Citrus College

Spring Semester 2015

Classes Start:
February 18, 2015

View Your Registration Appointment on WingSpan:
December 15, 2014

Registration Begins:
January 7, 2015

Apply & Register:
www.citruscollege.edu
Keep In Touch with Important Information!

Begin Using Your New E-mail Account Today!

ALL official Citrus College e-mails sent to students will be sent via your assigned Citrus College e-mail account.

It is important that you check your Citrus College e-mail in order to receive information regarding registration, financial aid, class information and any other official college communication.

In addition to a new e-mail address, you will receive:
- Microsoft Office Outlook Live with 10GB of storage
- Instant Messenger
- Mobile
- 25GB Skydrive of online storage
- Office Live Workspace - online collaboration

For more information and instructions visit www.citruscollege.edu/tecs/studentemail
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 página 26.

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 or designee. This schedule does not constitute a contract between the student and the college.

www.citruscollege.edu/100

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

Oficina de Admisiones y Récords
Julie Miranda
(626) 914-8510

Asesoría
Claudia Castillo
(626) 914-8537

Laura Villegas
(626) 857-4093

Raúl Sánchez
(626) 857-4064

Programas Educativos de Oportunidades y Servicio (EOP&S)
Joanne Hinojosa
(626) 914-8558

Sylvia Pinedo
(626) 914-8555

Servicios Fiscales
Rosalinda Buchwald
(626) 914-8897

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1000 West Foothill Boulevard, Glendora, CA 91741-1885 • www.citruscollege.edu
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.

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

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.

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

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Claremont and portions of Pomona and La Verne Representative

Ms. Farihah Chowdhury
Student Representative

Dr. Geraldine M. Perri
Superintendent/President
Welcome to Spring Semester 2015!

It has been said that springtime is a season of hope and promise. This is especially true at Citrus College, where we are celebrating 100 years of providing educational excellence. Whether you are a first-time student or a returning student, enrolling in spring semester classes places you on course to accomplish your educational and career goals.

As you travel down the road of academic accomplishment, I encourage you to take full advantage of everything Citrus College has to offer. Our faculty and staff are committed to making your journey as exciting and enlightening as possible. From helping you earn an associate degree and facilitating the transfer process to preparing you for the career of your choice, we are dedicated to offering many opportunities that will turn your dreams into realities.

At Citrus College, student success is our legacy. Throughout our 100 year history, we have consistently led graduates to succeed in many academic and career areas. As a result, Citrus College continues to be ranked as one of the top community colleges in the nation for degree completion. In addition, a report issued by PayScale, Inc. recently recognized Citrus College as one of the nation’s top 10 public two-year colleges based on alumni earning potential, and fifth among California’s 112 community colleges in this category.

By utilizing the many programs and services available at Citrus College, you can become part of our tradition of academic excellence. As always, our faculty and staff look forward to helping you at every step along the way!

On behalf of the entire Citrus College community, I welcome you to Spring Semester 2015.

¡Bienvenido al Semestre de Primavera 2015!

Se dice que la primavera es una temporada de esperanza y promesas. Esto es especialmente cierto en Citrus College en donde estamos celebrando 100 años de ofrecer una educación de excelencia. Si es su primera vez en el colegio, o está regresando a la escuela, el inscribirse en clases del semestre de primavera lo coloca en el camino a realizar sus metas educativas y de carrera.

En su recorrido a lo largo de sus logros académicos, le exhorto a que tome ventaja de todo lo que le ofrece Citrus College. Nuestra facultad y personal están comprometido a hacer que su recorrido sea emocionante y un aprendizaje. Ya sea ayudarle a que obtenga su título de asociado y facilitarle el proceso para prepararlo para la carrera que seleccione, estamos comprometidos a ofrecerle muchas oportunidades que harán que sus sueños sean realidad.

En Citrus College, el éxito estudiantil es nuestra legacía. A través de nuestros 100 años de historia, hemos encaminado a nuestros estudiantes graduados de forma consistente hacia el éxito académico y de carrera. Como resultado, Citrus College continúa siendo clasificado en los primeros lugares en la nación como un colegio en donde los estudiantes terminan satisfactoriamente sus estudios. Adicionalmente, un reporte emitido por PayScale, Inc., reconoció a Citrus College entre los primeros 10 lugares entre los colegios públicos de dos años de estudios basándose en el potencial de ingresos de sus estudiantes graduados, y en quinto lugar entre los 112 colegios comunitarios de California en esta misma categoría.

Al utilizar la gran cantidad de programas y servicios disponibles en Citrus College, usted puede ser parte de nuestra excelencia académica. ¡Como siempre, nuestra facultad y personal están ansiosos de poderle ayudar en todos los pasos hacia su camino al éxito!

En nombre de toda la comunidad de Citrus College, le doy la bienvenida al Semestre de Primavera 2015.

Sincerely/Sinceramente,
Geraldine M. Perri, Ph.D.
Superintendent/President
**Spring Semester 2015 Important Dates and Deadlines**

### 2014

**December 15**
View your Spring Semester appointment times
**WingSpan, go to:**
https://wingspan.citruscollege.edu

### 2015

**January 7**
Wingspan Registration Begins for Spring Semester
6 a.m.—midnight
https://wingspan.citruscollege.edu

**Non-Payment Rollout:**
- **January 11 at 10 p.m.**
- **January 18 at 10 p.m.**
- **January 25 at 10 p.m.**
- **February 1 at 10 p.m.**
- **February 8 at 10 p.m.**
- **February 15 at 10 p.m.**

**Students registering on the dates below:**
- January 7-11
- January 12-18
- January 19-25
- January 26-February 1
- February 2-8
- February 9-15

See pages 26-30 or go to:
www.citruscollege.edu/ar
For enrollment and payment information

**February 16**
Presidents Day Holiday. No classes held.

**February 17**
Staff Development Day. No classes held.

**February 18**
Spring Instruction Begins
Waitlists no longer in use

**February 18**
Start of online late registration and program changes for Spring 2015. Look online for late-registration deadlines.
**All registration and program changes will be done online**
See page 28 for Add Code instructions.

**February 21**
Official start date of Saturday classes

**April 13-18**
**Spring Break**

**April 20**
Second 8-Week Classes Begin

**May 15**
Last day to file spring 2015 graduation Applications.

**May 23-25**
Memorial Day Weekend

**June 6-12**
Finals Week (see page 7 for schedule)

**June 13**
Graduation

**June 30**
**Required Orientation deadline** for Winter and Spring 2015 applicants.
See pages 23-24 for more information

### View Your Appointment

Beginning December 15, 2014
24 hours a day

Registration Appointments
Priority
January 7, 2015

Continuing & New Students Starting
January 8, 2015

### *Who's Who?*

**Continuing Students:** You are a **continuing** student if you registered for credit classes at Citrus College prior to spring 2015.

**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 November 25, 2014.

The enrollment priority deadline for new student orientation assessment, and student educational plan is November 25, 2014.
Class Meeting Block Times

<table>
<thead>
<tr>
<th>A1</th>
<th>C1</th>
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<tbody>
<tr>
<td>6:45-8:10 a.m.</td>
<td>3:00-4:30 p.m.</td>
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<tr>
<td>7:00-9:05 a.m.</td>
<td>3:10-6:30 p.m.</td>
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<tr>
<td>7:05-11:20 a.m.</td>
<td>3:30-5:40 p.m.</td>
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<tr>
<td>7:30-8:40 a.m.</td>
<td>3:40-6:50 p.m.</td>
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<tr>
<td>7:30-10:00 a.m.</td>
<td>3:50-5:00 p.m.</td>
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<tr>
<td>8:00-9:15 a.m.</td>
<td>3:50-5:15 p.m.</td>
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<tr>
<td>8:30-9:20 a.m.</td>
<td>3:50-5:25 p.m.</td>
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<tbody>
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<td>8:00-9:35 a.m.</td>
<td>5:00-5:50 p.m.</td>
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<tr>
<td>8:10-11:20 a.m.</td>
<td>5:25-6:35 p.m.</td>
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<tr>
<td>8:20-9:45 a.m.</td>
<td>5:25-6:40 p.m.</td>
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<tr>
<td>8:50-10:00 a.m.</td>
<td>5:25-6:50 p.m.</td>
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<tr>
<td>9:15-11:20 a.m.</td>
<td>5:35-7:10 p.m.</td>
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<td>9:30-10:20 a.m.</td>
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<td>6:00-6:50 p.m.</td>
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<tr>
<td>9:45-11:20 a.m.</td>
<td>6:05-8:10 p.m.</td>
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<td>9:55-11:20 a.m.</td>
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<td>10:10-11:20 a.m.</td>
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<td>10:10 a.m.-12:40 p.m.</td>
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<tr>
<td>10:30-11:20 a.m.</td>
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<thead>
<tr>
<th>B1</th>
<th>D1</th>
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<tbody>
<tr>
<td>10:00 a.m.-12:05 p.m.</td>
<td>6:00-10:15 p.m.</td>
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<tr>
<td>10:50 a.m.-12:05 p.m.</td>
<td>7:00-7:50 p.m.</td>
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<td>11:30 a.m.-12:20 p.m.</td>
<td>7:00-8:10 p.m.</td>
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<td>11:30 a.m.-12:40 p.m.</td>
<td>7:00-8:15 p.m.</td>
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<tr>
<td>11:30 a.m.-12:55 p.m.</td>
<td>7:00-8:25 p.m.</td>
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<td>11:30 a.m.-1:05 p.m.</td>
<td>7:00-9:05 p.m.</td>
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<tr>
<td>11:30 a.m.-2:00 p.m.</td>
<td>7:00-9:30 p.m.</td>
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<tr>
<td>11:30 a.m.-2:40 p.m.</td>
<td>7:00-10:10 p.m.</td>
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<tr>
<td>11:30 a.m.-3:45 p.m.</td>
<td>7:20-8:55 p.m.</td>
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<th>D2</th>
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<td>8:00-8:50 p.m.</td>
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<td>12:15-1:30 p.m.</td>
<td>8:20-9:30 p.m.</td>
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<tr>
<td>12:30-1:20 p.m.</td>
<td>8:20-10:25 p.m.</td>
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<tr>
<td>1:05-2:15 p.m.</td>
<td>8:25-9:40 p.m.</td>
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<tr>
<td>1:05-2:30 p.m.</td>
<td>8:35-10:00 p.m.</td>
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<td>1:30-2:25 p.m.</td>
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<td>1:30-4:00 p.m.</td>
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<td>1:40-2:55 p.m.</td>
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<tr>
<td>1:55-3:25 p.m.</td>
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<td>1:55-4:20 p.m.</td>
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<tr>
<td>2:00-4:35 p.m.</td>
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<tr>
<td>2:30-4:05 p.m.</td>
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Spring Semester 2015 Final Exam Schedule

If your class meets Monday/Wednesday;
Monday/Wednesday/Friday; Monday-Thursday
Exam Dates: Monday, June 8
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, June 10
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, June 9
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, June 11
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, your final exam will be
scheduled on Friday, June 12, at the same time the class normally
meets.

Final exams will be scheduled by the instructor for Distance
Education online and hybrid classes.

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

Associate in Arts Degrees
- Dance
- English Literature
- Fine Arts
- Language Arts
- Liberal Arts with areas of emphasis in:
  - Arts and Humanities
  - Math and Science
  - Social and Behavioral Sciences
  - Technology and Business
- Music
- Social and Behavioral Sciences
- Theatre Arts
- Theatre Arts - Acting Emphasis

Associate in Science Degrees
- Administration of Justice
- Automotive Technology
- Biological, Physical Science, and Mathematics
- Biological Sciences
- Business
- Child Development
- Cosmetology
- Dental Assisting
- Digital and Web Design
- Design and Drafting Technology
- Emergency Management and Homeland Security
- Kinesiology
- Medium and Heavy Diesel Truck Technology
- Photography
- Public Works
- Recording Technology
- Registered Nursing
- Vocational Nursing
- Water Technology
- Computer Generated Imagery (CGI)
- Cosmetology
- Dental Assisting
- Digital and Web Design
- Emergency Management and Homeland Security
- Esthetician
- Information Technology
- Literature
- Medium and Heavy Diesel Truck Service, Diagnosis and Repair Technician
- Photography
- Public Works Level I
- Public Works Level II
- Theatre Technologies, Emerging
- Vocational Nursing
- Water Technology
- Wildland Resources and Forestry
- Writing Competency

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
- Administration of Justice
- Administrative Office Occupations
- Architectural Design
- Audio Recording Technology
- 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
- 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

Certificate Programs
- Child Development Associate Teacher
- Diesel Technician
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Home Health Aide
- Infant and Child Development Associate Teacher
- Microsoft Office
- Nurse Assistant
- Office Clerk

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.

Skill Awards
- Child Development Associate Teacher
- Diesel Technician
- Emergency Medical Technician
- Engine Rebuilding and Machining
- Home Health Aide
- Infant and Child Development Associate Teacher
- Microsoft Office
- Nurse Assistant
- Office Clerk
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.

<table>
<thead>
<tr>
<th>Study Area</th>
<th>Recommended Programs of Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Business, Math with Business Technology emphasis</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Math, Physics, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Economics</td>
<td>Business, Math, Liberal Arts with Social and Behavioral Sciences emphasis</td>
</tr>
<tr>
<td>Engineering</td>
<td>Math, Physics, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Ethnic Studies: Latino Studies, African-American Studies, Women's Studies</td>
<td>Social and Behavioral Sciences, Liberal Arts with Social and Behavioral Sciences emphasis</td>
</tr>
<tr>
<td>Foreign Languages: Spanish, German, Japanese, Chinese</td>
<td>Liberal Arts with Arts and Humanities emphasis, Language Arts</td>
</tr>
<tr>
<td>Forensic Science</td>
<td>Biology, Liberal Arts with Math and Science emphasis, Biological and Physical Science and Math</td>
</tr>
<tr>
<td>Health Sciences: BSN, Health Science, Public Health</td>
<td>Kinesiology for Transfer, Biology, Liberal Arts with Math and Science emphasis</td>
</tr>
<tr>
<td>Humanities</td>
<td>Social and Behavioral Sciences, Liberal Arts with Arts and Humanities emphasis</td>
</tr>
<tr>
<td>International Relations</td>
<td>Liberal Arts with Social and Behavioral Sciences emphasis, Social and Behavioral Sciences</td>
</tr>
<tr>
<td>Nutrition</td>
<td>Kinesiology for Transfer, Biology, Liberal Arts with Math and Science emphasis</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Social and Behavioral Sciences, Liberal Arts with Arts and Humanities emphasis</td>
</tr>
<tr>
<td>Studio Arts: Painting, Graphic Design, Ceramics, Drawing</td>
<td>Liberal Arts with Arts and Humanities emphasis, Fine and Performing Arts</td>
</tr>
</tbody>
</table>
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 March 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](http://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 placement results or official college transcripts 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 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 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. NOTE: You will need your Citrus Identification Number and a Photo ID for all college transactions.
- 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 see the 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.
Admission (Admisiones) y Financial Aid (Ayuda Financiera)

- Inscíbase 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, 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.
- 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, 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” “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.

Inscríbase 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.
- ¡Involúcrate 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.
- Síganos 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.
- Empadróntese 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

Spain
SPRING 2015

London
FALL 2015

Winter 2016

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 registered for credit classes at Citrus College prior to spring 2015. K-12 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 enrolled in high school.

First-Time Freshman under 18 years old
Proof 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. A verification of graduation must be submitted to the Admissions and Records Office. 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 January 6, 2014, and
- Continuing students whose last attendance was prior to spring 2014.

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.

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 Reclassification.

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

International Students

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

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 transcripts to the Admissions and Records Office.

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.

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.

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

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.

All students must declare an eligible education goal to establish financial aid eligibility. New students must declare their educational goal on the admissions application. Continuing students that change educational goals must update their educational goal in the Admissions and Records Office. The Financial Aid Office reviews educational goals to ensure that students are enrolled in an eligible program. The courses students enroll in must be required and applicable towards an eligible degree, certificate or transfer objective. All degrees are eligible for financial aid, however only certain educational goals and certificates are eligible for financial aid.

Eligible Financial Aid Educational Goals

A – Receive an associate degree and transfer to a four-year college
B - Transfer to a four-year institution without receiving an associate degree
C – Receive a two-year associate degree without transferring
E – Receive a vocational certificate without transferring


Accounting (20 units)
Administration of Justice (21 units)
Administrative Office Occupations (24 units)
Architectural Design (40 units)
Audio Recording Technology (36 units)
Automotive Service, Diagnosis and Repair - Master Technician (57 units)
Automotive Service, Diagnosis and Repair - Under Hood Specialist (26 units)
Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Tech (62 units)
Automotive Service, Diagnosis and Repair - Undercar/Drive Train Specialist (26 units)
Ceramics - One Year (21 units)
Ceramics - Two Year (39 units)
Child Development Master Teacher (49 units)
Child Development Teacher (40 units)
Commercial Dance (49 units)
Computer Aided Design (CAD) - Architecture and Drafting (19 units)
Computer Generated Imagery (22 units)
Cosmetology (55 units)*
Dental Assisting (30 units)*
Digital and Web Design (30 units)
Emerging Theatre Technologies (34 units)
Esthetician (19 units)*
Information Technology (22 units)
Medium and Heavy Diesel Truck Technology (32 units)
Photography (21 units)
Public Works Level I (18 units)
Public Works Level II (37 units)
Vocational Nursing (50 units)*
Water Technology (18 units)
Wild Land Resources and Forestry (22 units)

*These denote Clock Hour programs. Payments and Satisfactory Academic Progress for Clock Hour programs are calculated based on the number of clock hours attended and number of weeks attended.

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.
Financial Aid Information

**Types of Aid**
- Federal Pell Grants
- Cal Grants (offered by the State of California)
- 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 maximum Pell grant award as of this printing is $5,730, but the amount students actually receive will be based upon their financial need, their costs to attend school, and their enrollment status.

**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.

**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 $1,423 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.

**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. These loans 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 resort 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)
Financial Aid Information

- 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.

Students without a High School Diploma
First time college students who do not have a high school diploma or General Education Diploma (GED), or who have not passed the California Proficiency Exam (CPE), or who do not have a high 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.

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 8 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 72 attempted units or 150% of the units required for their certificate program

Minimum Units
The number of units required to achieve full-time status, which results in the maximum amount a student may receive for an award, is at least 12. 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. Financial aid eligibility is based on the number of units a student takes. A student must be enrolled in six units to receive a Cal Grant, a loan, or work study, and he/she must be enrolled in at least one half of a unit to receive a Pell grant. This enrollment classification applies to fall, winter, spring, and summer and may differ from other departments on campus. Clock Hour program payments are calculated based on the number of completed clock hours and weeks of attendance.

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 is based on full-time status and offered on the condition that you be enrolled and attending courses at this college. In order to receive a full-time disbursement, you must enroll in and maintain a minimum of twelve units throughout the semester. 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 half time 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 haber pasado la prueba 'ability to benefit' (ATB). (Si no cuenta con diploma o un GED.)
- 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 en caminado a obtener un certificado, título de asociado o licenciatura.
- Mantener un estándar de progreso academic 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.

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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
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](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 winter 2015 are urged to complete the assessment and MUST complete orientation by June 30, 2015. 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](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](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/testingPages/AssessmentPlacementTesting.aspx](http://citruscollege.edu/lc/testingPages/AssessmentPlacementTesting.aspx) and [http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx](http://citruscollege.edu/stdntsrv/counsel/Pages/default.aspx) Prior to the SEP session, assessment and orientation must be completed.
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

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 4 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 11-12 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 or progress 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 a higher registration appointment. You are strongly encouraged to identify a program of study. You need 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 deadline dates. To receive a refund for your paid student service sticker, you must return the sticker 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, check, money order or traveler’s check.

Thinking you can’t afford an education could be a costly mistake. See page 20-23 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.
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, you will be allowed to add that class during Late Registration, the period beginning with the first day of class and ending the last day to add that class. All classes have a "Last Day to Add" date and the add codes will be effective through that "Last Day." Deadline dates vary by section, please review the Add/Drop/Refund deadline dates on the Admissions and Records web page.

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. 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.

Apply for Admission and Financial Aid online at http://www.citruscollege.edu and click on WingSpan.
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 4.

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.

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.

Enrollment Fee $46 per unit
International Student Tuition* $207 per unit
Out-of-State Student Tuition* $207 per unit
Nonresident Student Tuition* $207 per unit
Health Service Fee $19
Health Service Fee BOGW $14

Note: The health fee will be assessed for both on and off campus classes.

Parking Fee $51
Student Service Fee $15
Student Representative Fee $1

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

Fees are subject to change.
### 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.

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### 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

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/apply
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. Go to http://www.citruscollege.edu/de after you have registered. Locate the class you have registered for and read the special instructions for the instructor. Complete the DE Orientation at that time.

NOTE: Some instructors have a mandatory orientation requirement that takes place before classes begin.
Distance Education – Online Classes

Go to http://www.citruscollege.edu/de for a list of mandatory orientations.

6. Purchase the materials required for the courses at the college bookstore or online, http://www.citruscollege.edu/owlbookshop.

7. On the first day of class go to the class site (most, 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. 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 0-91.

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**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**

---

**Non-credit ESL**

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Non-credit ESL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 020</td>
<td>024</td>
</tr>
<tr>
<td>ENGL 030</td>
<td>034</td>
</tr>
<tr>
<td>ENGL 040</td>
<td>044</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>053</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>056</td>
</tr>
</tbody>
</table>

*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.

*NOTE: the prerequisite for MATH 151 is high school geometry or MATH 131.
Careers in Health Science

**Associate Degree in Nursing (RN)**
*See the Nursing-Registered section*
http://www.citruscollege.edu/academics/programs/aden

Prepares selected students for the state exam. Visit our website for updated information regarding selection criteria, admission periods and application procedures.

**Contact:** Citlally Santana at (626) 852-6413, 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:** Citlally Santana at (626) 852-6413, 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:** Debby Bowman at (626) 914-8722, dbowman@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:** Claudia Pohl at (626) 914-8728, cpohl@citruscollege.edu

For more information, call the Health Sciences Department at (626) 914-8720.
FACT: The Citrus College Clarion has produced writers, photographers and designers who work for professional publications, networks and websites such as:

ESPN  SAN GABRIEL VALLEY TRIBUNE
access hollywood  NBC  CNN
Claremont Courier  The Reporter
THE ORANGE COUNTY REGISTER

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.

Honors Transfer Coordinator

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

Honors Transfer Counselor

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

Spring 2015 Honors Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Days &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 106H</td>
<td>Introduction to Philosophy</td>
<td>Call</td>
<td>TR 9:55-11:20 a.m.</td>
</tr>
<tr>
<td>ENGL 103H</td>
<td>Composition and Critical Thinking</td>
<td>Eisel</td>
<td>TR 11:30 a.m.-12:55 p.m.</td>
</tr>
<tr>
<td>ENGL 291H</td>
<td>Film as Literature</td>
<td>Dau</td>
<td>TR 1:05-2:30 p.m.</td>
</tr>
<tr>
<td>ASTR 115H</td>
<td>Planetary Astronomy</td>
<td>Kary</td>
<td>MW 8:20-9:45 a.m.</td>
</tr>
<tr>
<td>KIN 171H</td>
<td>Health Science</td>
<td>Shaw</td>
<td>TR 0820- 0945 a.m.</td>
</tr>
<tr>
<td>SPCH 101H</td>
<td>Public Address</td>
<td>Van Horn</td>
<td>MW 1:05-2:30 p.m.</td>
</tr>
<tr>
<td>Hum 101H</td>
<td>Humanities</td>
<td>Lubisich</td>
<td>MW 11:30 a.m. -12:55 p.m.</td>
</tr>
<tr>
<td>ANTH 210H</td>
<td>Introduction to Cultural Anthropology</td>
<td>Thorne</td>
<td>W 3:40-6:50 p.m.</td>
</tr>
</tbody>
</table>
### 2015 Citrus College Athletics

#### Spring Game Schedule

<table>
<thead>
<tr>
<th>BASEBALL</th>
<th>SOFTBALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUE., JAN. 27  RIO HONDO  2:00 PM</td>
<td>WED., FEB. 4  PASADENA  2:30 PM</td>
</tr>
<tr>
<td>WED., JAN. 28  LA PIERCE  2:00 PM</td>
<td>FRI., FEB. 6  SANTA ANA  2:30 PM</td>
</tr>
<tr>
<td>TUE., FEB. 3  SB VALLEY  2:00 PM</td>
<td>THU., FEB. 12  CYPRESS  2:30 PM</td>
</tr>
<tr>
<td>THU., FEB. 5  SAN JACINTO  2:00 PM</td>
<td>FRI., FEB. 20  VICTOR VALLEY  7:00 PM</td>
</tr>
<tr>
<td>TUE., FEB. 10  VENTURA  2:00 PM</td>
<td>THU., FEB. 12  LONG BEACH  2:30 PM</td>
</tr>
<tr>
<td>THU., FEB. 12  OXNARD  2:00 PM</td>
<td>THU., MAR. 10  CUESTA  7:00 PM</td>
</tr>
<tr>
<td>THU., FEB. 26  PASADENA  2:00 PM</td>
<td>WED., FEB. 25  MT SAC  2:30 PM</td>
</tr>
<tr>
<td>TUE., MAR. 3  *BAKERSFIELD  2:00 PM</td>
<td>THU., MAR. 5  *SANTA MONICA  2:30 PM</td>
</tr>
<tr>
<td>THU., MAR. 5  *CANYONS  2:00 PM</td>
<td>FRI., MAR. 6  CERRITOS  2:30 PM</td>
</tr>
<tr>
<td>SAT., MAR. 14  *LA MISSION  1:00 PM</td>
<td>SAT., MAR. 28  FULLERTON  7:00 PM</td>
</tr>
<tr>
<td>SAT., MAR. 21  *BAKERSFIELD  1:00 PM</td>
<td>TUE., MAR. 10  *BAKERSFIELD (DH)  3:00 PM</td>
</tr>
<tr>
<td>THU., MAR. 26  *BAKERSFIELD  1:00 PM</td>
<td>FRI., MAR. 20  EAST L.A  12:00 PM</td>
</tr>
<tr>
<td>FRI., MAR. 27  *CANYONS  2:30 PM</td>
<td>TUE., MAR. 24  *LA VALLEY (DH)  1:00 PM</td>
</tr>
<tr>
<td>TUE., MAR. 31  *ANTELOPE VALLEY  2:30 PM</td>
<td>THU., MAR. 26  *LA MISSION  2:30 PM</td>
</tr>
<tr>
<td>THU., APR. 9  *MT SAC  2:30 PM</td>
<td>SAT., MAR. 28  ALLAN HANCOCK  11:00 AM</td>
</tr>
<tr>
<td>TUE., APR. 14  *LA VALLEY  2:30 PM</td>
<td>TUE., APR. 7  SOUTHWESTERN  1:30 PM</td>
</tr>
<tr>
<td>TUE., APR. 21  *GLENDALE  2:30 PM</td>
<td>TUE., APR. 9  *CANYONS (DH)  1:00 PM</td>
</tr>
<tr>
<td>THU., APR. 23  *LA MISSION  2:30 PM</td>
<td>THU., APR. 9  *ANTELOPE VALLEY  2:30 PM</td>
</tr>
<tr>
<td>MEN’S GOLF  *WEST LA  2:30 PM</td>
<td>TUE., APR. 14  *GLENDALE (DH)  1:00 PM</td>
</tr>
<tr>
<td>MON., APR. 6  *WSC CITRUS  11:00 AM</td>
<td>DH = Double Header</td>
</tr>
</tbody>
</table>

*Indicates conference game, meet, or match

Games subject to change. For the most up to date information please visit www.citrusowls.com
Class Description Sample

(2) → POLITICAL SCIENCE

(3) → POLI 103 Government of the United States 3 Units

Strongly recommended: READ 099 if required by reading placement exam or if required by reading level.

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

(6) →

<table>
<thead>
<tr>
<th>CRN</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
<th>Date Begins</th>
<th>Date Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>40069</td>
<td>Ross, G.</td>
<td>MTWR</td>
<td>8:00 AM-10:05 AM</td>
<td>LB 101</td>
<td></td>
<td>06/21-07/29</td>
<td>06/21-07/29</td>
</tr>
<tr>
<td>40070</td>
<td>Ross, G.</td>
<td>TWR</td>
<td>1:00 PM-3:50 PM</td>
<td>LB 101</td>
<td></td>
<td>06/21-07/29</td>
<td>06/21-07/29</td>
</tr>
<tr>
<td>40113</td>
<td>Peters, G.</td>
<td>TWR</td>
<td>6:00 PM-8:50 PM</td>
<td>LB 301</td>
<td></td>
<td>06/21-07/29</td>
<td>06/21-07/29</td>
</tr>
<tr>
<td>40170</td>
<td>Peters, G.</td>
<td>HRS</td>
<td>ARRG</td>
<td></td>
<td></td>
<td>06/21-07/29</td>
<td></td>
</tr>
</tbody>
</table>

(7) → DISTANCE EDUCATION CLASS

After registering go to http://www.citruscollege.edu/de

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; UC*- Special Credit Limitations
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)
- Important calendar dates and deadlines
- 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/stdntsrv/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
eop&s@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/finaid
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, First Floor
http://www.citruscollege.edu/stdntsrv/international
internationalstudents@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.

The International Student Center provides services and support for current and prospective international students at Citrus College.
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 626-600CREF (2733) during open hours

**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.
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

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

The Writing Café 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 Café 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 Café also offers lectures and specialty workshops covering a variety of topics. 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

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, handwritten 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.

**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.
- 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.

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<th>Offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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<tr>
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<tr>
<td><strong>Hate (Bias) Crimes</strong></td>
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</table>

From January 1, 2011 through December 31, 2013, the following criminal offenses occurred on campus and were reported to Campus Safety and public agencies:
**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](http://www.meganslaw.ca.gov)  
Sex offenders are required to register with the police in the jurisdiction in which they reside.

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**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.

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**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
Your Car On Campus

and unloading of vehicles and the parking of service vehicles.
c. **BLUE ZONE** - Indicates disabled parking.

**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!

Introducing a New Parking Procedure!
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
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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 cumplan 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, national 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
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.

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


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


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 asegure 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
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 puedan presentar en el campus del colegio así como ofrecerles información sobre opciones de tratamiento 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 rechazarla, 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
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, yasea 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, extension 8611 si llama de un teléfono del campus o marque el *11 de cualquier otro teléfono de paga que se encuentren 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, hospedaje transición, ayuda legal y grupos de apoyo y consejería. La línea telefónica de 24 horas es: (909) 988-5559.

- National Sexual Assault Hotline/Línea Nacional para Reportar Casos de Ataques Sexual: (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.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act, California Education Code, California Code of Regulations, California Civil Code, and the U.S. Patriot Act. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College AP 5040.

A student’s directory information may under certain circumstances or as required by law be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing.

Additionally, the laws provide that a student may request access to his/her student record which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in his/her student record.

Questions concerning student’s rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Reglas de Derechos & Privacidad

Los récords de los estudiantes de Citrus College se archivan de acuerdo al Código de educación, Título 5, Código Civil de California y el Acta U.S. Patriot. Se requiere por escrito el consentimiento del estudiante para tener acceso o para entregar información que sea definida como récord educa-

tivo tal y como lo describen las leyes federales y estatales en Citrus College AP 5040.

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de “Admissions and Records” reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente.

Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de “Admissions and Records,” 626-914-8511.

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 requerimientos. 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 particípen 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).

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
Matt Haimovitz and Christopher O’Riley
Shuffle, Play, Listen.
Saturday, January 31, 2015 at 8PM

www.haughpac.com • (626) 963-9411

1000 W. Foothill Blvd.
Glendora, CA 91741-1899
Note: Maps not to scale.