

Steps for Concurrent Enrollment at Citrus College

Concurrent Enrollment is an opportunity for high school students in the 11th and 12th grade to earn college credit while attending classes at their local high school.

Family Educational Rights and Privacy Act (FERPA) Statement

Citrus College student education records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the California Education Code. Written student consent is required for access and release of information defined as educational records in federal and state law as described in Citrus College Policy 5.

A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record.

Questions concerning student rights under the privacy act should be directed to the Admissions and Records Office, (626) 914-8511.



Apply for Admission

- Complete and submit an application online at www.citruscollege.edu by clicking on **Wingspan**
 - Click on **Apply for Admission - New and Former Students Only**
 - Will be redirected to www.cccapply.org
 - Click on **Apply Online**
 - Follow instructions carefully and complete all items in the application
 - A **social security number is needed to complete the application for concurrent enrollment**
 - When finished click on the link **Submit Application**
 - An email from Citrus College with admission information along with your **Citrus ID Number** will be sent to the email account used in the application
- Download a **High School Student Registration Authorization** form from www.citruscollege.edu/ar
 - On **Admissions and Records** click on **Student Forms** and print out
- Complete all items in the **High School Student Registration Authorization** form.
 - Form must be signed by parent/guardian
 - Form must be completed by Principal or Designee (ex. Counselor)
 - Form must be specific as to course reference number, course number, course title, units, & instructor (Schedule of classes can be viewed on **Wingspan**)
 - Please check if desired course has a prerequisite, if so, a student might need to take the assessment exam and/or send their official high school transcripts to Citrus College and meet with a counselor to determine eligibility for desired course
 - If a student has a Permanent Resident Visa or parents have a Permanent Resident Visa, the original card or document must be submitted along with the **High School Student Registration Authorization** form and **Acknowledgement letter** to complete the application process.
 - Incomplete **High School Student Registration Authorization** forms will not be accepted
- Submit **High School Student Registration Authorization** form to Admissions and Records at Citrus College PRIOR to registration appointment date

Registration

- View when registration begins and registration appointment information at www.citruscollege.edu/ar
- To begin registration process, log on to <https://wingspan.citruscollege.edu>
- Click on **Enter Secure Area to Register**
- Login with your **User ID** and **PIN**
 - User ID is your 9 digit Citrus ID Number (ex. **A00123456**), ID is case sensitive
 - At first login, PIN will be your 6 digit birth date - **MMDDYY** (ex. April 1, 1994 = 040194)
- You will be prompted to change your PIN (enter 6 digit birth date, then create a new 6 digit PIN)
- Proceed to the Welcome screen, you will see your name at the top of the screen
- Click on **Admissions and Records**
- Click on **Registration**
- Click on **Register or Add/Drop classes**
- Select desired class(es) to your **Class Worksheet** by clicking on the box on the left side of the screen and CRN (Course Reference Number) for that course
- Once you have selected all the classes, click **Submit Changes**
- Your registration is now in the system
- Be prepared to pay the Campus Service Fee when you register to avoid losing classes due to non-payment
- **REMINDER: ATTENDANCE AT THE FIRST CLASS MEETING IS REQUIRED**

Book Purchase

Textbooks are available for purchase online and in-store. Bookstore Phone Number: (626) 914-8620.

Option One - Online Purchase at www.owlbookshop.com

Option Two - Purchase your book at the Owl Bookstore at Citrus College

- Bring printout of class schedule (class schedule can be retrieved in **Wingspan**)

Grade Reports

- To retrieve grades, enter **Wingspan** secure area at <https://wingspan.citruscollege.edu>
 - Click on **Admissions & Records** and select **Final Grades**
- **Grades will NOT be mailed**