# Steps to enroll in a class online

You can enroll in classes online through your Student Portal on the Santa Rosa Junior College webpage.
You will need your

- your SRJC Student Identification Number (SID # - 9 digits)
- your SRJC password (Pin Code)
- the section number of the class or classes you would like to enroll in.

STEP 1: Open a web browser (i.e. Google) and go to www.santarosa.edu, click on **LOGIN** and select **Student Portal** – or go directly to Student Portal Login


STEP 2: Enter your **Username**: 9-digit Student Identification Number (SID#)
Enter your **Password** (PIN). Then click on **Login**.
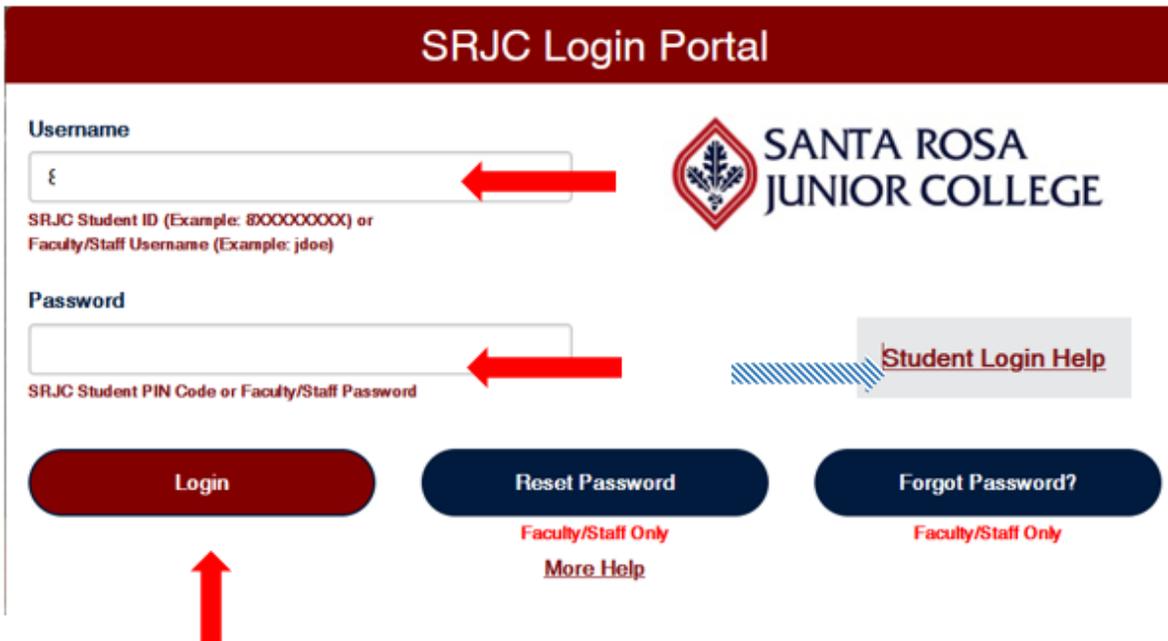
*If it is the very first time you log in to your student portal, enter your 8-digit birth date (MMDDYYYY without spaces – 2 for the month, 2 for the day, 4 for the year – i.e. June 20, 1993 = 06201993) as your temporary password. The system will then prompt you to enter a new password with at least 8 characters.

* If you forgot your Username or Password, click on **Student Login Help** on the right side to request your Student ID number or Password. The information (Password or Pin) will be sent to your email address that SRJC has on file for you.
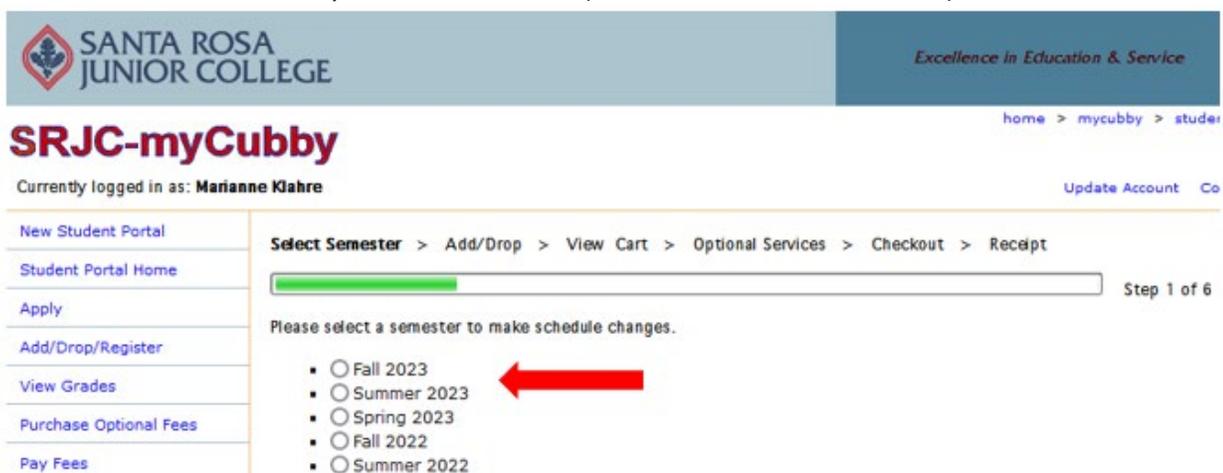
STEP 3: Click on **+** sign in the blue ADMISSIONs & REGISTRATION tab to expand it.
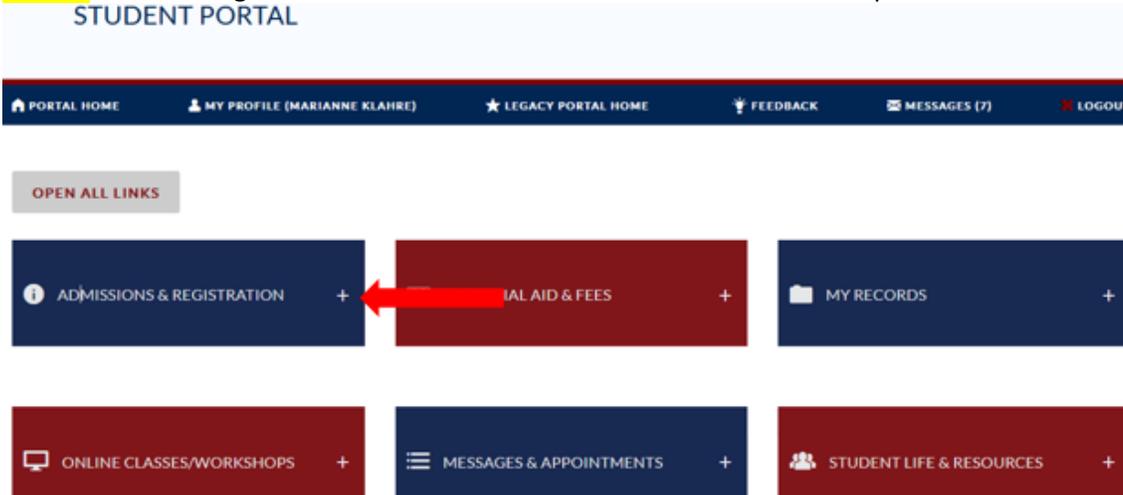
Step 4: Under **REGISTER**, select **Add/Drop/Register**
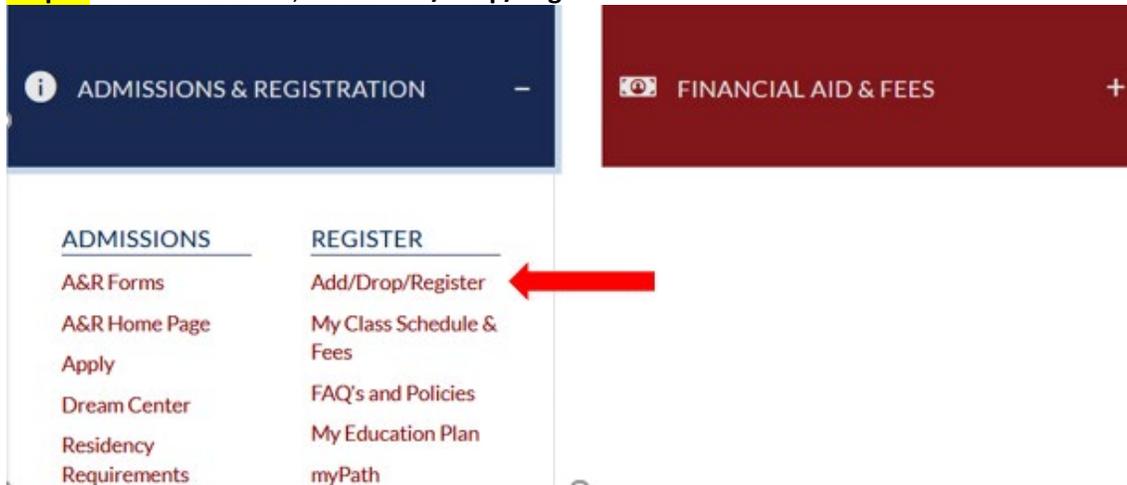
STEP 5: Select the semester you want to enroll in (i.e. SUMMER 2025, FALL 2025)

*If the semester is not yet open for you to register or you do not have priority registration, you will see a message

You cannot register online at this time for the following reasons:

Personal Information

SRJC-myCubby If there are changes to your personal information (address, phone number and email), please enter the changes, then click **UPDATE ACCOUNT**. If no information has changed, you still need to checkmark Yes on **Electronic Consent**, then click **UPDATE ACCOUNT**.

Note: If you do not have a **Social Security Number**, leave the box SSN empty

If you do not have a **Preferred first name** (different from your official first name), leave the box empty

Financial Aid Acknowledgment

Add a check mark to "I have read…….". Click on CONTINUE

Educational Goal

Please select your educational goal for the upcoming semester.

Note: The most common educational goals for students in non-credit classes are:

> **Personal Interest**
> **Improve basic skills (for EMLS (English for multilingual students) and Adult Ed (Adult Education)**
> **Complete High School credits or GED (CSKLS: College Skills)**
> **Undecided on Goal**

Major Category:

For Adult Education:	Choose College Skills
For GED/Hi-Set:	Choose College Skills
For English for Multilingual Students	Choose EMLS (previously ESL)

Program of Study

Choose the program of study from the list, depending on what class you would like to enroll in.

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For Adult Education	ADLTED (select the corresponding certificate)
For EMLS (English for multilingual Students)	EMLS: Foundations of Literacy Skills (EMLS 712/713)
	EMLS: Basic Interpersonal Communications (714/715)
	EMLS: Academic Preparedness & Career Development (716/781)
For GED/Hi-SET CSKLS:	Basic Academic Skills- GED/Hi-SET: (CSKLS 731/732/733/732/742)

Supplemental Questions

The following questions are required for state and federal reporting and to provide additional services for students. Responses do not affect your financial aid eligibility or admission to SRJC.
All information remains strictly confidential.

Are you a single parent?
(A 'single parent' is a person with custody - including joint custody - of a child or children, or a person who expects to be a single parent within the next year due to pregnancy.)
     Yes   No

Are you a displaced homemaker?
(A 'displaced homemaker' is an adult who has worked to care for home and family and because of this responsibility is currently unable to find a job, or better paying job, due to lack of training or labor market experience.)
     Yes   No

Are you a dislocated worker?
(A 'dislocated worker' is one who has been laid off from full-time employment within the last 24 months.)
     Yes   No

Are you receiving aid for CalWORKs/TANF - formerly AFDC?
     Yes   No

Are you receiving aid for SSI - Supplementary Security Income?
     Yes   No

Are you receiving aid for GA (General Assistance)?
     Yes   No

Are you receiving aid for Section 8 Housing Assistance?
     Yes   No

Are you receiving aid for Foster Care?
     Yes   No

Please use the following table when you answer this question to assess your eligibility for a Board of Governors (BOG) fee waiver.
Does your family income level qualify you for a California College Promise Grant fee waiver based on the number of people in your family and your 2022 Total Family Income (adjusted gross income and/or untaxed income)?
     Yes   No

Family Size	2022 Income was less than:
1 (yourself only)	$20,385.00
2	$27,465.00
3	$34,545.00
4	$41,625.00
5	$48,705.00
6	$55,785.00
7	$62,865.00
8	$69,945.00
For each additional family member, add $7,080.00	

Submit

STEP 6: Enter the **section number** (4 digits) of the class you want to enroll in, then click on **Add to Cart**
Note: Noncredit classes are free.
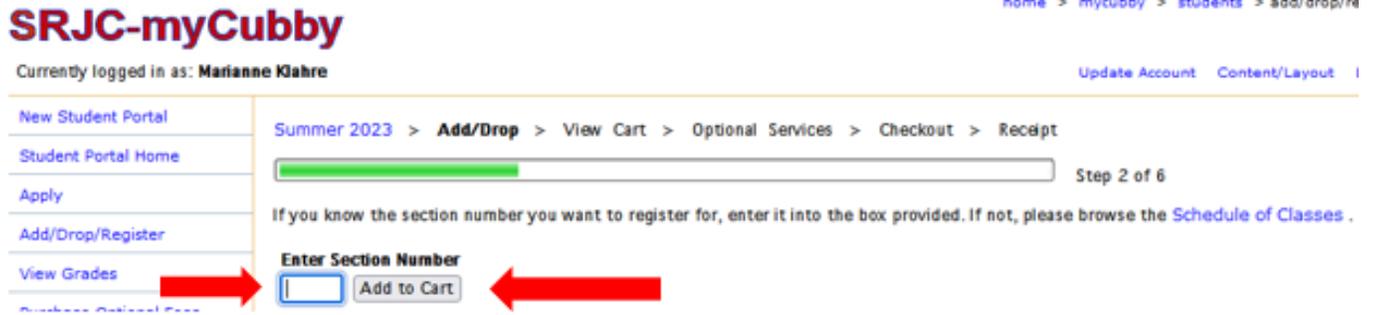
**STEP 7:** The requested class will show up on your screen.
*If the class is already full, the system will ask you for an Add Code. You can email the instructor and ask for an Add Code or you can call the Student Services Office at 707-527-4229 for support

> **VERY IMPORTANT**: **Verify that it is the correct class** (= the class you want to enroll in).
> Check **Course**, **Days** (M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sat=Saturday, **Hours**, **Instructor**, **Location** and **Dates**.

If you would like to enroll in another class or classes, click on **More Schedule Changes**.
If you do not wish to add another class, click on **Proceed to Checkout**

Note for GED (College Skills) classes: CSKLS 731 or CSKLS 741 are only for 8 weeks. If you want classes for the whole Fall or Spring semester (16 weeks), you also need to enroll in CSKLS 732 or CSKLS 742.
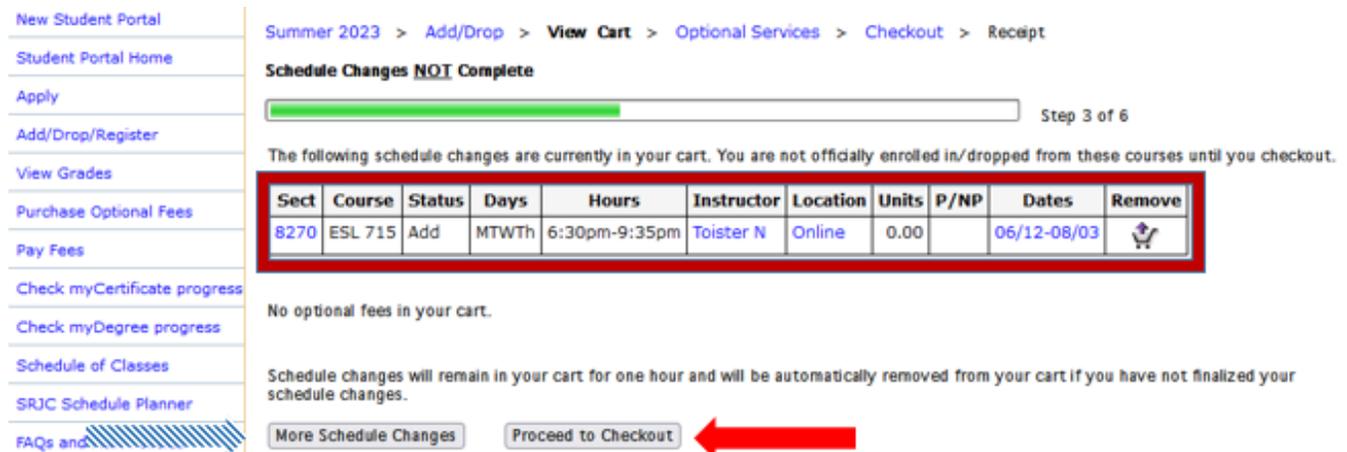
STEP 8: Click on **Finalize Schedule Changes**

Summer 2023 > Add/Drop > View Cart > Optional Services > **Checkout** > Receipt

Schedule Changes NOT Complete

Step 5 of 6

The following schedule changes are currently in your cart. You are not officially enrolled in/dropped from these courses until you finalize your schedule changes.

Please scroll down to complete the checkout process.

Sect	Course	Status	Days	Hours	Instructor	Location	Units	P/NP	Dates	Remove
8270	ESL 715	Add	MTWTh	6:30pm-9:35pm	Toister N	Online	0.00		06/12-08/03	🛒

The following fees will be charged for this transaction:

	Fee Description	Amount	Amount Waived	Paid by Outside Agency	Paid from Refund	Balance Due
	Health Services Fee	$21.00	$21.00			
Waive	Student Representation Fee	$2.00	$2.00			
					Total Amount Due:	$0.00

The $2 Student Representation Fee collected shall be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government

You may decline to pay the $2 student representation fee which supports local and statewide community college student advocacy organizations by clicking the 'Waive' button above.

There are no fees due for this transaction.

You are not officially enrolled/dropped until you click the 'Finalize Schedule Changes' button.

Upon clicking 'Finalize Schedule Changes', you will be officially enrolled in/dropped from the above classes and subject to all Admission & Records registration policies.

[Finalize Schedule Changes] [Purchase Optional Services] [More Schedule Changes]

STEP 9: The screen will show the message that your class enrollment is complete: **Schedule Changes Complete.**

In addition, a registration receipt will be sent to your email address the SRJC has on file for you to confirm the class enrollment.

If you would like to purchase additional Services), click on **Purchase Optional Service**, otherwise click on **Logoff**
Optional Services include:
- Cub Card+
- Parking General (Car)
- Parking Motorcycle
- Virtual Student Photo ID Card

SRJC-myCubby

home > mycubby > students > receipt

Currently logged in as: **Marianne Klahre**

Update Account   Content/Layout   Logoff

Summer 2023 > Add/Drop > View Cart > Optional Services > Checkout > **Receipt**

Schedule Changes Complete

Step 6 of 6

The following schedule changes were made to your schedule:

Semester	Section	Course Title	Status	Days	Hours	Instructor	Location	Units	Unique ID
Summer 2023	8270	ESL 715	Add	MTWTh	6:30pm-9:35pm	Toister N	Online	0.00	12613989

Summary of Charges on 5/14/2023 at 8:06 PM

Fee Description	Amount	Paid	Refunded	Waived	Paid by Sponsor	Paid by Financial Aid	Balance Due
Health Services	$21.00			$21.00			$0.00
Stdnt Representation	$2.00			$2.00			$0.00
Total Amount Paid:	$23.00					Total Amount Due:	$0.00

A registration receipt has been sent to your email address on file.

[Pay My Fees] [Buy My Books] [View Class Schedule] [Purchase Optional Services]

Please click on the 'View Class Schedule' button to review your registration and ensure that you are officially enrolled in all classes . It is also important to check the 'Location' of each of your classes to be certain of your class location as SRJC has many campuses and centers located throughout Sonoma County.

Click on Summer to return to the page where you can register for Fall classes.