

# ADMISSION AND REGISTRATION

## Admission

Citrus College is an open access institution, offering admission to high school graduates, persons who possess a high school diploma, GED, certificate of proficiency, or the equivalent. Special provisions for high school students are addressed in this section.

A person 18 years of age or older who has not received a high school diploma may be admitted to Citrus College to take general education courses or to enroll in specialized vocational programs. The student may also prepare for transfer to a four-year institution without a high school diploma.

Students must be enrolled as a regular student in an eligible program to receive Federal Student Aid. In addition, a student must have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma) or a recognized equivalent such as: has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state sanctioned test or diploma-equivalency certificate; or has completed homeschooling at the secondary level as defined by state law; or has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or has completed one of the ability-to-benefit (ATB) alternatives and first enrolled in an eligible postsecondary program prior to July 1, 2012.

To apply for admission at Citrus College applicants must use the OpenCCC online application (<https://www.citruscollege.edu/ar/Pages/ApplyingforAdmission.aspx>). Students must be at least 13 years of age to use this online application.

## Concurrent High School Student to First-Time Freshman

Graduating high school seniors concurrently enrolled at Citrus College planning to attend a subsequent term will need to submit a new online application (<http://www.citruscollege.edu/ar/Pages/ApplyingforAdmission.aspx>) as a first-time college student, not as a concurrent enrollment student. Final high school transcripts or diplomas can be submitted to the Admissions and Records Office.

## International Student Admission

The Citrus College International Student Center (<https://isc.citruscollege.edu/>) processes applications for international students holding or attempting to obtain an F-1 Student Visa. International students are required to pay international student tuition.

In order to qualify for admission, an international student must do the following:

1. Complete the International Student Application ([https://isc.citruscollege.edu/?FuseAction=Abroad.ViewLink&Parent\\_ID=0&Link\\_ID=A6123D40-5056-BA2E-6F3764E966C12F3D](https://isc.citruscollege.edu/?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=A6123D40-5056-BA2E-6F3764E966C12F3D)) and pay an application fee.
2. Submit confidential financial support documentation.
3. Submit negative TB test results.

4. Answer questions regarding type of application (Transfer I-20, Initial I-20, or Change of Status I-20) and type of program (ESL or Academic).
5. Submit proof of English proficiency documents (not required if unavailable) and high school transcripts to assist in English and Math starting place recommendations.

The following additional items are required for current F-1 Visa students transferring to Citrus College:

1. Transfer release from previous institution.
2. Appropriate immigration documentation.
3. College transcripts.

The admissions application and all supporting materials must be received on or before the published application deadlines for the intended semester.

## High School Students Classes for High School Students

Citrus College offers selected programs and classes for high school students. These students must be enrolled concurrently at their high schools and at Citrus College. Concurrent enrollment high school students are required to submit a college application and a Concurrent Enrollment Packet. This packet, which requires signatures from a parent and from a counselor or principal, is available online through Admissions and Records (<https://my.citruscollege.edu/task/all/concurrent-enrollment-form/>).

Citrus College summer school classes are offered at some area high schools through the Noncredit Program. For more information, contact the counseling office at these high schools.

## Early Decision Program

The Early Decision Program (<https://www.citruscollege.edu/stdntsrvc/highschool/Pages/default.aspx>) enables seniors from some high schools, who have submitted a Citrus College application, to visit the campus, complete a career workshop and meet with a counselor during the second semester of their senior year.

## How to Apply

Prospective students may submit an application online through our website (<https://www.citruscollege.edu/ar/Pages/ApplyingforAdmission.aspx>). There is no charge to submit an application and an application can be submitted year round. Computers allowing access to the college Web site are also available in the lobby of the Student Services Building, as well as other areas on campus.

Once an application is submitted, the student will receive a "Welcome to Citrus College" e-mail which will include a student user ID and temporary password. The student will need the ID and password to register for classes, pay fees, and officially enroll at Citrus College.

Credit students may register for noncredit courses; however, students interested in taking only noncredit courses should refer to the Noncredit and Community Education section of the catalog (<https://www.citruscollege.edu/ce/Pages/default.aspx>). (<https://www.citruscollege.edu/ce/Pages/NoncreditCourses.aspx>)

## First-Time Freshmen Under 18 Years Old

Proof of high school graduation is required for students who will not be 18 years of age by the first day of instruction at Citrus College. The proof of high school graduation must be submitted to the Admissions and Records Office. (<https://my.citruscollege.edu/task/all/proof-of-hs-graduation--removal-of-under-18-yrs-old-hold/>)

Acceptable verification documents include a high school diploma, GED, Certificate of California Proficiency, a Target Letter submitted on school letterhead stating that the student has fulfilled his or her graduation requirements, or a sealed high school transcript with the student's graduation date posted.

## Residency Requirements

As a public community college, Citrus College is required by law to verify each applicant's residence in accordance with Title 5 and the California Education Code. Residence status is determined as of the day before each term begins. Residency affects assessment of fees and tuition to be collected at the time of registration. Please note that noncredit courses are tuition free.

### Residency Classification

Residency classifications shall be determined for each student at the time of application.

### California Residents

California residents attend Citrus College tuition free and pay enrollment and other fees.

### Nonresidents

Students who do not meet the California residence requirements will be charged nonresident tuition, plus enrollment and other fees. For more information, visit Admissions and Records (<https://www.citruscollege.edu/ar/Pages/Residency.aspx>).

### California Nonresident Tuition Exemption (AB 540)

Any student, other than a nonimmigrant alien, who meets all of the requirements set forth in Administrative Policy 5020 Nonresident Tuition (<https://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>), shall be exempt from paying nonresident tuition.

### Residency Reclassification

Students classified as nonresidents may submit a Residency Reclassification Petition (<https://my.citruscollege.edu/task/all/residency-reclassification-petition/>) along with required proof to the Admissions and Records Office.

Students who enroll into classes pending notification of a decision are responsible for the quoted tuition. Students, who are approved based on the submitted documents, will receive a refund of the nonresident tuition they have paid.

Reclassification to Resident Status must be initiated by the student. It is the student's responsibility to provide necessary supporting documents for the Residency Reclassification.

For additional information on residency, visit Admissions and Records (<https://citruscollegerequests.zendesk.com/hc/en-us/articles/11182868243476-How-is-California-Residency-determined-/>) and

read Administrative Procedure 5015 Residence Determination (<https://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>).

## Transcripts

### Transcripts from Other Institutions

Official high school transcripts are required of new students who attended high school within the last three years. Official college transcripts are required of new students who were previously enrolled in a college or university.

To ensure a smooth registration process it is recommended that transcripts are received and are on file prior to a student's registration appointment. Transcripts may be used to clear course prerequisites and are also required for financial aid and veterans benefits consideration.

Transcripts from colleges accredited by a regional accrediting institution may be evaluated during a student's first semester of attendance at Citrus College.

Foreign transcripts must be evaluated by an approved transcript evaluation service.

Military service credits based on a DD-214 are posted after a veteran's first semester of attendance.

### Citrus College Transcripts

Students who request their Citrus College transcript receive their first two transcripts free. Thereafter, the student will be charged a transcript fee. Please note: Electronic requests of transcripts are available for an additional handling fee. Please see Admissions (<https://www.citruscollege.edu/ar/Pages/Transcripts.aspx>) for more information.

All credit and noncredit students may access a copy of their unofficial transcripts through WingSpan (<https://wingspan.citruscollege.edu>).

## Class Schedules

Citrus College publishes a Schedule of Classes each semester and session. These class schedules list the intended credit course offerings and teaching assignments. All class schedules are available online (<https://www.citruscollege.edu/schedule/>).

Community and Noncredit Education schedules are published separately, and are available on the Continuing Education webpage (<https://www.citruscollege.edu/ce/Documents/>).