Admissions Information

Who May Attend
Admission is open to:
- Persons 18 years or older
- High school graduates or persons that passed the high school proficiency test or the GED exam. Those under 18 must present proof of graduation.
- High school juniors or seniors.

New Student
You are a new student if you have never filed an application and/or enrolled in credit classes at Citrus College.

Continuing Student
You are a continuing student if you registered for credit classes at Citrus College during fall Winter 2013, Spring 2013 or Summer 2013. K-12 students do not receive continuing student status for purposes of priority registration.

Returning Student
You are a returning student if you previously enrolled in Citrus College credit classes but have been away for two or more semesters.

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 enrolled student and now plan to enroll as a regular (first-time freshman) college student, you will need to apply online through CCCApply.

First Time Freshman under 18 years old
Proof of graduation is required for students who will not be 18 years of age by the first day of instruction at Citrus College. A verification of graduation must be submitted to the Admissions and Records Office. Acceptable documents of verification 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.

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 a sophomore. Other student classification categories include:

- **Full time for summer session:** Enrolled in 4 or more units
- **Full time for fall and spring semester:** 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 complete a Student Records Correction Form to ensure they receive important materials such as registration information. Go to: www.citruscollege.edu/ar, click on Student Forms.

Apply Online on WingSpan
The application must be completed well in advance of the beginning of the semester to allow time for processing. Your Citrus ID number and PIN will arrive via e-mail 3 to 5 business days after you apply.

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.

Residents are those who have lived in California for at least one year and one day before the semester begins and can demonstrate intent to remain a California resident. It is the student’s responsibility to provide evidence to substantiate his or her claim of residency.
Students from ages 18 to 19 may combine their parent’s continuous residence in California immediately prior to their 18th birthday with their own continuous California residence after their 18th birthday to establish the one-year California residence requirement.

The residence of an unmarried student under the age of 18 is determined by the legal residence of the parents. A married minor determines residency from the date of the marriage and must meet the one-year physical presence and intent requirement.

**AB 540 Nonresident Tuition Exemption**

Students other than nonimmigrant aliens (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 transcripts to the Admissions and Records Office.

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**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 matrícula 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.

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**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, but must provide proof that residency has been established thereafter.

**Nonresidents** are those that were not classified as a resident at the time of admission.

**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. Students interested in changing their classification should contact the Admissions and Records Office.

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.

**Transferring Credits—Transcript Verification**

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.
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 www.citruscollege.edu. For a full text pertaining to parking on campus, please refer to AP 6750-parking.

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 service, 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

Make sure you Log Off when you are done to protect the privacy of your records.

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

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 the goal of your 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 completed form must be presented two weeks prior to the beginning of the semester in which it is to be considered. The student must provide compelling documentation to support the challenge.