

# CONTINUING, NONCREDIT AND COMMUNITY EDUCATION

Citrus College Continuing Education offers lifelong personal and professional development opportunities to members of the community. Classes are designed to sharpen professional skills or help students learn new activities they can enjoy in their leisure time. Continuing education classes provide opportunities for learning that enrich the lives of individuals and improve the quality of living in our community.

## Noncredit

Noncredit education supplements students' continued growth and job skills development through classes that include basic skills, career development, health and fitness, vocational preparation and job retraining. Enrollment in noncredit classes is tuition free and continues throughout the school year. See Non-Credit (<http://catalog.citruscollege.edu/course-descriptions/nc/>) for list of all available courses. All noncredit classes offered are subject to budget and enrollment.

Potential Citrus College students who are undecided about college may begin or continue their college experience with noncredit classes. Counseling services are available from the Counseling and Advisement Department. To schedule an appointment with a noncredit counselor, call (626) 852-6445.

Noncredit education provides English as a Second Language (ESL) classes in the traditional classroom format for limited English speaking students.

Visit the Continuing Education department in the Lifelong Learning Center or call (626) 852-8022 for more information.

## Getting Started: Noncredit Admission and Class Registration

### Step 1: Applying for Noncredit Admission

NOTE: An email account is required to complete your noncredit admission application. If you do not have a personal email address, free email accounts are available from many sources, such as Google Gmail, Yahoo Email or Microsoft Outlook.

1. Create a NEW user account if you are applying online for the first time. If you are a RETURNING user simply log in.
2. Complete and submit the application; be sure to click the "APPLICATION IS COMPLETE" link.
3. Important: Print acknowledgement page for your records. Acknowledgement page includes your Citrus identification number, which is needed to access Wingspan and register for classes.

### Step 2: Registering for Noncredit Classes

On your registration date, go to Plan and Register on the my.citruscollege.edu portal (<https://my.citruscollege.edu/launch-task/all/plan-and-register/>).

To sign in to my.citruscollege.edu, you must use the first part of the citrus college email account up to the @ (ex. Jsmith244) and your password will be upper case "C," lower case "c" and date of birth in

"mmddyy" format, placed all together, as shown here: Ccmmddyy (ex. Cc022881)

If you experience technical issues logging in to email, Wingspan, wireless access, or Canvas, please visit the Student Login Guide (<https://www.citruscollege.edu/tecs/Pages/LoginGuide.aspx>).

There are also YouTube videos on how to search the class schedule (<https://www.youtube.com/watch?v=B8k8Sh3a04Q>) and how to register for classes ([https://youtu.be/R\\_yQsIVFw-c/](https://youtu.be/R_yQsIVFw-c/)).

## Community

Citrus College Community Education offers lifelong personal and professional development learning opportunities to members of the community. Moderately-priced classes, workshops, seminars and activities are available for persons who want to develop their professional skills, start or grow a business, enrich their cultural experiences, their lives and their relationships, or participate in entertainment and recreational activities.

The college also partners with Career Step and UGotClass to help students prepare for rewarding careers through online classes.

Contract Education provides customized training for businesses and organizations that have staff development needs.

Community Education classes, activities and events are available on days and at times that meet the needs of today's active adults. Class lengths vary from a few hours to several meeting dates.

Community Education classes are supported by fees collected from course participants. Class schedules, published three times per year, are mailed to Citrus Community College District residents and can be accessed online (<https://www.citruscollege.edu/ce/>).

## Registering for Fee-Based Community Education Classes

Members of the community who are interested in taking fee-based community education courses must pre-register prior to taking a class. Pre-registration for Community Education classes is mandatory. It secures a student's space in a class, determines if a class will be held or cancelled, and allows students to be notified if a class is cancelled. All classes are subject to change at the discretion of the Community Education Department.

There are four convenient ways to register for fee-based classes.

### 1. Online

Students may register and view the current selection of classes online (<https://citruscollege.augusoft.net>). Create an account, search for classes, and register. Further information on fee-based class online registration is available on the Community Education webpage under Online Registration Instructions (<https://www.citruscollege.edu/ce/Pages/RegisterinAdvance.aspx>).

### 2. Mail

A registration form is available in the printed class schedule. Please print clearly and provide all of the information requested on the form to ensure quick registration process. Fees can be paid by credit card, check or money order, payable to Citrus College.

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Payments can be mailed to:  
Continuing Education Office  
Citrus College  
1000 W. Foothill Blvd.  
Glendora, CA 91741-1885

3. **Phone**

Registration by phone is available, and VISA, MasterCard, and Discover is accepted. Call (626) 852-8022, Monday through Thursday from 8 a.m. to 7:00 p.m., and Friday from 8:00 a.m. to 12:30 p.m.

4. **In Person**

Students may register in person at the Continuing Education Office. The office is located in the Lifelong Learning Center, Monday through Thursday from 8 a.m. to 7:00 p.m., and Friday from 8 a.m. to 12:30 p.m.