

# REGISTRATION

Registration is conducted prior to every semester and session. In addition to class selection, all fees must be paid during registration. Dates, deadlines, policies, and guidelines for registration are listed in the class schedule published for a specific semester or session.

## Registration Limits

A student will not be able to add a course if the student :

- has a fee hold, admission hold, or another type of hold;
- is on academic or progress dismissal;
- is subject to expulsion or suspension;
- registers for a class that places student on unit overload, and the student has not been approved for an unit overload;
- attempts to register for a class for which the class time overlaps with another class student is already registered in;
- attempts to enroll into only one course of a course cross-linked to another course (learning community);
- has failed to clear the prerequisite(s) and/or corequisite(s) for the course; or
- previously enrolled in the course 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.

New students need to complete orientation and a student educational plan to receive an earlier appointment (priority registration). Students are also strongly encouraged to identify a program of study (program/major). It is very important to work hard in classes and get good grades to maintain priority registration status.

Continuing students must maintain good academic standing and earn a 2.0 grade point average, complete at least 50% of their courses each semester, and not exceed 100 degree applicable units to prevent receiving a loss of priority registration. Students are encouraged to only enroll in courses that can be completed and select courses carefully. Degree applicable units do not include basic skills courses. In some circumstances, students may be temporarily exempted from receiving a loss of priority registration appointment. Students should see a counselor if they will be over 75 degree-applicable units.

Noncredit students receive a registration appointment date and time separate from credit students. Students that receive a noncredit registration appointment will not be able to register for credit classes unless they go through the credit application process and receive a registration based on the rules above.

For additional information on enrollment priority, please see Administrative Policy 5055 (<https://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>).

## Dropping Classes Online

Students are able to drop classes using WingSpan (<https://my.citruscollege.edu/task/all/plan-and-register/>) by the Drop and/or Refund deadlines. Students wishing to receive a refund for a class,

must drop the class online by the refund deadline. Please visit the important dates section of the Admissions and Records (<https://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx>) web page for all deadline dates. To receive refunds for a paid parking pass and/or paid student service sticker, the student must return those items to the cashier by the refund deadline(s) for their classes.

## Paying for Classes

WingSpan (<https://my.citruscollege.edu/task/all/plan-and-register/>) allows Citrus College students two options to pay their fees.

- Choose to pay online by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person with cash or check.

## Student Classifications

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 a sophomore. Other student classification categories are listed below. Please note that financial aid eligibility varies based on the number of units a student is enrolled in. For financial aid eligibility, please consult the Minimum Unit requirements in the Financial Aid section:

### Full-time for summer and winter sessions:

Enrolled in 4 or more units in a semester

### Full-time for fall and spring semesters:

Enrolled in 12 units or more units in a semester

### Part-time for fall and spring semesters:

Enrolled in fewer than 12 units in a semester

### Three-quarter time for fall and spring semester:

Enrolled in 9 but fewer than 12 units in a semester

### Half-time for fall and spring semester:

Enrolled in 6 but fewer than 9 units in a semester

## New Student

Students who have never enrolled in a credit class at Citrus College are classified as new students.

## Continuing Student

Students who previously enrolled at Citrus College are classified as continuing students. Concurrent enrollment students (K-12) do not receive continuing student status for purposes of priority registration.

## Noncredit Students

Students who are only enrolled in noncredit courses do not receive a standing classification. However, those students may still obtain an enrollment verification.

## Unit Limitations

The maximum number of units a student may enroll in for fall and spring semester is 21 units. The maximum number of units a student may enroll in for summer and winter session is 13 units. High school students are subject to different unit limits.

A student wishing to take more than the maximum units allowed may file a petition through the Counseling and Advisement Center (<https://www.citruscollege.edu/stdntsrvcounsel/>). High school students wishing to enroll full time must receive approval from the Admissions and

Records Office (<https://www.citruscollege.edu/ar/>) and will be charged enrollment fees for all courses taken when they enroll in 12 or more units in any one term or semester.

## WingSpan

WingSpan (<https://my.citruscollege.edu/task/all/new-login-links-for-accessing-banner/>) is Citrus College's one-stop resource for information and the primary method of registration. It provides online access for students to:

- Apply for admission
- Check application status
- View appointments for registration
- Check registration status
- Register for classes
- Drop classes
- Print individual student schedules
- Pay fees by credit or debit card
- Print enrollment verifications

WingSpan features include access to grades and unofficial transcripts. Visit the college website (<https://my.citruscollege.edu/>) and download the student guidelines handbook for more information.

## Waitlist

During registration, once a class has reached its enrollment capacity, the status of that class will change from Open to Closed. When a class closes, a waitlist may open, allowing students the option to place themselves on the list.

Most waitlists have a limit of 20 spots.

When a spot opens up on a waitlisted class, 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 student e-mail address if a seat opens. Once notified, students will have 48 hours to register for the class through WingSpan (<https://my.citruscollege.edu/task/all/plan-and-register/>). Students that miss the 48-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 can only 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 may be issued by the instructor at the first class meeting. When an add code is provided by the instructor, the student will be allowed to add that class during Late Registration, the period beginning with the first day of class and ending with the class add deadline date. Deadline dates vary by section, please review the Add/Drop/Refund Deadline dates (<https://www.citruscollege.edu/ar/Pages/ImportantDatesRoll-OutDates.aspx>) on the Admissions and Records web page.

Instructors may issue add codes when space is available in the class at their discretion. Students that obtain an add code must register for the class using WingSpan (<https://my.citruscollege.edu/task/all/plan-and-register/>). An add code is only valid for one student, once used, becomes invalid.

## Misuse of Add Codes

Only the student who receives an add code from the instructor or another Citrus College official is authorized to use that code.

Students may not sell or give add codes to another student. The misuse of add codes is considered a student conduct violation. Students who misuse add codes will be dropped from the course and will be subject to student discipline proceedings as outlined in Administrative Procedure 5520 (<https://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>).

## Enrollment Verification

Citrus College has authorized the National Student Clearinghouse (<https://nscverifications.org/welcome-to-verification-services/>) to act as its agent for verification of student enrollment status. An official Enrollment Verification Certificate may be obtained from the Admissions and Records (<https://citruscollegerequests.zendesk.com/hc/en-us/articles/6823135128724/>) office by submitting an Enrollment Verification Request. This certificate may be presented to parties such as health insurance agencies, housing authorities, consumer-product companies, and banks when asked to provide official evidence of enrollment at Citrus College.

Students enrolled in noncredit courses may obtain an enrollment verification from the Admissions and Records Office (<https://citruscollegerequests.zendesk.com/hc/en-us/articles/6823135128724/>). (<https://citruscollegerequests.zendesk.com/hc/en-us/articles/6823135128724/>)

## Online Education

Online Education classes utilize computer technology to deliver instruction to students. These classes have the same content and meet the same requirements as traditional classes, but provide a more flexible way for students to take courses. Classes may have required on-campus meetings or have regular, scheduled Zoom meetings; please check the class schedule and details carefully to determine requirements.

Students who do well in online courses are typically self-motivated, organized, and proactive about their education. Some knowledge of how to use a computer is helpful. In addition, online classes rely heavily on the exchange of information through reading and writing, so proficiency in these skills is important.

For more information including support resources, visit Online Education (<https://www.citruscollege.edu/oe/>) or send email to: [online@citruscollege.edu](mailto:online@citruscollege.edu).

## Out-of-state Students

Federal state authorization regulations require the placement of registration holds on students who have a mailing address in another state. The registration hold placed on those students will remain in effect until the student updates their mailing address to a California address. Students may use the student update form (<https://my.citruscollege.edu/task/all/student-update-form/>) to request an address change.

## Computer Skills Requirement

You need to have a basic knowledge of computer and internet skills in order to be successful in an online course.

- Knowledge of terminology, such as browser, applications, etc.
- Understand basic computer hardware and software. Able to perform:
  - Use keyboard and mouse
  - Managing files and folders
    - #Save                      #Move                      #Delete
    - #Name                      #Backup                      #check
    - properties
    - #Copy                      #Rename
  - Software installation, security and virus protection
  - Using software applications such as Word, PowerPoint, Excel, and email clients
  - Knowledge of copying and pasting, spell checking, saving files in different formats, and
  - Send and downloading attachments