

Wingspan Online Registration Instructions for Adapted P.E./Adapted Aquatics Classes

1. Check the Citrus College website: www.citruscollege.edu under the "Class Schedule" link for the CRN numbers for Adapted P.E. or Adapted Aquatics.
2. If you are a new student download the "Disability Verification" form. If you are returning to class after a change in your medical condition, have the doctor complete the Medical Release form instead of the Disability Verification form. Bring the completed form to class on the first day of the semester.
3. The Adapted PE classes meet in the Adapted PE Center Building AP 109 and the Adapted Aquatics classes meet on the pool deck. The pool is located just south of the Adapted PE Center.
4. Prior to registering online you will need your student ID number & login (the 6 digit password). If you need assistance call: (626) 914-8833 or (626) 914-8511.
5. For online registration: Go to www.citruscollege.edu and scroll down and click on the word "Wingspan".
6. Next, click the words "Enter Secure Area to register", the next page will appear, click the words "Admissions & Records".
7. The next page will appear, click the words "Registration appointments, registration status, class information". Click "Register or Add/Drop classes"
8. Make sure the appropriate term is in the box, for example "Fall 2011", if not use the small arrow to drop down to the correct semester. Click "Submit"
9. Enter the CRN number of the class you wish to enroll in, for example: 40248. Click the blue words "Click here when finished" if you wish to make a credit card payment scroll to the bottom of the page and click the sentence "Credit Card Payment" located at the bottom of the page under "Make a Payment".
10. Print a copy for your records.
11. If you do not wish to make a payment online, call (626) 914-8833 or (626) 914-8511 for more information.
12. The Cashier is now located in the Student Services Building (SS) on the west end of campus if you wish to pay in person. Please visit the Cashier on the lower level of the Student Services Building to pay citations, pick up parking permits and ASCC stickers, pay class fees by cash, and many other student related issues.
13. If you need registration assistance the help desk number is (626) 914-8833.
14. Questions about registration: Admissions and Records (626) 914-8511.