



## *Checklist for New Students*

### Disabled Students Programs & Services

- 1. **Apply to Citrus College.** You may do this online at [www.citruscollege.edu](http://www.citruscollege.edu) or in the Administration Building. You will receive a Citrus College ID number and a personal identification number (PIN) in the mail.
  
- 2. **Take the Assessment**
  - At the Testing Center, second floor of ED. Allow 2 hours
  - Bring a photo identification and your student ID number
  - The test is computerized, multiple choice format and untimed
  - For accommodations other than extra time, go to DSP&S first
  
- 3. **Attend Orientation – New students MUST complete Orientation.**
  - Orientation following assessment
  - Assessment/Orientation held at high schools
  - Early Decision at Citrus College
  - Online orientation at [www.citruscollege.edu](http://www.citruscollege.edu)
  
- 4. **Make an appointment to see a counselor in DSP&S to establish eligibility.**
  - Bring verification of disability
  - Call 626-914-8675 V/TTY
  
- 5. **Make an appointment for priority registration counseling. (Repeat this step every semester)**
  - Your counselor or advisor will recommend classes
  - If you do not meet with a counselor in DSP&S during the designated period, you will not receive priority registration.
  - For the dates of registration counseling, call 626-914-8675
  
- 6. **Consider enrolling in one of the DSPS special classes:**
  - Counseling 160 – Strategies for College Success
  - DSPS 090 – Empowerment
  - DSPS 103 – Technical Assistance Lab  
(see class schedule for descriptions and more information)
  
- 7. **Register: Go to [www.citruscollege.edu](http://www.citruscollege.edu) and choose “Wingspan”**
  - For specific registration instructions, see the current schedule of classes, instructions at the Citrus College website, or call your counselor or advisor in DSP&S for advice.
  - **Note: You will be dropped from classes if you do not pay by published deadlines.**
  - DSP&S students may register on campus in the High Tech Center during the priority time.
  
- 8. **Make an appointment with the Educational Advisor to learn more about services for which you are eligible.** Call to make an appointment - 626-914-8675 V/TTY
  
- 9. **If you are a Department of Rehabilitation consumer, you must contact your DR counselor for an authorization for payment of fees.**
  
- 10. **All students must attend the first day of classes. The instructor has the option of dropping students who do not attend on the first day.**