

## Application and Registration Checklist

- Apply for Admission**
  - Apply online at [www.citruscollege.edu/ar](http://www.citruscollege.edu/ar) and click on WingSpan.
  - Enter your responses accurately and completely. Errors and omissions will create inaccuracies in your master file and may **delay your registration**.
  
- Provide College and High School Transcripts:**
  - Request official college transcripts from all colleges previously attended to be sent to the Admissions Office. It is recommended that transcripts are on file prior to your registration appointment if you're asking for clearance to enroll in courses with prerequisites. Transcripts are also required in order to be considered for Financial Aid and Veteran's Benefits.
  - Request official high school transcripts, if you attended high school within the last three years, to be sent to the Counseling Center. It is recommended that transcripts are on file before your appointment with a counselor/ educational advisor.
  
- Participate in Assessment and Orientation**

Assessment and orientation may be completed as follows:

  - **New student assessment.** Assessment testing is **required** if you are enrolling in five or more units and plan to earn an associate degree, a certificate of achievement, or a skill award **and/or** you are planning to enroll in English, mathematics or science courses. Call (626) 857-4035 for an appointment. If you have a disability that requires testing accommodations, please make arrangements through the Disabled Students Center at (626) 914-8675. You must present a photo ID and a Citrus College ID number when you take the test.
    - o Students who complete assessment at another college must have their placement results sent to the Admissions and Records Office.

**And**

  - Take the required online orientation at [www.citruscollege.edu/stdntsrvcounsel/orientation](http://www.citruscollege.edu/stdntsrvcounsel/orientation). When the orientation is completed, print the final page for your records.

**Or**

  - Enroll in one of three counseling classes: COUN 156 College Planning, COUN 159 On Course to Success or COUN 160 Strategies for College
  
- Meet with a Counselor (626) 914-8530**
  - Meeting with a counselor or an educational advisor is an important part of student success at Citrus College.
  - All students who are planning to earn an associate degree, transfer to a four-year university or enter a career preparation program are urged to meet with a counselor/educational advisor as soon as possible.
  
- Register**
  - After completing the steps above, go to <https://wingspan.citruscollege.edu> on or after **November 16, 2009** to retrieve your WingSpan registration appointment date and time, and to register.
  - Registration is by appointment only and can only be accessed through WingSpan.
  - The appointment will be valid for the date and time shown, or for any scheduled registration date and time thereafter.
  - **If possible, please be prepared to pay for your classes when you register to avoid losing your classes due to non-payment.**
  
- Citrus Alert**

Enter your emergency contact information at [www.citruscollege.edu/citrus-alert](http://www.citruscollege.edu/citrus-alert).
  
- Attend the First Class: It's Required!**
  - If you enroll in the class and miss the first meeting, the instructor **may give your place to a waiting student who was unable to enroll during registration**.
  - If you cannot take the class, it is your responsibility to drop your class **before the drop/withdrawal deadlines**.