Registration

Specific registration dates and hours are listed in the registration dates 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: www.citruscollege.edu/ar, click on Registration.

WingSpan is the primary method for registration and registration is by online appointment only.

See “Important Dates and Deadlines” on page 3 for the scheduled registration times.

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 page 9 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 an other type of hold
- Is on academic or progress dismissal
- Is subject to expulsion or suspension
- Registers for a class that places him or her on overload, and the student has not been approved for an overload
- Has scheduled a class, and the class time overlaps with another class he or she is enrolled in
- Has failed to clear the prerequisite(s) for the course or the enrollment exceeds the number of repetitions allowed.

Important: Loss of Priority Registration
The California Community Colleges Board of Governors has approved changes that will establish system-wide enrollment priorities. These priorities are 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.

Beginning fall 2014, the following students will receive enrollment priority:
- **New** students who have completed college orientation and assessment, and have developed educational plans
- **Continuing students** in good academic standing who have not exceeded 100 units

The following students will continue to receive enrollment priority:
- Active-duty military and veterans
- Current and former foster youth
- Extended Opportunity Programs and Services (EOP&S) students
- Disabled Students Programs and Services (DSP&S) students

Dropping Classes Online
Students are able to drop classes using WingSpan. Drop/Refund deadlines apply. If you wish to receive a refund for your dropped class, you must have dropped the class online by the refund deadline. Please visit the important dates section of the Admissions and Records web page for deadline dates. To receive refunds for your paid parking pass and/or paid student service sticker, you must return those items to the cashier by the refund deadline(s) for your classes.

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 or check.
Thinking you can't afford an education could be a costly mistake. See page 11 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.

Unit Limitation
There is no minimum, but the maximum number of units a student may enroll for a semester is 21 units (fall and spring). The maximum number of units a student may enroll in for summer and winter session is 13 units. A student wishing to take more than the maximum units may file a petition through the Counseling Department.

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 list. 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 email, 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 will be frozen on the Thursday prior to the beginning of the term, and students will not be able to add to the waitlist or to register from the waitlist. From the first day of class 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.

How Does the Waitlist Work?
- 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 you the option to place yourself on the list. The waitlist option is not automatic.
- Students on the waitlist will have a chance to register for the class based on their position on the list.
- Being on a waitlist does not guarantee enrollment.
- The waitlist has a limit of 20 spots. Exception: Classes that need special approvals, such as cosmetology, nursing or music may have a different limit. Check with the department for information.
- Students on the waitlist will be contacted via their Citrus College student e-mail address if a seat opens.
- Notification is based on the student's rank on the waitlist.
- You may view your waitlist position on the WingSpan registration page.
- If you are the first student on the waitlist, you will be the first to have the opportunity to register; if you are the second person on the waitlist, you will be the next, and so on.
- Once you are notified, you will have 24 hours to register for the class through the normal WingSpan registration process.
- If you miss the 24-hour window to register, you will be removed from the waitlist.
- When you register for a class or are removed from the waitlist, the waitlist will have an opening and another student may join the list.
- The ability to waitlist will close at midnight on the Sunday prior to the beginning of the term.
- From the first day of class forward, students will need an add code from their instructor to register for the class. Add codes will be issued at the instructor's discretion.

For more details visit—www.citruscollege.edu/ar/waitlist
Add Codes
An add code may be provided by an instructor to students who were unable to enroll in the class through waitlist.

Add codes will be available from the instructor at the first class meeting for both open and closed classes. When an add code is provided by the instructor you will be allowed to add that class after it has begun. During Late Registration, all classes will have a "Last Day to Add" date and the add codes will be effective through that "Last Day." Students will have access to the Wing-Span Registration System from 6 a.m. to midnight seven days a week (excluding maintenance periods) to add or drop before the deadlines.

The instructor has 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. One and only one person may use 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 may not sell or give add codes to another student. The misuse of add codes is considered a student conduct violation.

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 of the Citrus Community College District Board of Trustees.

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.

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 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, student representation or parking fees you will not be dropped from your classes. You will, however, be flagged with a debt. If you don’t plan to attend after you’ve registered, 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.

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<table>
<thead>
<tr>
<th><strong>Fees</strong></th>
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<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
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<tr>
<td>International Student Tuition*</td>
</tr>
<tr>
<td>Out-of-State Student Tuition*</td>
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<tr>
<td>Nonresident Student Tuition*</td>
</tr>
<tr>
<td>Health Service Fee</td>
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<td>Health Service Fee BOGW</td>
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**Note:** The health fee will be assessed for both on and off campus classes.

Parking Fee | $50 |
Parking Fee BOGW | $30 |
Student Service Fee | $15** |
Student Representation Fee | $1 |

*International, nonresident and out-of-state students pay tuition and enrollment fees. 
**Pending Board of Trustees Approval

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 www.citruscollege.edu/ar.

It is the student’s responsibility to return the parking permit or 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. Students do not need to fill out a form; a check will be issued and 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.). Any 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 cash or money order and additional fees may be added to all returned checks.

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 Associated Student Business Office or 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 Associated Students Business Office or 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.

Refund Policy
• To be eligible for a refund, a student must have dropped classes prior to individual refund dates.
• It is the student’s responsibility to drop classes in a timely manner to be eligible for refunds.
• Refund deadlines will be online at www.citruscollege.edu/ar Click on Drop Deadlines.

Health Fee Waivers
The Health Fee may be waived only by 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 vice president of student services. BOGW students pay a required reduced fee.

DO YOU NEED MONEY FOR COLLEGE?
IT’S NOT TOO LATE TO APPLY FOR FINANCIAL AID.