

## Admission and Enrollment Information

### Who May Attend

Admission is open to anyone who is:

- 18 years or older, or
- A high school graduate.  
Students under 18 must present proof of graduation, or
- A high school junior or senior.

Applications and High School Authorization Forms are available at your high school counseling office or the Citrus College Admissions and Records Office.

### New Student

You are a new student if you have never filed an application and/or enrolled in credit classes at Citrus College.

### Continuing Student

You are a continuing student if you registered for credit classes at Citrus College during Spring Semester 2010.

### Former Student

You are a former student if you previously attended Citrus College credit classes but have been away for one or more semesters.

### Photo ID Cards

A Citrus College photo ID card is required for all new students. It is a lifetime card with multiple uses on and off campus. It is your library card. The card is available at the library and Lifelong Learning Center 24 to 48 hours after you pay your registration fees, during scheduled office hours.

### Financial Obligations

Citrus College will withhold grades, transcripts, degrees, registration privileges or any combination thereof from any student or former student who has failed to pay any financial obligation due the college

(e.g. returned check, unpaid registration fee, etc.). Any hold on a student's record will be released when the student satisfactorily meets his or her debt obligation. Debts must be paid in the form of cash or money order, and a bank service charge will be added to the amount due.

### Purchasing Books

Textbooks may be purchased online at [www.owlbookshop.com](http://www.owlbookshop.com) or at the Owl Bookshop.

### Address and Email Changes

All students must complete a Student Records Correction Form online to ensure they receive important materials such as registration information. Go to: [www.citruscollege.edu/ar](http://www.citruscollege.edu/ar)

### Fee Information

Enrollment Fee .....	\$26 per unit
International Student	
Tuition* .....	\$220 per unit
Nonresident	
Tuition* .....	\$220 per unit
Health Service Fee .....	\$14
Health Service Fee BOGW	
Students .....	\$9

**Note:** The health fee will be assessed for both on and off campus classes.

Parking Fee .....	\$15
Student Service Fee .....	\$9

\*International and nonresident students pay tuition and enrollment fees.

**Fees are subject to change.**

### Fee Waivers

The Health Fee may be waived only by those students whose religious beliefs require that they rely solely on prayer for healing. In order to receive this waiver, a student must present valid documentation of his or her membership in a religion recognized as demanding compliance with this requirement to the vice president of student services. BOGW students pay a required reduced fee.

### Student Service Fees

The Student Service Fee may be waived prior to payment by obtaining a waiver from the Student Affairs Office. This form must be taken to the Bursars Office on the second floor of the Administration Building. Once the fee has been waived, you will be able to pay your bill. Waiving the student service fee makes a student ineligible for the benefits associated with this fee. Waivers and refunds of the student service fee are only available during the first week of winter and summer sessions and the first two weeks of fall and spring semesters.

### Refund Policy

Refer to page 6 for refund procedures.

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- 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](http://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 (\$15) at the Cashier's Office (Mon.-Thurs., 8 a.m.-7 p.m.) or a daily permit for \$5 at the Kiosk, located at the main campus entrance off Citrus Avenue, (Mon.-Thurs., 7 a.m.-8 p.m.) and from the parking per-

mit dispenser machine), located in the Gym Parking Lot (Lot S-8) 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 OR CLIENT PARKING AREAS WILL BE CITED. PLEASE READ THE PARKING GUIDELINES BROCHURE AVAILABLE FROM THE CAMPUS SAFETY OFFICE, ATTACHED TO YOUR PARKING PERMIT, OR AVAILABLE ONLINE AT [www.citruscollege.edu](http://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 kiosks 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.