

Group Sessions

- ❖ **Course Planning Sessions** – The goal of this session is to help students learn how to select classes for a certificate, skill award, associate degree, and transfer to a 4-year university. Students will leave the session with a one semester Student Educational Plan (SEP). Recommended for new students who have completed 15 units or less.
- ❖ **Orientation Workshops** – The in-person orientation is offered during the New Student Assessment/Orientation Session and provides introductory information to the college, support services, English/ESL and math placement levels, educational pathways, priority enrollment, WingSpan registration system, and much more. The in-person orientation workshops include a one semester SEP. Orientation is required of all new students. Failure to complete an orientation session will result in a registration hold and lower registration priority.
- ❖ **Registration Assistance Sessions** – This open session is located in a computer lab and teaches students how to register for classes on the WingSpan system. Students will also have the opportunity during the session to register for classes with the assistance of an advisor. Recommended for students who need assistance in registering for classes on the WingSpan system during high peak registration periods.
- ❖ **College Success/Early Alert Workshops** – These workshops are designed to teach students effective “tools” to develop into successful college students. Workshop topics include time management, learning styles, study skills, stress management, memory techniques, goal setting, math anxiety, test taking, and note taking. Recommended for all students.

Same Day Services

- ❖ **Counter Services** – Counter services are provided for students who have quick questions as it pertains to pre-requisite clearances, general class/program information, graduation petition forms, and probation/dismissal status checks. Students are seen in the order that they check-in. Recommended for students with quick questions.
- ❖ **Express Counseling Services** – This service is provided for students who have requests such as to repeat a class for the third time (3-PEAT), retake the assessment, pre-requisite clearances requiring additional research, emergency SEP updates for Veterans, unit increase requests, assessments from other colleges, and review of placement levels. Students meet with a counselor during 15 minute sessions. Recommended for students with quick questions who require further assistance by a counselor.

Online Services

- ❖ **Online Orientation Workshops** – The online orientation provides introductory information to the college, support services, English/ESL and math placement levels, educational pathways, WingSpan registration system, and much more. Orientation is required of all new students (Log-in as a Student with WingSpan ID and PIN numbers, complete all quizzes, and print Congratulations page at the end.). Failure to complete an orientation session will result in a registration hold and lower registration priority.
- ❖ **Online Probation Workshops** – This workshop provides information regarding probation/dismissal, support services, success skills, and how to improve academic standing. Completion of this workshop is required of students who are placed on academic and/or progress probation (Log-in as a Student with WingSpan ID and PIN numbers, complete all quizzes, and print Congratulations page at the end.).
- ❖ **Online Counseling and Advisement Appointment Scheduler** – Students can schedule an appointment to update their SEPs via the online scheduling system. Recommended for students who have already completed a SEP with a counselor and would like to update their plan on file.
- ❖ **Online Counseling Services** – E-Advising is an online counseling program in which students can submit quick questions. This service is not appropriate in cases where a student has detailed questions which require a comprehensive evaluation of transcripts. Recommended for students who completed the assessment and orientation and are in good standing with current Citrus College ID numbers.

Individual Sessions

- ❖ **Individual Appointment Sessions** – Students meet with a counselor or advisor during an individual appointment session. Services include academic, career, and transfer counseling, reinstatement to Citrus after being dismissed from the fall semester, creating or updating a SEP, requesting an exemption from loss of enrollment priority for the 100 unit limit, and checking requirements to transfer to a 4-year university. Recommended for students who completed the assessment and orientation, declared a course of study (major) on the Citrus College application or submitted the Course of Study form in the Admissions and Records Office, and official high school and college transcripts must be on file or brought to the appointment (if applicable).

Earlier Registration Reminder: Earlier registration is given to students who complete orientation, assessment, create a SEP, maintain good grades and progress, and do not exceed 100 units of degree applicable coursework. The new changes began spring 2014. SEPs will be required to maintain priority registration beginning fall 2014. Continuing students continuously enrolled prior to the fall 2014 semester are exempted from the SEP requirement. For additional information, please refer to the [Priority Registration page](#) or [Enrollment Priorities Administrative Procedures 5055](#).