



# HIGH SCHOOL GRADUATES STARTING YOUR HIGHER EDUCATIONAL CAREER

### Application

- File an Application online at [www.santarosa.edu/apply](http://www.santarosa.edu/apply). Check the box for **“high school graduate”** on Application. If applying for summer or fall classes, check the appropriate box.
- Write down your SRJC Student Identification Number (assigned to you after you submit your application)  
(SID) \_\_\_\_\_  
Pin Code \_\_\_\_\_

### Assessment

- Take placement tests to qualify for English or ESL, math and/or chemistry (if needed).
- A photo Id and your SRJC Student ID Number (SID) is required for placement testing.

For the testing schedule and study guides, access [www.santarosa.edu/assessment](http://www.santarosa.edu/assessment) or call the Assessment Office at: (707) 527-4661 Santa Rosa Campus (707) 778-3908 Petaluma Campus. The fax number is (707) 524-1638.

#### **Assessment Testing Dates/Appointment:**

### Orientation

- Register for “Introduction to College” COUN 270 (spring or summer) at [www.santarosa.edu/portal](http://www.santarosa.edu/portal).

**Completion of Counseling 270 provides a Priority IV opportunity.**

#### **Additional Options:**

- Drop-in Orientations: Wednesdays at either 10:00 a.m. or 5:30 p.m., Counseling Department, Santa Rosa Campus.
- Online Orientation at [www.santarosa.edu/orientation](http://www.santarosa.edu/orientation).
- Or call (707) 527-4375 for more information.

### Counseling

During June, July and August, after you have attended a college orientation, return to the **Welcome Center**, on either Santa Rosa or Petaluma campus to speak with a counselor. Review the current *Schedule of Classes* online at [www.santarosa.edu/schedule](http://www.santarosa.edu/schedule) and make a list of possible classes. To contact the contact the Welcome Center, or New Student Programs, call (707) 527-4375.

### Registration

- Register for fall classes online [www.santarosa.edu/portal](http://www.santarosa.edu/portal) during Open Registration, or during your assigned Priority time.

**Date to Register:** \_\_\_\_\_

### Student Notes:

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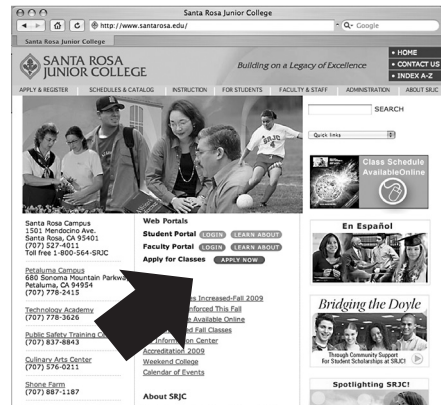
### SUPPORT SERVICES

- **Financial Aid:** [www.santarosa.edu/finaid](http://www.santarosa.edu/finaid) or call Santa Rosa (707) 527-4471 Petaluma (707) 778-2461
- **Scholarships:** [www.santarosa.edu/scholarship](http://www.santarosa.edu/scholarship) or call (707) 527-4740.
- **EOPS:** [www.santarosa.edu/eops](http://www.santarosa.edu/eops) or call (707) 527-4585.  
AB-540 student, please call Rafael Vasquez, EOPS Specialist, at (707) 527-4585, or email at [rvasquez@santarosa.edu](mailto:rvasquez@santarosa.edu).
- **Disability Resources:**  
[www.santarosa.edu/disability\\_resources](http://www.santarosa.edu/disability_resources) or call (707) 527-4278
- **Welcome Center** is located on both the Santa Rosa and Petaluma campuses. To reach **New Student Programs**, call (707) 527-4375

# Steps to Apply and Register at SRJC High School Graduates!

## HOW TO APPLY ONLINE USING CCCAPPLY

1. Go to [www.santarosa.edu/apply](http://www.santarosa.edu/apply)
2. Read all directions.
3. Scroll down and click on the "Begin Application to the Santa Rosa Junior College" button.
4. Click on "New User" to create a new CCCAPPLY account. Complete requested information - remember your user name and password.
5. Once you have created your account, you will access the "Application;" click on "New User." The Application is a nine-step process. Make sure to click on "Save & Continue" as you proceed on each page. If you have trouble completing a question, you can click on the "Help" link on the left side of the page.
6. If you start your Application and decide to complete it at another time, remember to click "save" and then log off.
7. If you are graduating in May or June and plan to enroll in a Counseling 270 summer class, list yourself as a **"high school graduate" and a "first time college student."**
8. The final page is "Application Confirmation." Remember to click "Finish." After you complete your Application for Admission, a Welcome Letter will be sent to your e-mail with your Student ID Number. A separate e-mail will follow with your Pin Code. **SAVE THESE NUMBERS** for future access to your account. Remember your User Name and Password for accessing CCCApply.



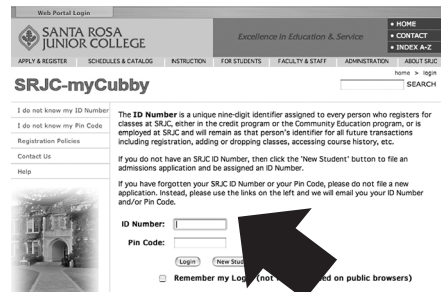
SRJC Student I.D.# (SID) \_\_\_\_\_ Pin Code \_\_\_\_\_

## HOW TO REGISTER IN SRJC-myCubby

Both your Student ID Number and Pin Code are needed to login to SRJC-myCubby, and register for classes. Review the *Schedule of Classes*, and write down class section numbers.

1. Go to [www.santarosa.edu](http://www.santarosa.edu) and click on "Student Portal Login."
2. On the "SRJC-myCubby Login Page" enter your Student ID number and Pin Code.
3. Once on the "Student Portal Home page," click on "Add/Drop/Register."
4. On the "Registration" page, select the semester for which you are registering. If you are interested in details about a class, click on the link next to the class and you will see the location, instructor home page, dates and deadlines. If you choose to drop classes at a later time, you can simply click on the "Drop" link.
5. Once you have selected your classes and chosen optional fees, proceed to "Check-out." You can pay for your courses with a credit card or choose to pay with the "Cash or Check" option.
6. Confirm your registration by reviewing your Class Schedule. Remember to print and keep a copy.
7. Click "Log Off" to end your registration session.

For disability-related assistance with CCCAPPLY or myCubby, contact Disability Resources at (707)527-4278.



Visit Plover Hall on the Santa Rosa Campus or Jacobs Hall on the Petaluma Campus if you need help with the Application and registration process. Admissions & Records can be reached at (707) 527-4685.

New Student Programs can be reached at (707) 527-4375. [www.santarosa.edu](http://www.santarosa.edu)