

## Welcome to Spring Semester 2012

### Guidelines for WingSpan: Enrolling, Paying, Adding, Dropping and Requesting Refunds

#### Getting Enrolled in Credit Classes at Citrus College is an Easy Three-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 3-5 business days after you have applied online for your Citrus ID and PIN to arrive by e-mail.

##### 2. View Appointment

You may view your Registration Appointment online on or after December 19, once your application has been processed. Go to: <https://wingspan.citruscollege.edu> and click on "Enter Secure Area"

##### 3. Register Online

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 the 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, Citrus College's 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 online application before being allowed to register. New students have never enrolled in credit classes at Citrus College.

Former students have missed two 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 and Deadlines 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. The weekly roll-out schedule is listed below.**

#### Non-Payment Rollout:

##### January 8 at 10 p.m.

Students registering  
January 4-8

##### January 15 at 10 p.m.

Students registering  
January 9-15

##### January 22 at 10 p.m.

Students registering  
January 16-22

##### January 29 at 10 p.m.

Students registering  
January 23-29

##### February 5 at 10 p.m.

Students registering  
January 30-February 5

##### February 12 at 10 p.m.

Students registering  
February 6-12

##### February 21 at 10 p.m.

Students registering  
February 13-21

#### New Process

- **If fees are not paid by the roll-out date, you will be dropped from your classes.** However, if the BOGW covered your enrollment fee but you still owe the health, student service, student representation 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 **February 22, 2012** for spring 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 first 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 before 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.

#### **Important! Do Not Sell or Give Your Add Codes!**

Students who receive Authorization Codes (Add Codes) from a faculty member or another Citrus College official are the **only** students authorized to use these codes.

**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 of the Citrus Community College District Board of Trustees.

#### Dropping Classes Online

Students will be able to drop classes using 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.

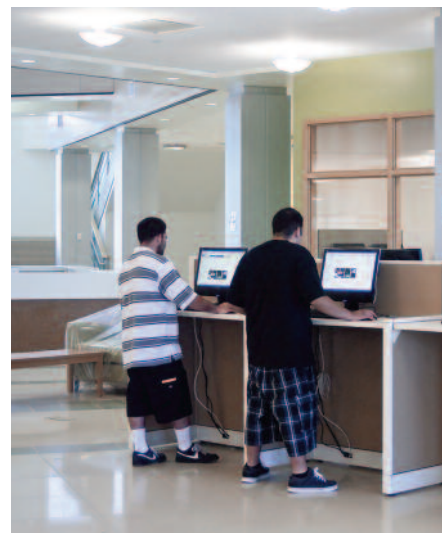
- Choose to pay online by credit card: VISA, MasterCard, Discover or American Express.
- Pay in person with cash or check.
- Check out the BOGW (Board of Governor's Waiver) information included in this schedule.

**Thinking you can't afford an education could be a costly mistake. See page 11 for Financial Aid information.**

#### Citrus College Refund Procedures

All classes have three class 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 and Records web page under the heading **Deadline Dates** at [www.citruscollege.edu/ar](http://www.citruscollege.edu/ar) to receive refund, it is the student's responsibility to return the parking permit or



The Student Services Building has 12 computers available 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.

student service fee sticker before the refund deadline. Failure to do so will change the amount of your refund.

#### Refunds

Refunds will no longer be issued as a credit to credit cards. All refunds will be issued by check. Students do not need to fill out a form; a check will be issued and mailed to the student automatically. 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 Citrus Community College District.