

Welcome to Fall Semester 2010

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

Getting Enrolled in Credit Classes at Citrus College is an Easy Two-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 7-10 business days after you have applied online for your Citrus ID and PIN to arrive, by e-mail or US mail.

2. Register Online on WingSpan

You may view your Registration Appointment online on or after July 12, once your application has been processed. Then go to:

<https://wingspan.citruscollege.edu> and click on "Secure Area" to view your appointment time.

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 Our 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 one 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 To Remember 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 according to the weekly roll-out schedule below.

Non-Payment Rollout:

August 1 at 10 p.m.

Students registering
July 26-August 1

August 8 at 10 p.m.

Students registering
August 2-8

August 15 at 10 p.m.

Students registering
August 9-15

August 22 at 10 p.m.

Students registering
August 16-22

August 29 at 10 p.m.

Students registering
August 23-29

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 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 August 30, 2010 for fall semester and 2010 Cosmetology students 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.