

Admission and Enrollment Information

Refund Policy

- To be eligible for a refund, the students must have dropped classes prior to individual refund dates.
- It is the student's responsibility to drop classes in a timely manner to be eligible for refunds.
- Refund deadlines will be online at www.citruscollege.edu/ar. Click on Drop Deadlines.

Residency

At the time of admission, students are classified as either California residents or nonresidents. Both residents and nonresidents are welcome to enroll, but nonresidents will be charged tuition in addition to enrollment fees.

Residents are those who have lived in California for at least one year and one day before the semester begins and can demonstrate intent to remain a California resident. It is the student's responsibility to provide evidence to substantiate his or her claim of residency.

Students between ages 18 and 19 may combine their parent's continuous residence in California immediately prior to their 18th birthday with their own continuous California residence after their 18th birthday to establish the one-year California residence requirement.

The residence of an unmarried student under the age of 18 is determined by the legal residence of the parents. A married minor determines residency from the date of the marriage and must meet the one-year physical presence and intent requirement.

Military Personnel are considered residents while stationed in California for active duty. The spouse and dependents are considered residents during the first year in which active duty began in California, but must provide proof that residency has been established thereafter.

Nonresidents are those who have lived in the state for less than a year before the semester begins or those who hold certain non-immigrant visas which preclude them from establishing

residency. **Please note!** If you hold a non-immigrant visa, a permanent visa or have applied for amnesty, please bring your passport, visa and/or I-688 form with you to the Admissions and Records Office after you apply online.

International Students attending on F-1 visas are considered nonresidents. Consult the International Student Center for details concerning application and registration.

Reclassification to Resident Status must be initiated by the student. Students interested in changing their classification should contact the Admissions and Records Office. Evidence of physical presence and intent to reside in the state of California for at least one year and one day prior to the semester's start date must be submitted for a residency review.

Verification of Prerequisites

Students are required to provide verification of how skill or course prerequisites have been met prior to their registration date.

Students unable to verify how a prerequisite has been met will not be allowed to enroll in those courses.

Official transcripts from other colleges may be used to verify course prerequisites. Skills prerequisites must be verified through the Citrus College assessment process or the assessment process from another college.

Students wishing higher placement in mathematics may bring high school transcripts to the Counseling Office, which will be used in conjunction with the math assessment and multiple measures process.

Parking Information

Parking permits are required on all vehicles that park on the Citrus College campus. You may purchase either a term length parking permit (\$40) at the Cashier's Office (Mon. & Thurs., 8 a.m.-5 p.m., Tues. & Wed., 8 a.m.-7 p.m. and Fri. 8 a.m.-4 p.m.) or a daily permit for \$5 Campus Safety located at the main campus entrance off Citrus Avenue, (Mon.-Thurs., 7 a.m.-8 p.m. and Fri., 7 a.m.-4 p.m.) and from the parking

permit dispenser machine, located in the S8 Parking Lot off Barranca Avenue.

Your parking permit must be displayed. Failure to properly display your parking permit will result in a citation.

STUDENTS PARKING IN VISITOR, STAFF, DISABLED OR CLIENT PARKING AREAS WILL BE CITED. PLEASE READ THE PARKING GUIDELINES BROCHURE AVAILABLE FROM THE DEPARTMENT OF CAMPUS SAFETY, ATTACHED TO YOUR PARKING PERMIT, OR AVAILABLE ONLINE AT www.citruscollege.edu

Enrollment Verification Certificate

The Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer product companies, banks, etc., when asked to provide official evidence of enrollment at Citrus College.

To conveniently serve Citrus College students around the clock, Citrus College has authorized the National Student Clearinghouse to act as its agent for verification of student enrollment status. Students may obtain an official Enrollment Verification Certificate via WingSpan at any time after the refund period:

1. Enter secure area
2. Enter student ID and PIN number
3. Click Admissions & Records
4. Click enrollment verification with National Student Clearinghouse
5. Complete the student information form and then [Login](#)
6. Click Obtain an enrollment certificate and Print

Make sure you [Log Off](#) when you are done to protect the privacy of your records.

The computers located in the Admissions and Records Office may be used by students to obtain their Enrollment Verification Certificate.

Information

For information about registration, contact the Admissions and Records Office, (626) 914-8511.