

Welcome to WingSpan & Winter Intersession and Spring Semester 2010 Guidelines for Enrolling/Paying, Adding, Dropping and Requesting Refunds

Getting Enrolled in Credit Classes at Citrus College is an Easy Two-Step Process

1. Apply Online on WingSpan

The application must be completed well in advance of the beginning of the semester to allow time for processing.

Allow 7-10 business days after you have applied online for your Citrus ID and PIN to arrive, either by e-mail or US mail.

2. Register Online on WingSpan

You may view your Registration Appointment online on or after November 16, once your application has been processed. Then go to:

<https://wingspan.citruscollege.edu> and click on "Secure Area" to view your appointment time.

All of the scheduled Registration Times are listed in this schedule in the "Important Dates and Deadlines" on page 3. You may register online on or after the appointment date and time you have received. Please remember to pay your fees by dates posted to avoid roll-out of classes for unpaid fees.

Note: See the checklist on page 9 for further instructions. (Las instrucciones españolas véase en la página 9)

Instructions for WingSpan Our 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 former students must complete an application online before being allowed to register. New students have never enrolled in credit classes at Citrus College. Former students have missed one or more semesters at Citrus College.

Before Classes Begin

Be prepared to register for your classes on your registration date and time. Refer to **Important Dates To Remember on page 3** for scheduled registration dates and hours.

Fee Payment Deadlines

Pay your fees no later than 10 p.m. the day of roll-out to avoid losing your classes according to the weekly roll-out schedule below.

New Process

Weekly Rollout Schedule

Winter/Spring

Students who registered:	Roll out Dates
Nov. 30-Dec. 6	Dec. 6
Dec. 7-Dec. 13	Dec. 13
Dec. 14-Dec. 20	Dec. 20
Dec. 21-Dec. 27	Dec. 27
Dec. 28-Jan. 3	Jan. 3

Spring Only

Jan. 4-10	Jan. 10
Jan. 11-17	Jan. 17
Jan. 18-25	Jan. 25
Jan. 26-31	Jan. 31
Feb. 1-7	Feb. 7
Feb. 8-16	Feb. 16

- **If fees are not paid by the roll-out date, you will be withdrawn from your classes.**

However, if the BOGW covered your enrollment fee but you still owe the health, student service or parking fees you will not be dropped from your classes but will be flagged with a debt. If you don't plan to attend after you've registered, please drop your classes immediately.

- Once classes begin all students are required to pay fees the day they register. Students who register anytime on or after January 4, 2010 for Winter Intersession or Spring Semester 2010 Cosmetology students will not be rolled out for non-payment, but will be responsible for any fees incurred.

Students who register anytime on or after February 17, 2010 for Spring 2010 semester will not be rolled out for non-payment, but will be responsible for any fees incurred.

Financial Aid Students

Students who are eligible for the Board of Governor's Fee Waiver (BOGW) will be required to pay a portion of the Campus Fee (Health Fee). Please see the fee schedule on page 5.

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Authorization Codes

Authorization Codes will be available from the Instructor at the 1st class meeting for both open and closed classes. When an Authorization Code is provided by the Instructor you will be allowed to add a class that has begun. During Late Registration all classes will have a "Last Day to Add" date and the Authorization Codes will be effective through that "Last Day." Students will have access to the WingSpan Registration System from 6 a.m.-midnight seven days a week (excluding maintenance periods) to Add or Drop within the deadlines.

If you receive an Authorization Code from the instructor, you will use it to add the class online. The instructor has the discretion to issue Authorization 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. It will have an expiration date and only one person may use each code. Once you have used the Authorization Code it becomes invalid.

Dropping Classes Online

Students will be able to drop classes on WingSpan any time the system is available. Drop/Refund deadlines will apply, and if you wish to receive a refund for your dropped class, you must have dropped the class online by the refund deadline. To receive refunds for your paid parking pass and/or paid student service sticker,

you must return those items to the cashier by the refund deadline for your classes.

Paying for Classes Just Got Easier

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 or check.
 - Need help paying for classes? See page 11 for Financial Aid information.
 - Check out the BOGW (Board of Governor's Waiver) information included in this schedule.
- Thinking you can't afford an education could be a costly mistake.**

Citrus College Refund Procedures

All classes have three drop deadlines: the "Refund" deadline, the "Drop without Record" deadline and the "Official Withdrawal" deadline. To be eligible to receive a refund, you must have dropped classes by the refund deadline. All deadline dates vary according to the beginning and ending dates. Please see the refund deadline dates posted on the Admissions & Records web page under the heading **Deadline Dates** at www.citruscollege.edu

It is the student's responsibility to return the parking permit or student service fee sticker before the refund deadline to receive a refund. Failure to do so will change the amount of your refund.

A one-time \$10 processing fee for enrollment fee refund requests is assessed each semester.

Payments Made with Visa, MasterCard or Discover

A credit will be issued to your card immediately. However, the student and the cardholder must produce the credit card and the credit card receipt at the time of the refund request. Otherwise, a refund request form must be filled out.

Payments Made with Cash, ATM, Check or American Express

A check will be issued and mailed to you. 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 district.

The Admissions and Records Office has 15 comput-



ers at the east end of the Administration Building for students who wish to register for their classes. These computers may be used during our registration dates and office hours. Please register and pay your fees online.