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

![Student Portal Login](image)

**STEP 2:** Enter your Username: 9 digit Student Identification Number (SID#)
Enter your Password (PIN). Then click on Login.

![SRJC Login Portal](image)

*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

*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:*

If you do not see the following screen (SRJC-MyCubby), please proceed to page 6 (Step 6)
Personal Information

If there are changes to your personal information (address, phone number and email), click UPDATE ACCOUNT. If nothing has changed, click NO CHANGES.

**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 ESL and Adult Ed)
- Complete High School credits or GED (CSKLS)
- Undecided on Goal

Note: if after clicking on **CONTINUE**, you see a long list of programs of study, please choose one the following options – depending on what class you would like to enroll in.

For Adult Education: ADLTED (the corresponding certificate)

For ESL (English as a Second Language):
- ESL: Foundations of Literacy Skills (ESL 712/713)
- ESL: Basic Interpersonal Communications (714/715)
- ESL: Academic Preparedness & Career Development (ESL 716/ESL 781)

For GED/HI-SET CSKLS:
- Basic Academic Skills- GED/HI-SET: (CSKLS 731/732/733)

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
- [x] 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
- [x] No

**Are you receiving aid for SSI - Supplementary Security Income?**

- [ ] Yes
- [x] 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
- [x] No

<table>
<thead>
<tr>
<th>Family Size</th>
<th>2022 Income was less than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (yourself only)</td>
<td>$20,385.00</td>
</tr>
<tr>
<td>2</td>
<td>$27,465.00</td>
</tr>
<tr>
<td>3</td>
<td>$34,545.00</td>
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<tr>
<td>4</td>
<td>$41,625.00</td>
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<tr>
<td>7</td>
<td>$62,865.00</td>
</tr>
<tr>
<td>8</td>
<td>$69,945.00</td>
</tr>
</tbody>
</table>

For each additional family member, add $7,080.00
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. If you need help, call 707-527-4229

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

STEP 8: Click on Finalize 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