-exempt continuing students will be 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 assessment, complete 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 college transcript 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. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college. **Please Note: Students must verify prerequisites before being allowed to add a course.** 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.

See “Important Dates and Deadlines” on page 3 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 after the date indicated in the registration dates of the class schedule. Go to: <https://wingspan.citruscollege.edu> and click on “Enter Secure Area.”

2. Register Online

You may register online on or after the appointment date and time you have received. Please remember to pay your fees by the dates posted to avoid roll-out of classes for unpaid fees.

Note: See the checklist on pages 9-10 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 type of hold
- Is on 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 assessment, orientation, and an education plan to receive an earlier (higher) registration appointment. Students are strongly encouraged to identify a program of study. It's very important to work hard in classes and get good grades to maintain your priority registration status.

If you are a **continuing student**, you must maintain good academic standing and earn a grade point average of a 2.0.

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. To receive the student refund for paid parking permit and/or paid student service sticker, you must return those items to the cashier by the refund deadline(s) for his/her classes.

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.

Fees

Fee Payment Deadlines

Pay your fees no later than 10 p.m. the day of roll-out to avoid losing your classes. The weekly roll-out schedule may be found on the Important Dates and Deadlines section on page 3.

If fees are not paid by the roll-out date, you will be dropped from your classes, including any waitlist courses. However, if the BOGW 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 any time on or after **the start of the term** will not be rolled out for non-payment, but will be responsible for any fees incurred. Holds will be placed on students that fail to pay their fees.

2016-2017 Fees and Expenses

Enrollment Fee	\$46 per unit
International Student Tuition*	\$241 per unit
Out-of-State Student Tuition*	\$241 per unit
Nonresident Student Tuition*	\$241 per unit
Health Service Fee (All Students)	
Fall & Spring	\$19
BOGW Students	\$14
Winter & Summer	\$16
BOGW Students	\$11
Parking Fee	
Fall & Spring	\$52
Winter & Summer	\$26
Student Service Fee	
Fall & Spring	\$15
Winter & Summer	\$10
Student Representative Fee	
Fall & Spring only	\$1

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

Fees are subject to change.

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 inform the Admissions and Records Office immediately if you have 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 withhold grades, transcripts, degrees, registration privileges or any combination thereof 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. 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.

Fees

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. BOGW students pay a required reduced fee.

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.

Distance Education – Online Classes

What Is Distance Education?

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

Offers Flexibility and Convenience

DE 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 DE 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 distance 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 Distance Education?

- Visit <http://www.citruscollege.edu/de> and take the DE online orientation.
- Select the session you are interested in attending and view what is being offered.
- Contact the DE 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.
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/de> after you have registered. You can complete the DE 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 Blackboard, 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 Blackboard. 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.**

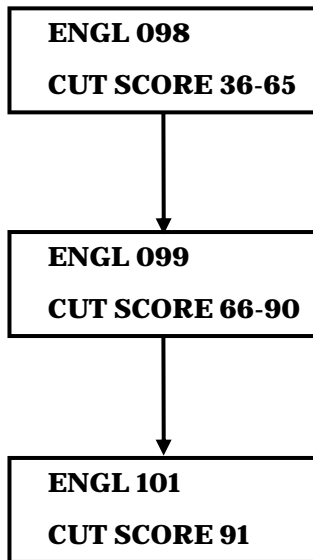
What If I Am Having Trouble Or Need More Information?

The person you should contact in case of difficulties is always your instructor.

Online degrees are available in several subject areas.

Contact the Distance Education Office at (626) 914-8831

English Sequence of Courses



ENGL 098 English Fundamentals—This course focuses intensively on English fundamentals including grammar, spelling, and basic literacy skills such as sentence structure, vocabulary acquisition, mechanics and punctuation, literal comprehension, reading responses, and student learning strategies.

ENGL 099 Introduction to Reading and Composition—An introduction to fundamental techniques of reading and writing including sentence skills, paragraph and essay development, and use of literal and inferential comprehension for critical and analytical thinking, reading and writing at the college level.

ENGL 101 Reading and Composition— A college-level composition course emphasizing exposition, analysis, argument, and research techniques. Extensive writing practice based upon reading selections of culturally diverse fiction, nonfiction and verse.

NOTE: NC (Non-credit) remains the same 0-35; ENGL 101 remains the same

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. Students must take an ESL placement test to determine their level. For more information, contact Mary Mincer at 626-914-8549. To register for noncredit ESL classes please go to the Lifelong Learning Center or call 626-852-8022.

Core Courses

Beginning – Level 1

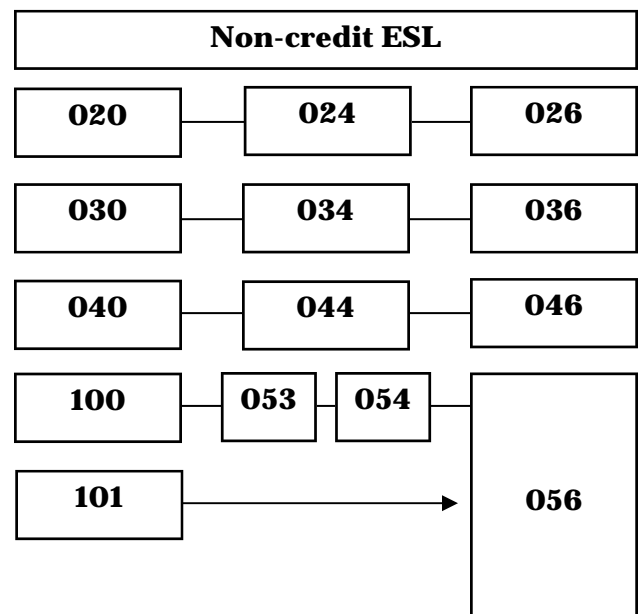
*Low Intermediate – Level 2

Intermediate – Level 3

High-Intermediate – Level 4

Low-Advanced – Level 5

Advanced – Level 6



***If Level 2 courses are not offered, students will enroll in Level 3 courses.**

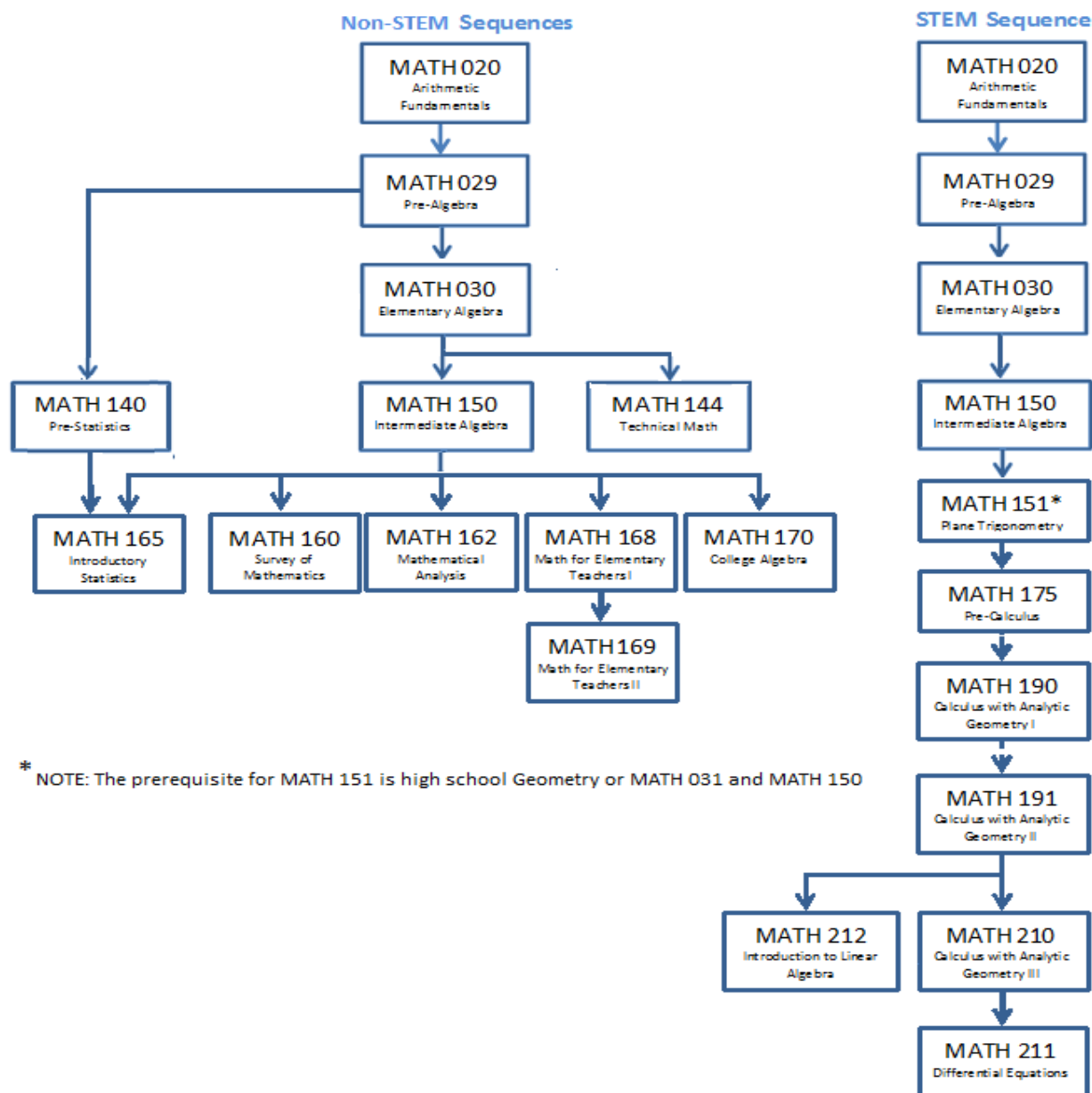
Mathematics Sequence of Courses

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 Mathematics Sequence of Courses shown below, outlines the courses required for students pursuing a liberal arts education and for students who are science and engineering majors.

Mathematics Course Sequences

Multiple measures are used to determine a new student's first Citrus math course.



* NOTE: The prerequisite for MATH 151 is high school Geometry or MATH 031 and MATH 150

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) 914-9720,
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) 914-9720,
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 Klein at (626) 914-8728, dklein@citruscollege.edu

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

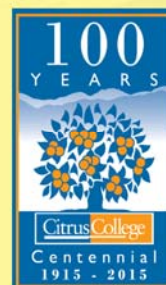
GAIN THE EXPERIENCE YOU NEED TO BECOME A PROFESSIONAL.

FACT: The *Citrus College Clarion* has produced writers, photographers and designers who work for **professional** publications, networks and websites such as:



DECISION: Join the *Clarion* newspaper and website (www.theclariononline.com), the voice of **Citrus College** students. Make friends and make waves!

For more information, call (626) 914-8588 or e-mail moneil@citruscollege.edu



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 the Honors Transfer Program Office at (626) 914-8626.

Honors Transfer Coordinator

Brian Waddington
(626) 857-4039
bwaddington@citruscollege.edu

Honors Transfer Counselor

Natalie Desimone
626-914-8639
ndesimone@citruscollege.edu

Winter 2017 Honors Course

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

Fall 2016 Honors Courses

BIOL 105H General Biology
Instructor: Goedhart CRN: 21918
Days & Time: TR 8:20 a.m.—9:45 a.m.
Lab F 8:10 a.m.—11:20 a.m.

ENGL 101H Reading and Composition
Instructor: Salwak CRN: 22594
Days & Time: TR 1:05 p.m.—2:30 p.m.

ENGL 103H Comp. and Critical Thinking
Instructor: Dau CRN: 20684
Days & Time: TR 1:05 p.m.—2:30 p.m.

ENGL 291H Film as Literature
Instructor: Eiland CRN: 22694
Days & Time: TR 1:05 p.m.—2:30 p.m.

HIST 103H World History
Instructor: Lubisich CRN: 21148
Days & Time: MW 11:30 a.m.—12:55 p.m.

HIST 107H History of the U.S.
Instructor: Waddington CRN: 20118
Days & Time: MW 1:05 p.m.—2:30 p.m.

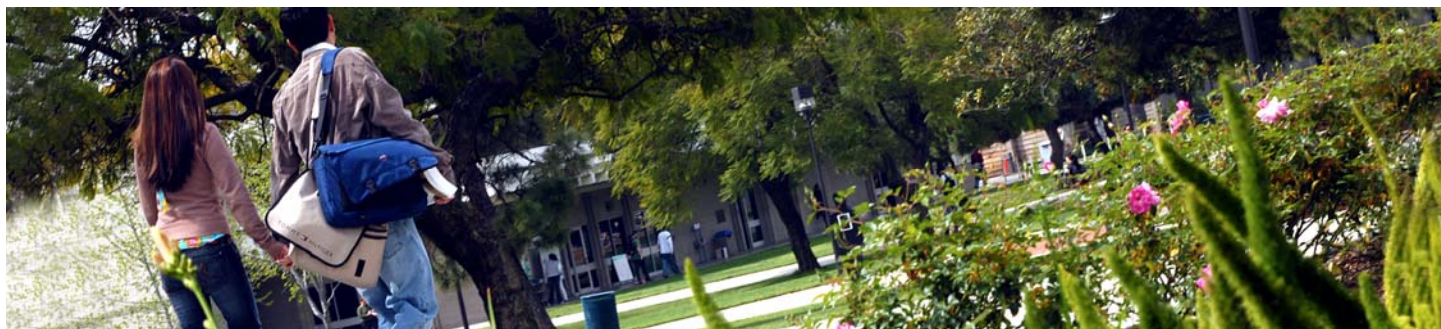
POLI 103H American Politics and Gov't
Instructor: Milbrandt CRN: 20984
Days & Time: R 3:40 p.m.—6:50 p.m.

SOC 201H Introduction to Sociology
Instructor: Roth CRN: 20745
Days & Time: MW 9:55 a.m.—11:20 a.m.

SPAN 101H Spanish I
Instructor: McGarry CRN: 22587
Days & Time: MTWR 9:55 a.m.—11:05 a.m.

SPCH 101H Public Address
Instructor: Van Horn CRN: 22656
Days & Time: TR 9:55 a.m.—11:20 a.m.

Class Description Sample



(1) —————> **POLITICAL SCIENCE**

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

(3) —> *Strongly recommended: ENGL 099 if required by reading placement exam or if required by reading level.*

(4) —> 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. 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 ←———— (11)
	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
	40170	Peters, G.		HRS - ARRG		06/21-07/29

DISTANCE EDUCATION CLASS (10)

(7) —> For success tips, see <http://www.citruscollege.edu/de>

(8)

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.)

Bookstore Services

(626) 914-8620

Shop online at <http://www.owlbookshop.com>

bookstore@citruscollege.edu

Bookstore Services, through the Owl Bookshop, website, Art & Coffee Bar, Vending, and Cosmetology retail services, provides a safe, friendly, accessible environment where all students, alumni, staff and community members may optimize their academic, career, and cultural development. Bookstore Services provides access to course materials necessary for learning excellence, properly training student workers to be successful entrepreneurs and/or employees, creating an inviting place to shop, eat, and safely spend time between classes, providing premier customer service, and focused individual assistance to customers with disabilities.

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.

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>

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.

CalWORKs

626-852-8023 Location: SS, Second Floor

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

calworks@citruscollege.edu

Office Hours:

Mon.-Thurs., 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
- Enroll in basic skills classes

Directory of Services

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

Campus Center

626-852-6444 Location: CC

<http://www.citruscollege.edu/stdntsr/studentaffairs>

studentlife@citruscollege.edu

Campus Center Hours:

Mon.-Thurs., 8 a.m.– 7 p.m.

Fri., 8 a.m.-4 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
- Club meeting rooms
- Housing information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124

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.-4 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 also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a delay in the arrival of the officer. Escorts are provided for safety, not convenience.

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. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

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

Visit the Cashier for student related transactions such as payment of:

- Pay class fees by cash or check
- Pay debts and outstanding obligations
- Many other student related issues
- ASCC discount ticket services

Bursar's Office

Location: ED, Second Floor

Office Hours:

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

Location: ED, Second Floor

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

- Revolving cash reimbursements
- Warrant replacements
- Disburse payroll checks
- Other District related issues

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

Directory of Services

Center for Teacher Excellence

626-857-4006 Location: SS, Second Floor
Fax: 626-914-8544

<http://www.citruscollege.edu/stdntsrv/cfte>
cfte@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.

Citrus College's Center for Teacher Excellence prepares future teachers by offering:

- Teacher preparation workshops
- Academic advising and counseling for future teachers
- A supportive learning environment
- Help with university transfer applications
- CBEST prep workshops

College Success Center

626-857-4035/626-914-8570 Location: ED 224

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

The College Success Center is open to all Citrus students with a Citrus ID card seeking academic support and to English 098 students who need to complete their required lab hours. The Center offers scheduled workshops on a variety of topics to support student success. Check website for hours of operation and scheduled workshops.

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 citruscollege.edu/LC

Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8640

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.

Counseling and Advisement assists students with:

- Academic and transfer advising
- Declaring a course of study and career counseling
- Developing a Student Educational Plan (SEP)
- New Student Assessment/Orientation Sessions
- Early Alert/College Success Workshops
- Over-the-counter advising and drop-in services for students with brief questions
- Registration assistance
- Veterans counseling
- Honors counseling
- Personal counseling

Career Center services include:

- Individual career counseling
- Personality assessments addressing personality traits, interests, and values
- Interviews with professionals in your chosen career field
- Enhancement of career pathways
- Career development workshops
- Job search strategies and workshops
- Computerized career guidance and library
- Career development classes for unit credit

Disabled Students Programs & Services (DSP&S)

626-914-8675 Location: SS, First Floor

<http://www.citruscollege.edu/stdntsrv/dsps>
jmcleod@citruscollege.edu

Office Hours:

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

DSP&S provides:

- Specialized assessment and diagnosis of learning disabilities

Directory of Services

- Academic accommodations for students with disabilities—note taking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format, and more
- Computer access for students with disabilities through instruction in adaptive technologies
- Specialized academic counseling designed for the student living with a disability

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>
eops@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.

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal. EOP&S provides:

- Academic and career counseling
- Self development workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

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 under 14 years of age. In addition to EOP&S services, CARE students will receive:

- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

ESL Lab

626-857-4035/626-914-8570 Location: ED 224
<http://www.citruscollege.edu/lc/esl>

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, reading exercises, peer-facilitated study groups, and conversation groups. Check website for hours of operation.

Financial Aid

626-914-8592 Location: SS, First Floor
<http://www.citruscollege.edu/stdntsrv/financialaid>
financialaid@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.

English and Spanish

Federal School Code: 001166

Services include:

- Assistance with FAFSA application processing
- BOGW fee waivers
- Scholarships
- Loans
- Grants

International Student Center

626-914-8549 Location: SS 164
<http://www.citruscollege.edu/stdntsrv/international>

internationalstudents@citruscollege.edu

Office Hours:

- Mon., Wed. & Thurs., 8 a.m.-5 p.m.
- Tues., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

The International Student Center provides services and support for current and prospective international students at Citrus College.

Directory of Services

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

Learning Center

626-857-4035/626-914-8570 Location: ED 215
<http://www.citruscollege.edu/lc/>

Located on the second floor of the ED building, the Learning Center provides instructional support services across the curriculum including Tutorial Services, College Success Center, Writing Café, ESL Lab, and Testing Center. The Learning Center is open to all Citrus College students with a Citrus ID card. Check website for schedules and activities.

Library

626-914-8640 Location: LI
<http://libguides.citruscollege.edu/library>
 library@citruscollege.edu
 Hours: Call 626-914-8640
 Photo ID Hours: Call 626-914-8640

Virtual Library

<http://libguides.citruscollege.edu/library>

The Virtual Library provides options to:

- Search the new library catalog with a single-search of electronic, digital and physical resources
- E-mail a librarian; or chat online or text at 626-600CREP (2733) during open hours

Featured Databases:

- Gale Virtual Reference Library: Keyword search in 220 encyclopedias
- EBSCO: Articles in over 5,000 magazines and journals and over 20,000 full-text searchable e-books
- Gale Literature Resource Center: Includes literary criticism and works from all time periods
- Films on Demand Digital Educational Video: View streaming videos by subject areas

Math Success Center

Location: MA 130

The Math Success Center provides drop-in tutoring for math students at any level. Textbooks are available for use in the Center. Lab staff are available to provide assistance. No appointment is necessary. Student log-on is required.

Noncredit Counseling

626-852-6445 Location: Lifelong Learning Center

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues., 2 p.m.-7 p.m.
- Wed., 8 a.m.-11:30 a.m.

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

- Academic advisement
- Student Educational Plan (SEP)
- Personal counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

Owl Café

626-914-8615 Location: CC, Lower Level
<http://www.citruscollege.edu/stdntsrv/owlcafe>
stuffedowl@citruscollege.edu

Cafeteria Hours:

Mon.-Thurs., 7:30 a.m.-1:30 p.m.

Vending Service Hours:

Mon.-Thurs., 7:30 a.m.-8:30 p.m.

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.

Directory of Services

School Relations and Outreach

626-857-4162 Location: SS, Second Floor
<http://www.citruscollege.edu/stdntsrv/highschool>

Office Hours:

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

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

The Office of School Relations 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 available at Citrus College
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program

Student Employment Services

626-914-8596 Location: ED 102
<http://www.citruscollege.edu/stdntsrv/ses>

jobplacement@citruscollege.edu

Office Hours:

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

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

Student Health Center

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

Office Hours:

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

Tues. until 6:30 p.m. by appointment only

Fri., 8:30 a.m.-12 p.m.

Please call before visiting.

Hours subject to change without notice.

The Health Center is not open on weekends or college holidays. Services are available only when classes are in session. A current Citrus College ID card or a current class printout with a picture ID is required to be seen.

All currently enrolled students who pay the student health fee are eligible to receive health care

services from the Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

Health Care Services include:

- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low-cost medication - prescribed by the campus healthcare providers
- Family planning services
- Plan B emergency contraception
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

Testing Center

626-857-4035/626-914-8570 Location: ED 215
<http://www.citruscollege.edu/lc/testing>
testingcenter@citruscollege.edu

The Testing Center provides administration and proctoring for Distance Education exams, adapted testing for Disabled Student Programs and Services (DSP&S) students, chemistry diagnostic, and assessment testing for English, ESL, and Math placement. Assessment testing is administered through a computerized "smart" placement test to determine student's initial placement into English, ESL, and math courses. Most assessments are done in block sessions followed by a counseling orientation sessions. Check website for hours of operation.

Transfer Center

626-914-8639 Location: SS, Second Floor
 Fax: 626-914-8544
<http://www.citruscollege.edu/stdntsrv/transcntr>
careercenter@citruscollege.edu
transfercenter@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.

Directory of Services

Transfer Center services include:

- Individual academic assistance
- Individual appointments with university representatives
- University campus field trips
- Transfer awareness workshops
- Access to university catalogs
- Transfer college fairs
- Computerized college information and transfer resource library
- University of California (UC) Transfer Admission Guarantees (TAG)
- CSU Transfer Degrees (AA-T and AS-T)
- UC/CSU cross-enrollment for only \$10 per class (fee subject to change)
- Transfer planning classes for unit credit

Tutorial Services

626-914-8570 Location: ED 215
<http://www.citruscollege.edu/lc/tutor>

Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring by appointment and drop-in sessions in most subjects by trained staff free of charge. Students are allowed 2 hours of tutoring per subject per week. Online tutoring is available through CCC Confer. See Tutorial Website for subjects offered. Students interested in working with a tutor must sign up for the service and a Citrus ID card is required. Check website for hours of operation.

Veterans Success Center

626-852-6421 Location: IC
Fax: 626-852-6422
veteranscenter@citruscollege.edu

Office Hours:

Mon.-Thurs., 7:30 a.m.-7 p.m.
Fri., 8 a.m.-1 p.m.

Services include:

- Priority Registration
- Academic Counseling
- Tutoring Services
- Family Support
- New Student Orientation
- Veterans Student Mentors
- Transitional Counseling
- Veterans Club
- Financial Aid Help

Writing Center

626-857-4035/626-914-8570 Location: ED 231
<http://www.citruscollege.edu/academics/bridges/writingcafe>

The Writing Center provides assistance to all Citrus students requesting English and ESL 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.



Get That Job!

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.

Citrus College Student Employment Center
Office of Human Resources, AD 144 * 626-914-8596

www.citruscollege.edu/stdntsrv/ses to view current job postings.

Standards of Student Conduct

The superintendent/president shall establish procedures for the imposition of discipline of students in accordance with the due process requirements of state and federal 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 for a student's expulsion received from the superintendent/president. 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 following infractions are considered good cause for discipline at Citrus College 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. Possessing, selling or furnishing any firearms, knives, explosives, or other dangerous objects. This also applies to copies or models of these items. The exception occurs when the student has obtained prior written permission from a Citrus College employee to possess the items mentioned above. The superintendent/president must approve the request;
3. Unlawfully possessing, using, selling, offering to sell, furnishing, or being under the influence of, any controlled substance, such as alcoholic beverages or intoxicants of any kind and unlawfully possessing, offering, arranging, or negotiating the sale of any drug paraphernalia;
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. Willfully or persistently smoking in any area where smoking is prohibited by law or by college or District regulation;
8. Committing sexual harassment;
9. Engaging in unlawful harassing or discriminatory behavior based on race, gender, religion, age, national origin, disability, or any other protected characteristic or classification, defined by law;
10. Willful misconduct resulting in injury or death to a student or to District personnel and/or willful misconduct resulting in cutting, defacing, or other injury to any real or personal property owned by the District or on the Citrus College campus;
11. Disruptive behavior, willful disobedience, open and persistent defiance, or persistent abuse of District personnel;
12. Cheating, plagiarizing (including plagiarism in student publications), or engaging in other forms of academic dishonesty;
13. Committing dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
14. Unauthorized entry of District facilities;
15. Committing lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
16. Engaging in obscene, libelous, or slanderous expressions, or expressions that incite students to behave in a manner that creates a

Standards of Student Conduct

clear and present danger to students and staff, or incite the commission of unlawful acts on District premises;

17. Violating district administrative procedures or substantially disrupting the orderly operation of the District business or academic activities;
18. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
19. Unauthorized preparing, giving, selling, transferring, distributing, or publishing any existing and current recording of an academic presentation in a classroom or equivalent site of instruction, for any commercial purpose. This also includes, but is not limited to, hand written or typewritten class notes, except as

permitted by any Board Policy or Administrative Procedure.

20. Violating college rules or regulations including campus policies concerning student organizations, the use of college facilities, or the time, place and manner of public expression;
21. Persistent violation of classroom standards of conduct as established by the instructor;
22. Any actions 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 Life, Student Discipline and Conduct.



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 police agencies.
4. Campus Safety supports campus programs that inform students and employees about being responsible for their own security and the security 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.

- 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, 2013 through December 31, 2015, the following criminal offenses occurred on campus and were reported to Campus Safety and public agencies:			
Offense	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offense (Forcible)	1	1	0
Forcible Rape	n/a	0	0
Forcible Sodomy	n/a	0	0
Sexual Assault With An Object	n/a	0	0
Forcible Fondling	1	1	0
Sex Offense (Non-Forcible)	0	0	0
Incest	n/a	0	0
Statutory Rape	n/a	0	0
Robbery	1	1	2
Aggravated Assault	1	0	0
Arson	0	0	0
Burglary	3	0	1
Motor Vehicle Theft	2	0	0
Liquor Law Arrest/Citations	1	6	4
Liquor Law Violations (Referred for Disciplinary Action)	3	0	6
Drug Law Arrests	8	26	15
Drug Law Violations (Referred For Disciplinary Action)	24	43	20
Weapon Law Arrests	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	2	3	0
Dating Violence	n/a	0	1
Domestic Violence	n/a	0	0
Stalking	n/a	0	0
Hate (Bias) Crimes	0	0	0

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.

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.

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 roadway.

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 sidewalks. Skateboards and scooters shall not be ridden in campus parking lots.

Section 6. No person shall walk on a roadway 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.

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.

Your Car On Campus

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 campus safety office located in the CS building or 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, S4, 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.

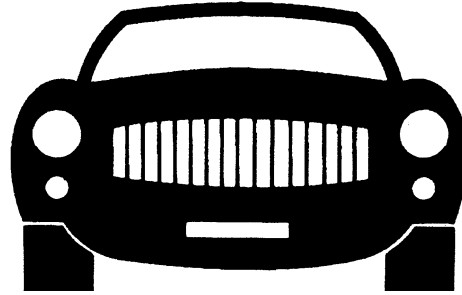
Section 4. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on Citrus College campus.

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.

The Waiting in Line is Over!



A Citrus College Parking Permit is Just a Click Away!

Students who have completed registration can purchase a parking permit online. Fall and Spring permits are \$51, Winter and Summer permits are \$26. The parking permit will be mailed to your home.

Online purchases are available 24/7 at:
<https://citruscollege.thepermitstore.com/>

A temporary parking permit can be printed and used until you receive your permanent permit in the mail. Order your parking permit online and avoid receiving a ticket the first day of classes!

Parking citations must be made online at the website provided above.

**For additional information, contact the Department of Campus Safety at: campussafety@citruscollege.edu
(626) 914-8611**



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 Récor­ds 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 dirigirse 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 encuentran 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:
 - Un programa de obra de teatro, o cualquier otro programa de actividad;
 - Listas de honores o de otros reconocimientos;

- Programa de graduación; y
- Hojas deportivas de información que demuestran 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:

- Nombre, dirección, número de teléfono
- Fechas de asistencia
- Fecha y lugar de nacimiento
- Área de estudios
- Nivel de inscripción ejemplo, tiempo completo o medio tiempo
- Escuela más reciente pública o privada a la que ha asistido el estudiante
- 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 post-secundaria 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 auditoría 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 auditoría, 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, na-

tional 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

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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.

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

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 Harassment and Sexual Violence Prevention Information

No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible. Sections 66281.5 and 67385.7 of the Education Code requires that community college districts adopt and implement procedures to ensure prompt response to victims of sexual harassment and sexual violence which occur on campus, as well as, providing them with information regarding treatment options and services. Citrus College takes the issue of sexual harassment and sexual violence very seriously and is proactive in offering a safe environment for students and visitors. For this, Citrus College offers informational and preventive programs to all students and staff to help prevent the risk of sexual harassment and sexual violence on campus. Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu.

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Sexual Harassment (Board Policy 7102/ Administrative Procedure 7102)

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 employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; 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 complaint procedure set forth under Administrative Procedure 7101 – Discrimination Complaint Procedure: Student Employees, and Job Applicants. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination.

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

Sexual 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, threat of sexual assault and related conduct that threatens the health and safety of another person. 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, as defined by California law, whether committed by an employee, student, or member of the public, occurring 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 District policies and regulations, and is subject to all applicable punishment, including criminal and/or civil prosecution and employee or student discipline procedures.

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

1. Contact Campus Safety 24 hours a day, 7 days a week at (626) 914-8611, extension 8611 when calling from a college phone and/or the Student Health Center at (626) 914-8671 during normal business hours, located in the Student Services Building.
2. Choose to go directly to a hospital emergency room for medical care. Please keep in mind that there are many community resources that can provide different support services to you in a time of crisis. This includes but is not limited to:
 - Project SISTER Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages seven days a week. They also provide accompaniment/advocacy services

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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

- House of Ruth offers many services to victims of domestic violence which include emergency shelter, transitional shelter, legal advocacy and counseling/support groups. 24-hour hotline: (909) 988-5559
 - National Sexual Assault Hotline: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline: (800) 799-7233
3. If the perpetrator is a student at Citrus College, you may choose to contact the vice president of student services at (626) 914-8532 to file an administrative complaint.

Hostigamiento Sexual e Información sobre Violencia Sexual

Ninguna comunidad hoy día en nuestra sociedad puede estar completamente libre de riesgos. Sin embargo, si trabajan juntos los estudiantes, la facultad, el personal y los visitantes, pueden crear una atmósfera que sea segura y libre de crimen lo más que se pueda. Las Secciones 66281.5 y 67385.7 del Código de Educación requieren que los distritos de colegios comunitarios adopten e implementen procedimientos para asegurarse que se de una respuesta pronta a los casos de víctimas de hostigamiento sexual y de la violencia sexual que se pudieran presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamientos y servicios. Citrus College toma este tema del hostigamiento sexual y la violencia sexual muy en serio, y es proactivo en ofrecer un ambiente seguro a sus estudiantes y visitantes. Para lograrlo, Citrus College ofrece información y programas de prevención a todos los estudiantes y personal para

ayudar a prevenir el riesgo de casos de hostigamiento sexual y de violencia sexual en el campus. Información adicional está disponible en la Declaración de Prevención de Violencia Sexual que se encuentra en nuestro sitio de Internet en www.citruscollege.edu.

Hostigamiento Sexual (Política de la Junta 7102/Procedimiento Administrativo 7102)

- El hostigamiento sexual consiste de avances sexuales no solicitados, pedir favores sexuales y otras conductas de naturaleza sexual cuando:
- Dicha conducta se hace en base a una condición de obtener empleo, estatu académico o para recibir un progreso;
- El someterse a dicha conducta o rechazar arla, se usa como la base para dañar a la persona como condición a obtener empleo o decisiones académicas en su contra.
- La conducta tiene como propósito o como resultado el tener un impacto negativo en el trabajo de la persona o en su rendimiento académico, de crear un ambiente de trabajo de estudios que sea hostil, intimidador u ofensivo.
- El someterse o rechazar tal conducta por la persona se usa como la base de una decisión que afecta a esta persona en los beneficios o servicios que recibe, honores, programas, o actividades en las que participa ya sea en el colegio o en todo el sistema del colegio.

Cualquier estudiante o empleado/a que considere que él/ella ha sido hostigado o ha sufrido represalias en su contra y en violación de la Política de la Junta 7102 debe reportar inmediatamente dichos incidentes y seguir los procedimientos para emitir una queja que se describen en los Procedimientos Administrativos 7101 – Procedimiento para Quejas

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de Discriminación: Estudiantes, Empleados, y Solicitantes de Empleo. Los empleados que violen la política y procedimientos puedan estar sujetos a acciones disciplinarias que pudieran incluir el despido. Los estudiantes que violen esta política y sus procedimientos pudieran estar sujetos a medidas disciplinarias incluyendo la expulsión del colegio.

Ataque Sexual (Política de la Junta 3540 Procedimientos Administrativos 3540)

El ataque sexual se define como cualquier clase de contacto sexual no solicitado. Esto incluye pero no está limitado a, una violación, sodomía, sexo oral forzado, violación con un objeto, golpes en el cuerpo, amenaza o ataque sexual o conducta relacionada que ponga en peligro la salud y seguridad de otra persona. La violencia sexual pudiera incluir ataque sexual, violación, violación en una cita, violación por parte de un conocido, violencia doméstica, acoso, violencia entre novios, forzar a una persona a ver o a participar en pornografía, hostigamiento, a mostrar sus partes privadas, o a tocar a otras personas indebidamente.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

Cualquier violencia sexual o abuso físico, tal y como lo define la Ley de California, ya sea cometido por un empleado, estudiante o alguien más, que ocurra en propiedad del Colegio, en actividades patrocinadas por el Colegio, o relacionadas con el Colegio, representa una violación de las políticas del Distrito y de sus reglamentos, y esta sujeta a todos los castigos, incluyendo cargos criminales o civiles y procedimientos disciplinarios para estudiantes o empleados.

Cualquier persona que haya sido víctima de violencia sexual o que tenga información sobre un acto de violencia sexual que haya sucedido en el campus del Colegio, se le pide que llame al 911 o al departamento de policía o del sheriff en la ciudad en donde el crimen se llevó a cabo y reporte la situación tan pronto sea posible. Si usted es víctima de ataque sexual en el campus también puede:

1. Comunicarse con Seguridad del Campus, 24 horas al día, 7 días de la semana el teléfono (626) 914-8611, extensión 8611 si llama de un teléfono del campus o marque el *11 de cualquiera de los teléfonos de paga que se encuentran en el campus del colegio, o llame al Centro de Salud para Estudiantes al (626) 914-8671 durante horas de trabajo, éste está ubicado en el edificio Hayden Hall.
2. Vaya directamente a un hospital o sala de emergencia para recibir atención médica. Por favor tenga en mente, que existen una gran cantidad de servicios comunitarios para ayudarle en caso de que tenga una crisis. Estos incluyen pero no están limitados a:
 - Project SISTER Sexual Assault Crisis & Prevention Services/Servicios de Prevención y de Asistencia en Casos de Ataque Sexual ofrece asistencia inmediata para casos de crisis en siete idiomas siete días a la semana. También tienen personas que acompañan y que asesoran a las víctimas de violencia sexual o de abuso infantil en el hospital, estación de policía y durante citatorios en la corte. La línea telefónica de 24 horas es: (909) 626-HELP (4357) o (626) 966-4155.
 - House of Ruth ofrece una gran cantidad de servicios a víctimas de violencia doméstica que incluyen hospedaje de emergencia, hospedar transición, ayuda legal y grupos de apoyo y d consejería. La línea telefónica de 24 horas es: (909) 988-5559.
 - National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexuales: (800) 656-HOPE (4673)
 - National Domestic Violence Hotline/Línea Nacional de Violencia Doméstica: (800) 799-7233

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3. Si el atacante es una estudiante en Citrus College, puede elegir comunicarse con el Vice Presidente de Servicios Estudiantiles al (626) 914-8532 o presentar una queja administrativa.

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 Educational 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 consumidores 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).

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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

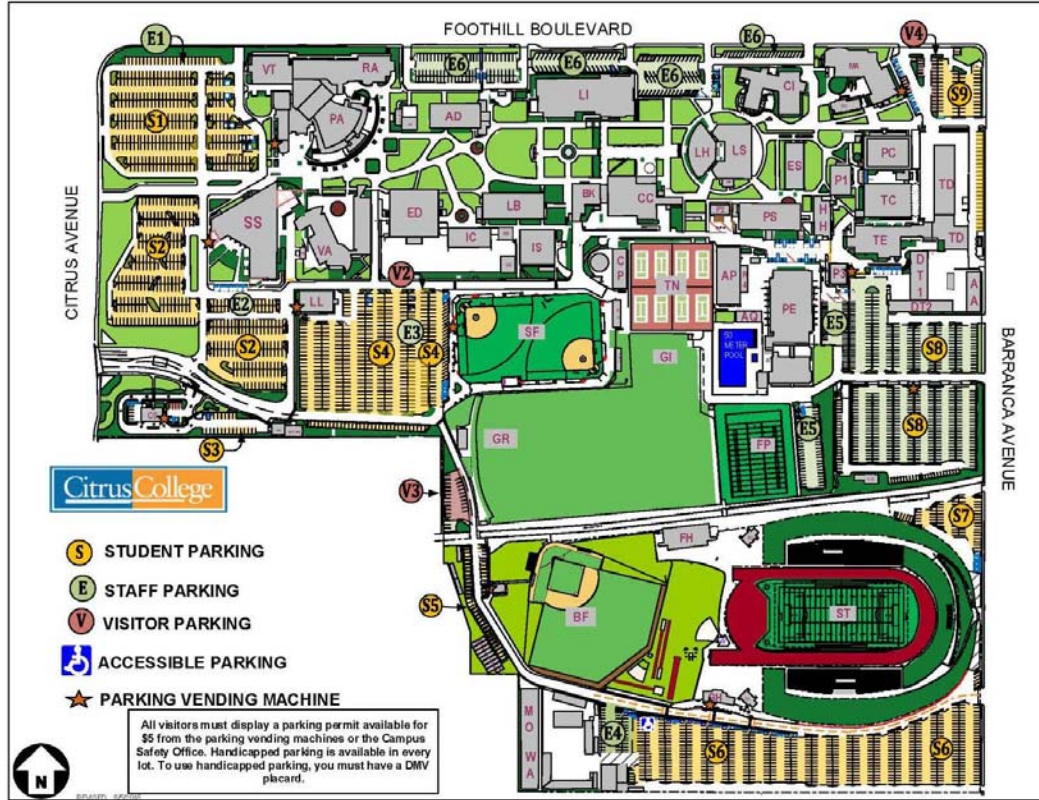
Survey por sus siglas en inglés). El IPEDS-GRS también colecciona información de estudiantes de grupos específicos de medio tiempo durante el transcurso de seis (6) años; sin embargo, la base para calcular la tasa de SRTK para los estudiantes de tiempo completo dentro de los grupos específicos sólo se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

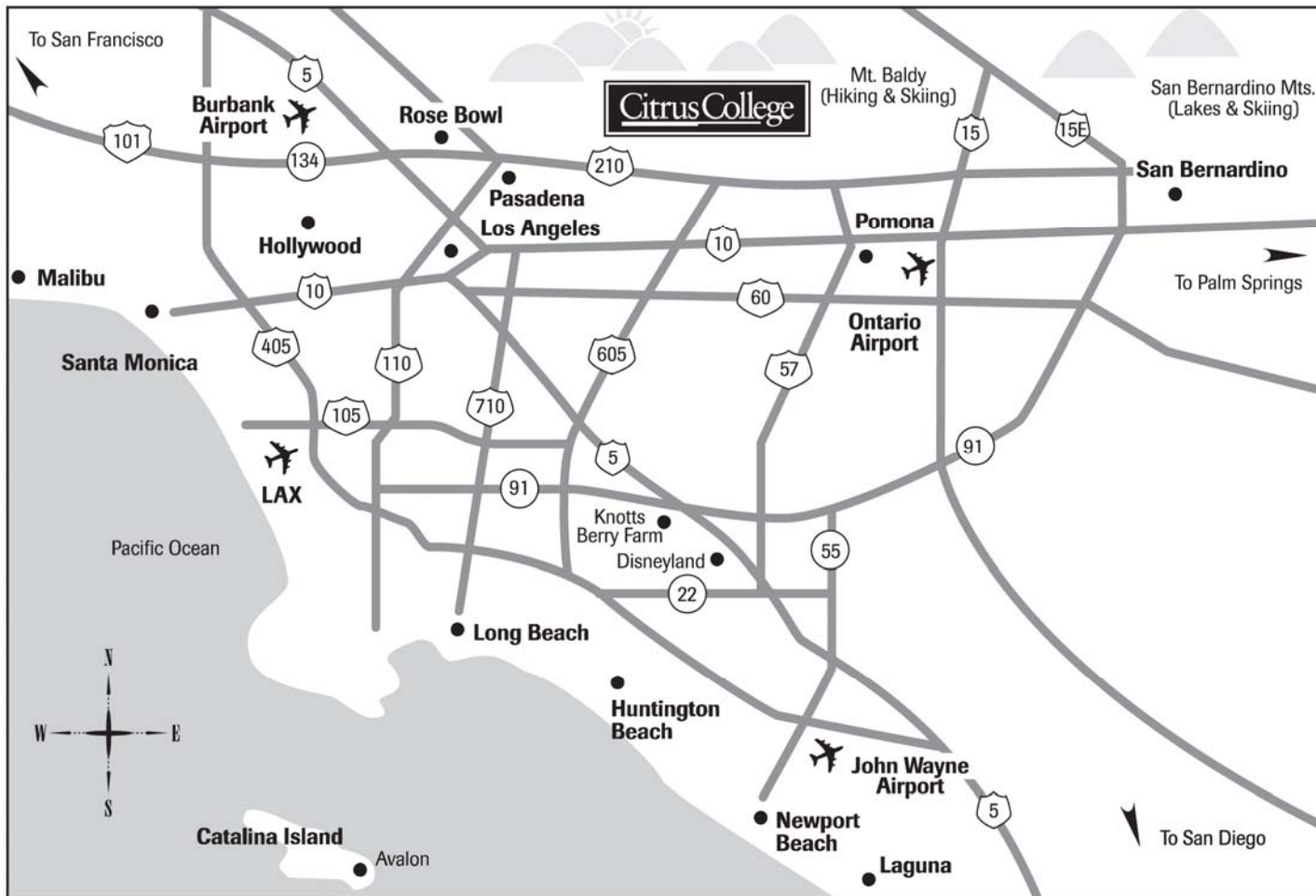
AA..... Automotive Annex	LH Lecture Hall
AD Administration	LI Hayden Library
AN Annex	LL Lifelong Learning Center
AP..... Adaptive Physical Education	LS Life Science
AQ Aquatics	MA Mathematics/Sciences
BF..... Baseball Field (FLD 2)	MO..... Maintenance/Operations
BK..... Owl Bookshop	NB North Bungalow
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

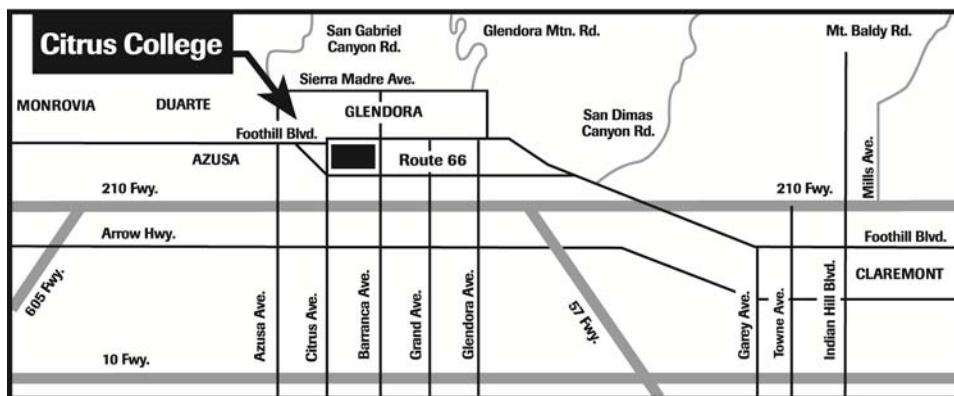
Academic Affairs.....AD	FLS Language Center.....P2
Admissions and RecordsSS	Food ServiceCC
Assessment.....SS	Foster Kinship Office.....IC
Associated StudentsCC	FoundationAD
Athletics /KinesiologyPE	Health CenterSS
Art and Coffee BarSS	Health SciencesPC
AudiovisualLI	Human ResourcesAD
AuditoriumPA	InformationSS
Board RoomAD	International Student CenterSS
Box OfficePA	Learning CenterED
Bursar.....AD	Little TheatrePA
Business ServicesAD	Noncredit EducationLL
Cafeteria - Owl Café.....CC	Noncredit MatriculationLL
CaWORKsLL	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 Office ...AD
Distance EducationLI	Swimming PoolAQ
EstheticianTC	Testing CenterED
EOP&SSS	Transfer CenterSS
External RelationsAD	Veteran's CenterIC
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.