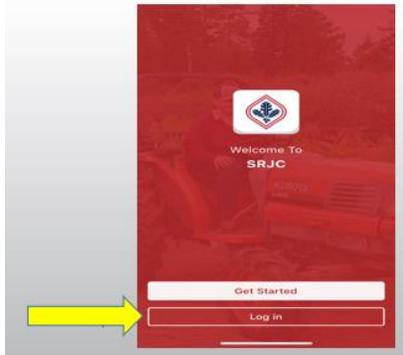


How to enroll in classes via mySRJCAApp

You will need your Student ID# (9-digit identification number), Password and section number of the class or classes you would like to enroll in

Install and open MySRJCAApp on your phone. Click on **Log in**



Enter your **Username** (9-digit student ID number) and **Password**. Then click on **Login**.

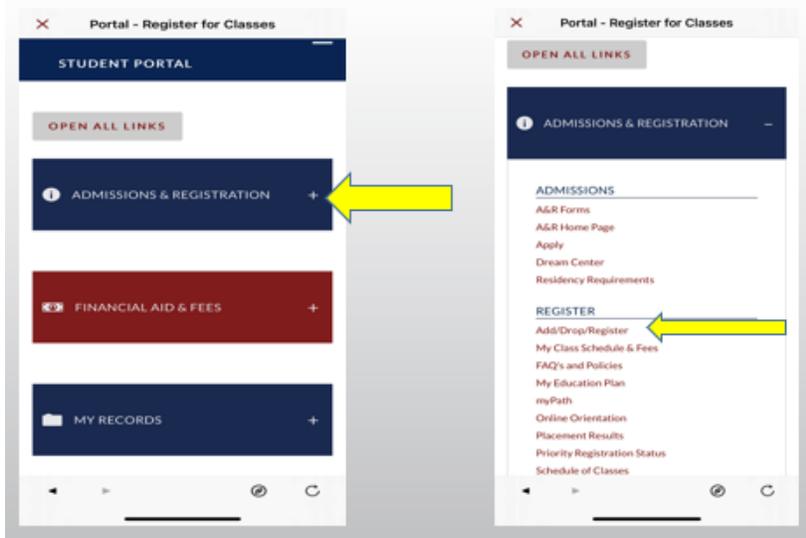
If you forgot your Username or Password, click on **Student Login Help** to request your Student ID number or Password. The information (Password or Pin) will be sent to your email address that SRJC has on file for you.



Click on **student portal**



Click on + (plus) next to the blue headline **ADMISSIONS & RECORDS**. Then click on **Add/Drop/Register**



Select the semester (i.e. SUMMER 2025, FALL 2025) you want to enroll in.

The screenshot shows the SRJC-myCubby interface. At the top, it says "SANTA ROSA JUNIOR COLLEGE" and "SRJC-myCubby". Below that, it indicates the user is logged in. A navigation breadcrumb shows "Select Semester > Add/Drop > View Cart > Optional Services > Checkout > Receipt". A progress bar shows "Step 1 of 6". The main content area says "Please select a semester to make schedule changes." and lists radio button options for Spring 2025, Fall 2024, Summer 2024, Spring 2024, and Fall 2023. A yellow arrow points to the "Spring 2025" option. Below the list, it says "If you do not know the classes you want to register for, please browse the [Schedule of Classes](#)." A second yellow arrow points to this link. A left-hand navigation menu contains various links like "New Student Portal", "Student Portal Home", "Apply", "Add/Drop/Register", "View Grades", "Purchase Optional Fees", "Pay Fees", "Check myCertificate progress", "Check myDegree progress", "Schedule of Classes", "FAQs and A&R Policies", "Contact Us", "CA Voter Registration", and "Make a Report".

In case it is not yet your turn to register, you will see a message in red as well as your registration date.

This screenshot shows the same SRJC-myCubby interface as the previous one, but with a red error message. The breadcrumb is "Select Semester > Add/Drop > View Cart > Optional Services > Checkout > Receipt" and the progress bar shows "Step 1 of 6". The error message reads: "You cannot register online at this time for the following reasons: It is currently not your priority time slot to register. Your priority time is: Your priority registration for the Spring 2025 semester begins Wednesday, December 4, 2024 at 7:00 a.m." Below this, it says "Please select a semester to make schedule changes." and lists the same semester options as before. A yellow arrow points to the "Spring 2025" option. The "Schedule of Classes" link is also present. The left-hand navigation menu is identical to the previous screenshot.

In case 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

Enter the 4-digit section number of the class you want to enroll in. Then click **Add to Cart**

Note: In case you do not know the section number, click on [Schedule of Classes](#) . (horario de clases)

This screenshot shows the SRJC-myCubby interface at a later stage. The breadcrumb is "Fall 2024 > Add/Drop > View Cart > Optional Services > Checkout > Receipt" and the progress bar shows "Step 2 of 6". It says "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](#)". Below this, there is a text input field labeled "Enter Section Number" and an "Add to Cart" button. A yellow arrow points to the "Add to Cart" button. Below the input field, it says "You are not currently enrolled in any classes." and "There are currently no classes in your cart." The left-hand navigation menu is identical to the previous screenshots.

If you want to add more classes to your schedule, click on **More Schedule Changes**. Otherwise, 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.

SANTA ROSA JUNIOR COLLEGE
SRJC-myCubby

Currently logged in as: [redacted]

Navigation: Fall 2024 > 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
1847	EMLS 713CP	Add	TTh	8-45am-12:00pm	Loheyde K	SRC692 Portables, Roseland	0.00		10/15-12/10	

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.

During your initial registration, you must visit the optional services screen prior to finalizing your schedule changes.

Buttons: **More Schedule Changes** (with yellow arrow), **Proceed to Checkout** (with yellow arrow)

To complete your class enrollment, click on **Finalize Schedule Changes**

SANTA ROSA JUNIOR COLLEGE
SRJC-myCubby

Currently logged in as: [redacted]

Navigation: home > mycubby > students > checkout

Update Account Content/Layout Logoff

Navigation: Fall 2024 > 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
1847	EMLS 713CP	Add	TTh	8-45am-12:00pm	Loheyde K	SRC692 Portables, Roseland	0.00		10/15-12/10	

The following fees will be charged for this transaction:

Fee Description	Amount	Amount Waived	Paid by Outside Agency	Paid from Refund	Balance Due
Waive Student Representation Fee	\$2.00	\$2.00			
Health Services Fee	\$26.00	\$26.00			
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.

Buttons: **Finalize Schedule Changes** (with yellow arrow), Purchase Optional Services, More Schedule Changes

Click on **Logoff**. You have successfully completed your class enrollment and a receipt will be sent your email address on file.

SANTA ROSA JUNIOR COLLEGE
SRJC-myCubby

Currently logged in as: [redacted]

Navigation: home > mycubby > students > receipt

Update Account Content/Layout Logoff

Navigation: Fall 2024 > 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
Fall 2024	1847	EMLS 713CP	Add	TTh	8-45am-12:00pm	Loheyde K	SRC692 Portables, Roseland	0.00	13219020

Summary of Charges on 11/5/2024 at 12:11 PM

Fee Description	Amount	Paid	Refunded	Waived	Paid by Sponsor	Paid by Financial Aid	Balance Due
Health Services	\$26.00			\$26.00			\$0.00
Stdnt Representation	\$2.00			\$2.00			\$0.00
Total Amount Paid:	\$28.00						\$0.00

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

Buttons: 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.