

# Steps to enroll in a class online

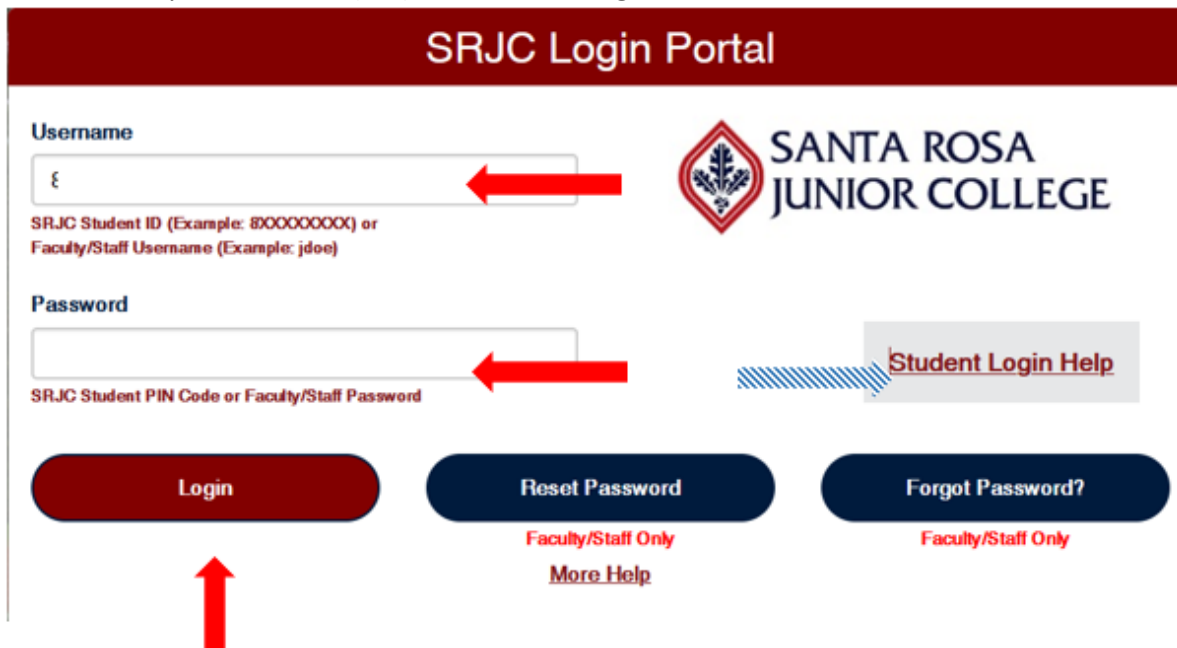
You can enroll in classes online through your Student Portal on the Santa Rosa Junior College webpage. You will need your

- 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](http://www.santarosa.edu), click on **LOGIN** and select **Student Portal** – or go directly to [Student Portal Login](#)



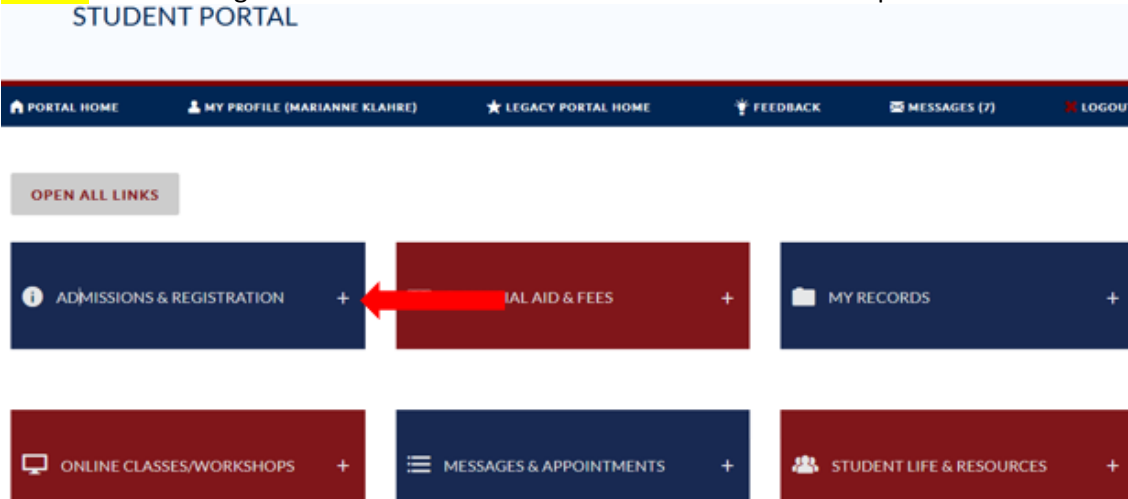
**STEP 2:** Enter your **Username:** 9 digit Student Identification Number (SID#)  
Enter your **Password** (PIN). Then click on **Login**.



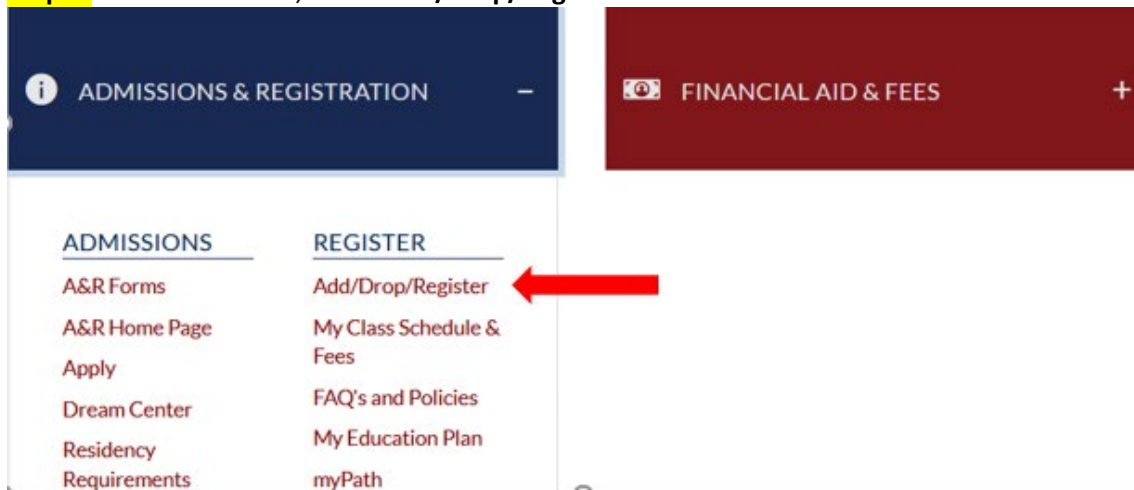
\*If it is the very first time you log in to your student portal, enter your 8-digit birth date (MMDDYYYY without spaces – 2 for the month, 2 for the day, 4 for the year – i.e. June 20, 1993 = 06201993) as your temporary password. The system will then prompt you to enter a new password with at least 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.

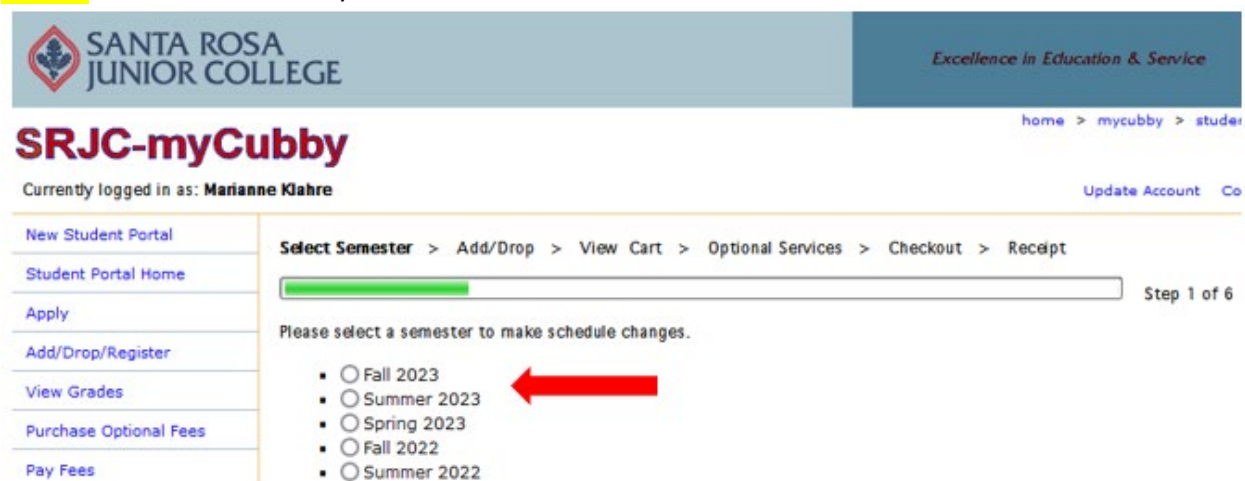
**STEP 3:** Click on + sign in the blue ADMISSIONS & REGISTRATION tab to expand it.



**Step 4:** Under REGISTER, select Add/Drop/Register



**STEP 5:** Select the semester you want to enroll in



\*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**.



Currently logged in as: [redacted] [Update Account](#) [Content/Layout](#) [Logout](#)

[Student Portal Home](#)  
[Change Pin Code](#)  
[FAQs and ASR Policies](#)  
[Contact Us](#)



This is your initial registration for this semester. Please update your account with your current postal address, phone number, and email address.

**Mailing Address**

Address Location:  United States / US Territories  
 Canada  
 Other International Location

Address: [redacted]  
 line 2 (optional): [redacted]  
 City: [redacted]  
 State: CA - California  
 Zip Code: [redacted]

**Contact Information**

Though not required, the college requests that you provide either a phone number or an email address in case we need to contact you.  
 Format for U.S. phones is ###-###-####

Main Phone: [redacted] in U.S.  accept text messages  
 Second Phone: [redacted] in U.S.  accept text messages  
 Third Phone: [redacted] in U.S.  accept text messages  
 Email: [redacted]

**Electronic Consent (Required)** :  Yes, I want to receive 1098T and tuition statements, and other financial notifications electronically  
 No thanks, I want to receive statements and financial notifications by mail only

This consent applies to statements and financial notifications provided annually and semesterly. You may, at any time, request a paper copy of a notification or statement by contacting the Accounting Department. Withdrawal of consent can be made in writing at Santa Rosa Junior College, Attn: Accounting Office, 1501 Mendocino Ave, Santa Rosa, CA 95401 or Accounting@santarosa.edu. The Accounting Department can be contacted by phone at 707-527-4973. Access to statements and notifications will be emailed to your email address on file, if provided (above), and within your student portal.

**Social Security Number**


Social Security Numbers are used by SRJC to produce the Tuition Statement tax form (1098-T) required by the IRS to claim potential tuition-related tax credits and by the Financial Aid Office for students seeking financial aid.

SSN: [redacted]

**Preferred First Name**

This is your **FIRST** name only as you would like it to appear on the instructor roster. Only enter a value here if your preferred name is different than your official name as entered on your college application.

Preferred First Name: [redacted]

[Update Account](#) [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

**SRJC-myCubby** home > my cubby > update account

Currently logged in as: **Erika Monroe Pratt** [Update Account](#) [Content/Layout](#) [Logout](#)


[Student Portal Home](#)  
[Change Pin Code](#)  
[FAQs and ASR Policies](#)  
[Contact Us](#)




Attention all students:

Regardless if you are receiving financial aid or not, you must check the box below acknowledging that you have read the following:

If you are awarded or renewing a Cal Grant B award, the award is limited to four academic years for most students. In order to receive the Cal Grant B award for your entire program of study (including after you transfer to pursue a Bachelor's Degree), you need to take 15 units per semester or 30 semester units per academic year in order to graduate within four years. For questions, please visit the [Student Financial Services](#) department.

I have read the above statement regarding Cal Grant B awards 

[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**

## SRJC-myCubby

home > my c

Currently logged in as: [REDACTED]

Update Account C

Student Portal Home  
Change Pin Code  
FAQs and A&R Policies  
Contact Us

All students must provide a current educational goal for the upcoming Summer 2023 term.

**Educational Goal:** Improve Basic Skills

Continue

- Select Educational Goal
- Personal Interest
- Earn BA/BS After Earning AA/AS
- Earn BA/BS Without AA/AS
- Earn AA/AS Without Transferring
- Earn a Vocational Degree
- Earn a Vocational Certificate
- Formulate Career Plans/Goals
- Start a New Career
- Advance in Current Career
- Maintain Certificate / License
- Improve Basic Skills**
- Complete HS Credits or GED
- Undecided on Goal
- Move from Non-Credit to Credit
- 4-year College Student Taking Required Courses

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

SANTA ROSA JUNIOR COLLEGE  
Excellence in Education & Service

SRJC-myCubby

Currently logged in as: [REDACTED]

Student Portal Home  
Apply  
Add/Drop/Register  
View Grades  
Purchase Optional Fees  
Pay Fees

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

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	





**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.

## SRJC-myCubby

home > mycubby > students > add/drop/rn

Currently logged in as: **Marianne Kahre**

[Update Account](#) [Content/Layout](#)

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

Step 2 of 6

If you know the section number you want to register for, enter it into the box provided. If not, please browse the [Schedule of Classes](#).

**Enter Section Number**

**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**

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

Schedule Changes **NOT** Complete

Step 3 of 6

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

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	

No optional fees in your cart.

Schedule changes will remain in your cart for one hour and will be automatically removed from your cart if you have not finalized your schedule changes.

**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			
<b>Total Amount Due:</b>					<b>\$0.00</b>

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.

**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**

**SRJC-myCubby** home > mycubby > students > receipt

Currently logged in as: **Marianne Klahre** Update Account Content/Layout **Logoff**

**Schedule Changes Complete**

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
<b>Total Amount Paid:</b>	<b>\$23.00</b>					<b>Total Amount Due:</b>	<b>\$0.00</b>

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

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.

Optional Services include:

- Cub Card+
- Parking General (Car)
- Parking Motorcycle
- Virtual Student Photo ID Card