



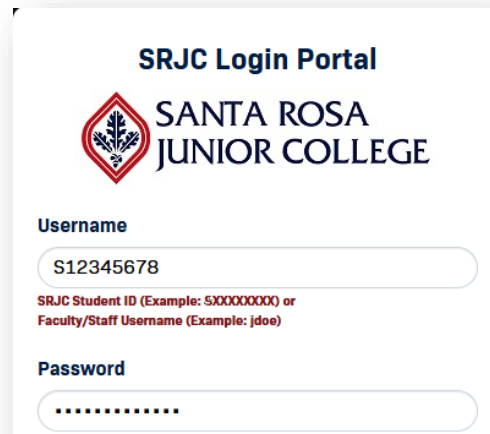
## Quick Guide: Registration & Records Overview for Students

*Last Updated April 6, 2026*

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## Login

Begin by logging in to the Bear Cub Hub with your new Student ID and password. The URL to access the Bear Cub Hub will be available under “Login” on the SRJC Homepage.

A screenshot of the SRJC Login Portal. At the top, it says "SRJC Login Portal" and "SANTA ROSA JUNIOR COLLEGE" with the college logo. Below that is a "Username" field containing "S12345678". Underneath the field is the text "SRJC Student ID (Example: SXXXXXXXX) or Faculty/Staff Username (Example: jdoe)". Below that is a "Password" field with a masked password "\*\*\*\*\*".

**SRJC Login Portal**

**SANTA ROSA JUNIOR COLLEGE**

**Username**

S12345678

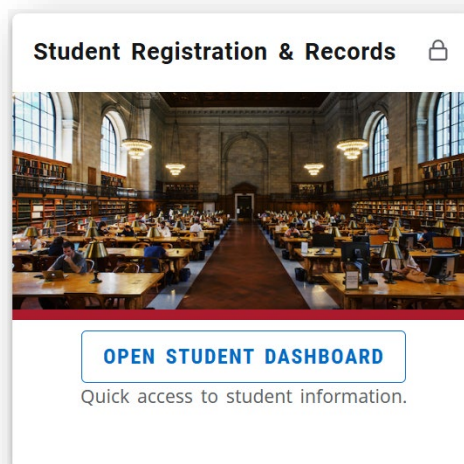
SRJC Student ID (Example: SXXXXXXXX) or  
Faculty/Staff Username (Example: jdoe)

**Password**

\*\*\*\*\*


## Student Registration & Records Card

After you are logged into the Bear Cub Hub, locate the *Student Registration & Records Card* and select the *Open Student Dashboard*.



You will be taken to *Student Self-Service*.

**Student Services**



Hello Jessica [redacted],

Welcome to Student Self Service. Here you can manage your personal information, admissions, records, request a transcript, and apply to graduate!

**Student Records:** If you have any questions, please email the [SRJC Admissions & Records](#)

- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request & Status (Parchment)

To update your personal information such as preferred name, email, or mailing address, you can use the link below or navigate to the "General Person" self service dashboard card located on the previous Bear Cub Hub homepage.

- [Personal Profile](#)

## Browse, Plan, and Register for Courses

To browse, plan, and register for courses, select *Browse, Plan, and Register for Courses* on the *Student Registration & Records* Self-Service landing page.

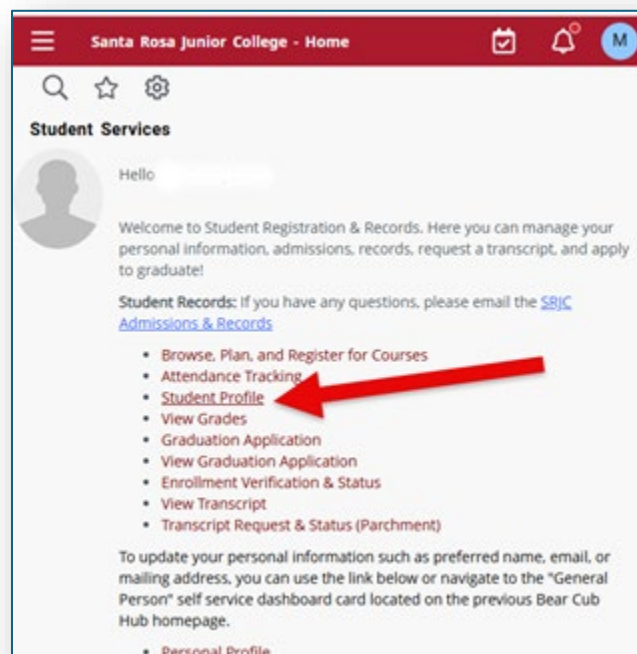
- **Browse, Plan, and Register for Courses**
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
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- Transcript Request & Status (Parchment)

## Priority Registration Status

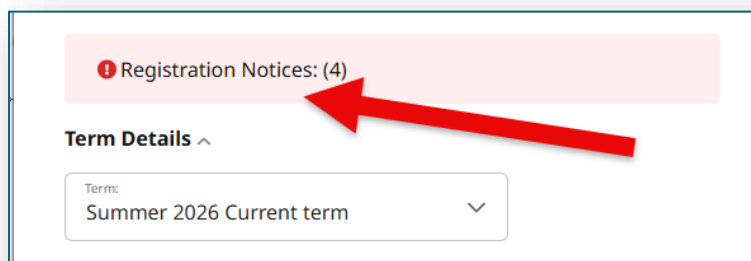
Before you register for courses, you can check your priority registration in two different locations. The first location is under your *Student Profile* and the second location is located in the *Browse, Plan, and Register for Courses* link on your *Student dashboard*.

### (Option 1) Student Profile Location

Click on Student Profile



In the top-right corner, locate the Registration Notices and click the red-highlighted area to expand them.



Under *Time Ticket*, you will find the date and time in which you can begin registering for courses.

REGISTRATION NOTICES

**Overall Academic Standing** ✓  
\*\*\*Good Standing\*\*\*  
Permits Registration

**Student Status** ✓  
Active  
Permits Registration


**Enrollment Status** ✓  
Permits Registration

**Time Tickets**

From: 04/01/2026 7:00 AM  
To: 08/11/2026 11:59 PM

---

HOLDS  
There are no holds to be displayed.

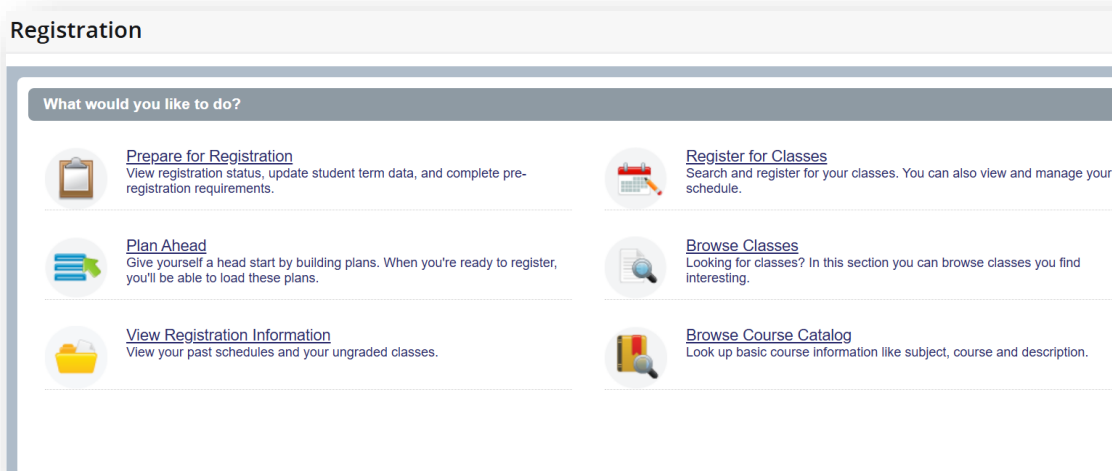
A red arrow points from the right side of the page towards the "Time Tickets" section, which is highlighted with a red rectangular border.

## (Option 2) Browse Plan and Register for Courses Location







Select *Browse, Plan, & Register for Courses* link on the *Student Dashboard*.

- **Browse, Plan, and Register for Courses**
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request & Status (Parchment)

Select *Prepare for Registration* in the top-left corner of the screen.



The screenshot shows a web interface titled "Registration". Below the title is a grey bar with the text "What would you like to do?". The main content area contains six cards arranged in a 3x2 grid. Each card has an icon, a title, and a brief description.

Icon	Title	Description
	<a href="#">Prepare for Registration</a>	View registration status, update student term data, and complete pre-registration requirements.
	<a href="#">Register for Classes</a>	Search and register for your classes. You can also view and manage your schedule.
	<a href="#">Plan Ahead</a>	Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
	<a href="#">Browse Classes</a>	Looking for classes? In this section you can browse classes you find interesting.
	<a href="#">View Registration Information</a>	View your past schedules and your ungraded classes.
	<a href="#">Browse Course Catalog</a>	Look up basic course information like subject, course and description.

Select a term to continue.

**Select a Term**

[Student](#) / [Registration](#) / Select a Term

Terms Open for Registration

Select a term...

Summer 2026

The time ticket registration slot will be provided below. Along with other registration statuses, they will appear here.

[Student](#) / [Registration](#) / [Select a Term](#) / Prepare for Registration

Registration Status

**Registration Status**

Term: Summer 2026







- ✔ Your Student Status permits registration.
- ✔ Your academic status permits registration.
- ✔ You have no holds which prevent registration.
- ⓘ Time tickets allow registration at this time. Please register within these times: 04/01/2026 07:00 AM - 08/11/2026 11:59 PM
- ⓘ Your class standing for registration purposes is Non-Credit Student

# Register for Classes

Click *Register for Classes*.

## Registration

What would you like to do?

 <a href="#">Prepare for Registration</a> View registration status, update student term data, and complete pre-registration requirements.	 <a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.
 <a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 <a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.
 <a href="#">View Registration Information</a> View your past schedules and your ungraded classes.	 <a href="#">Browse Course Catalog</a> Look up basic course information like subject, course and description.

Select the term you want to register for.

\*Please note: Registration must be **open** for the selected term to proceed.

## Select a Term

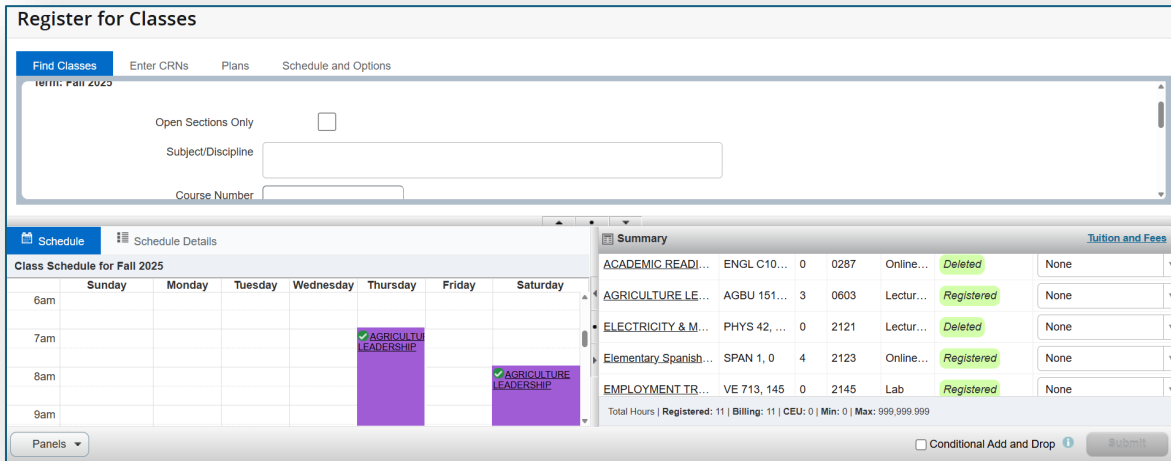
Terms Open for Registration

Select a term...

Spring 2026

Fall 2025

On the *Register for Classes* webpage, the highlighted buttons and scroll bars let you adjust the viewing blocks. The middle section collapses the bottom half of the screen when you hit the down arrow, and collapses the top half when you click the up arrow.

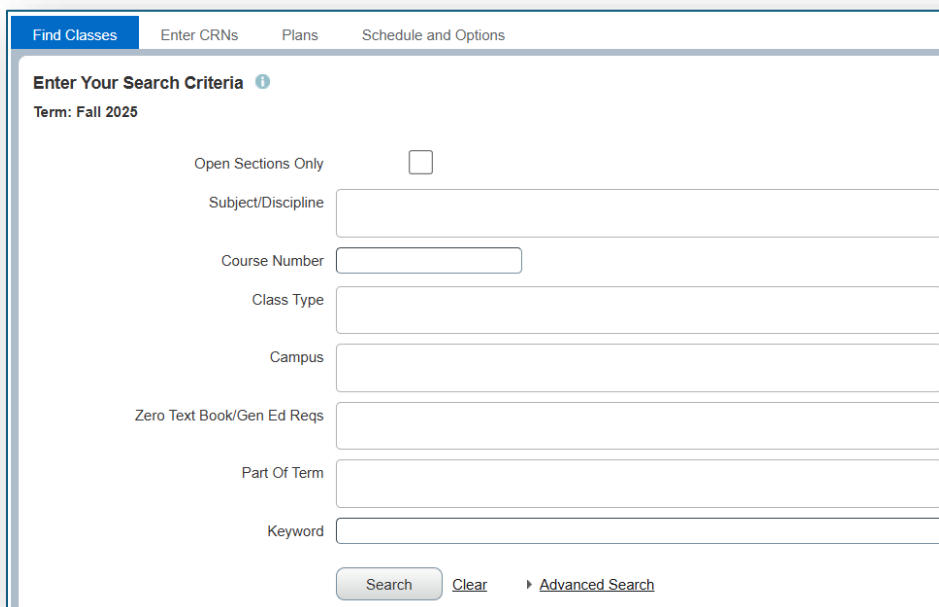


The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below these is a search area with a dropdown for 'Term: Fall 2025', a checkbox for 'Open Sections Only', and input fields for 'Subject/Discipline' and 'Course Number'. The main section is divided into three parts: a 'Schedule' view showing a grid for 'Class Schedule for Fall 2025' with columns for days of the week and rows for times (6am, 7am, 8am, 9am); a 'Summary' table listing courses with columns for course name, CRN, credits, delivery mode, status, and tuition/fees; and a 'Tuition and Fees' section. The summary table includes the following data:

Course Name	CRN	Credits	Delivery Mode	Status	Tuition and Fees	
ACADEMIC READI...	ENGL C10...	0	0287	Online...	Deleted	None
AGRICULTURE LE...	AGBU 151...	3	0603	Lectur...	Registered	None
ELECTRICITY & M...	PHYS 42, ...	0	2121	Lectur...	Deleted	None
Elementary Spanis...	SPAN 1, 0	4	2123	Online...	Registered	None
EMPLOYMENT TR...	VE 713, 145	0	2145	Lab	Registered	None

At the bottom right, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

The top block allows you to search for courses in the selected term. You can use any of the tabs across the top: Find Classes, Enter CRNs, Plans, Schedule, and Options allow you to narrow your search.

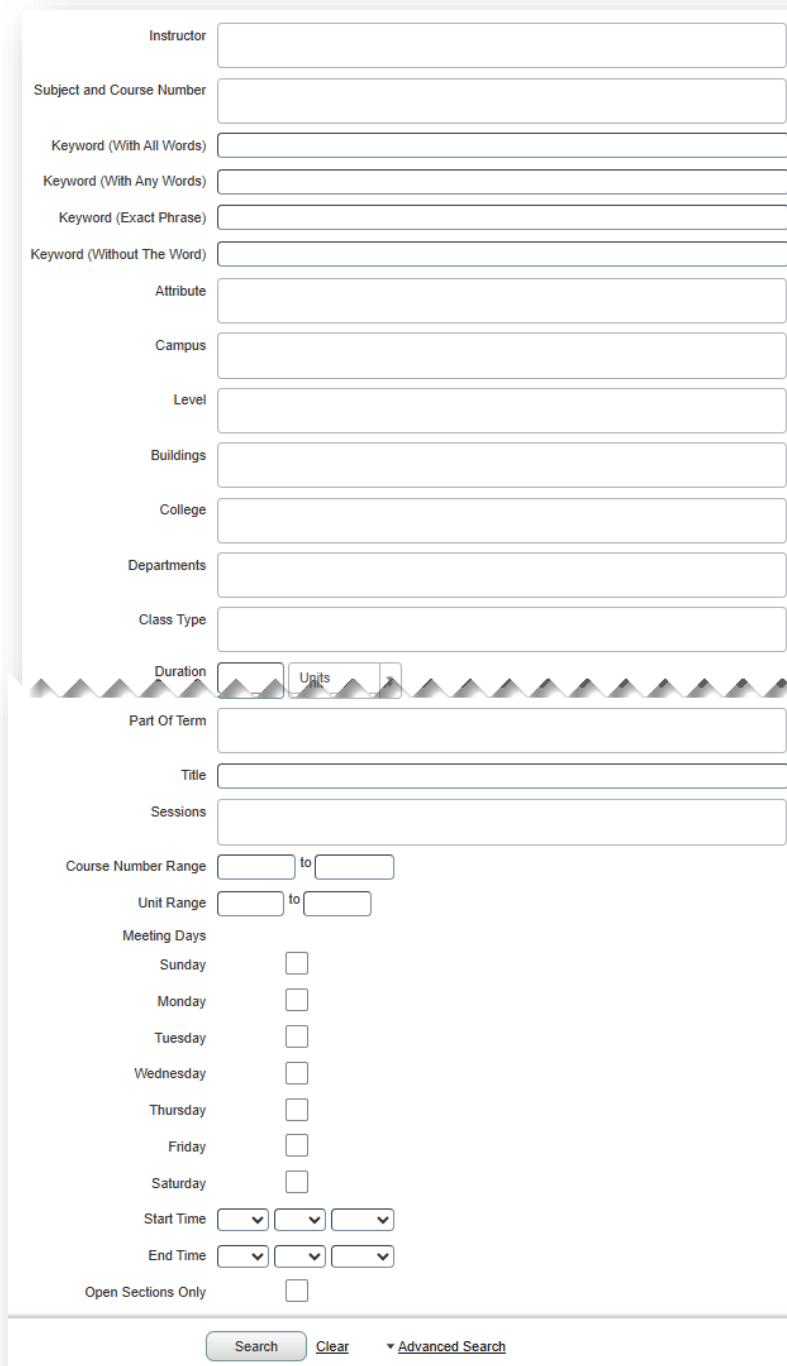


This screenshot shows the 'Enter Your Search Criteria' form. It includes the following fields and options:

- Term: Fall 2025
- Open Sections Only:
- Subject/Discipline:
- Course Number:
- Class Type:
- Campus:
- Zero Text Book/Gen Ed Reqs:
- Part Of Term:
- Keyword:

At the bottom, there are buttons for 'Search', 'Clear', and 'Advanced Search'.

There are additional options under the *Advanced Search* link.

A screenshot of an advanced search form with various input fields and options. The form is divided into two sections by a decorative horizontal line with a sawtooth pattern. The top section contains fields for Instructor, Subject and Course Number, and four different keyword search options: "Keyword (With All Words)", "Keyword (With Any Words)", "Keyword (Exact Phrase)", and "Keyword (Without The Word)". Below these are fields for Attribute, Campus, Level, Buildings, College, Departments, and Class Type. The bottom section starts with a "Duration" field and a "Units" dropdown menu. It then includes fields for Part Of Term, Title, and Sessions. There are also "Course Number Range" and "Unit Range" fields, each with two input boxes and a "to" label. The "Meeting Days" section lists days from Sunday to Saturday, each with an unchecked checkbox. Below this are "Start Time" and "End Time" fields, each consisting of three dropdown menus. At the bottom of the form is an "Open Sections Only" checkbox. The footer of the form contains a "Search" button, a "Clear" link, and a dropdown menu for "Advanced Search".

Once you enter search criteria, you can review and add courses to your summary, see which courses are in conflict or full, and check whether a wait list is available. When you have identified what you would like to register for, select *Add*.

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 31 Classes  
Term: Fall 2025 Subject/Discipline: Culinary Arts Search Again

Title	Subject Descrip	Cour	Units	CRN	Instructor	Meeting Times	Campus	Status	At	Class Type	Par	Lit	Add
MEAL PREP LIKE A CHEF	Culinary Arts	100.1	0.25	1517	Burgett, Cat...	S M T W T F S 09:00 AM - 01:20 PM S M T W T F S 09:00 AM - 01:20 PM	Santa Ro...	12 of 30 seats remain. 5 of 5 waitlist seats remain. <b>Time Conflict!</b>		Classroom/Lab (Face to F...	9...		Add
COOKING FOR 1 OR 2	Culinary Arts	100.3	0.25	1508	Kaldunski...	S M T W T F S 09:00 AM - 01:20 PM S M T W T F S 09:00 AM - 01:20 PM	Santa Ro...	13 of 30 seats remain. 5 of 5 waitlist seats remain. <b>Time Conflict!</b>		Classroom/Lab (Face to F...	9...		Add
INTRO TO CULINARY A...	Culinary Arts	230	1.5	1005	Greene, Bri...	S M T W T F S 01:00 PM - 04:15 PM	Santa Ro...	5 of 30 seats remain. 5 of 5 waitlist seats remain.		Classroom/Lab (Face to F...	9...		Add
INTRO TO CULINARY A...	Culinary Arts	230	1.5	2112	Mikesh, Eri...	S M T W T F S 09:00 AM - 12:15 PM	Santa Ro...	1 of 30 seats remain. 5 of 5 waitlist seats remain.		Classroom/Lab (Face to F...	9...		Add
INTRO TO CULINARY A...	Culinary Arts	230	1.5	0515	Burgett, Cat...	S M T W T F S 09:00 AM - 12:15 PM	Santa Ro...	4 of 30 seats remain. 5 of 5 waitlist seats remain.		Classroom/Lab (Face to F...	9...		Add
INTRO TO CULINARY A...	Culinary Arts	230	1.5	0692	Piccin, Chri...	S M T W T F S 09:00 AM - 12:15 PM	Santa Ro...	1 of 30 seats remain. 5 of 5 waitlist seats remain.		Classroom/Lab (Face to F...	9...		Add

In the *Summary* block, you will see what courses you have already registered for in the current term.

- The newly added courses will be displayed in the Status of “Pending”.
- The drop-down menu will display the *Action* you want to complete.
- Once the *Submit* button is selected, the course status will change to “Registered”. You will also use this block to waitlist and drop courses.

Summary Tuition and Fees

Title	Details	Units	CRN	Schedule Typ	Status	Action	Class Type	Campus
INTRO TO CULINARY ARTS	CUL 230, 005	1.5	1005	Lecture an...	Pending	**Submit to Register**	Classroom/Lab (Face t...	1
ACADEMIC READING/WRITI...	ENGL C1000, 0	0	0287	Online Asy...	Deleted		Exclusively Online	999
AGRICULTURE LEADERSHIP	AGRI 151A-693	3	0692	Lecture	Registered	None	Classroom/Lab (Face t...	7

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 999,999.999

Conditional Add and Drop Submit

# Attendance Tracking

Use *Attendance Tracking* on the *Student Self-Service* landing page to review your attendance record for enrolled courses.



In the *Attendance Tracking/Course List* block, you will see what courses you have already registered for in the current term.

- A. The columns are sortable and can be spaced closer or further apart.
- B. The number indicator will identify how many sessions were missed.
- C. The percentage of absence for the course will be shown here and is dependent on how many sessions occur and the weight of each meeting time.

**Percentage**  
Attendance Tracking / Course List

My Courses

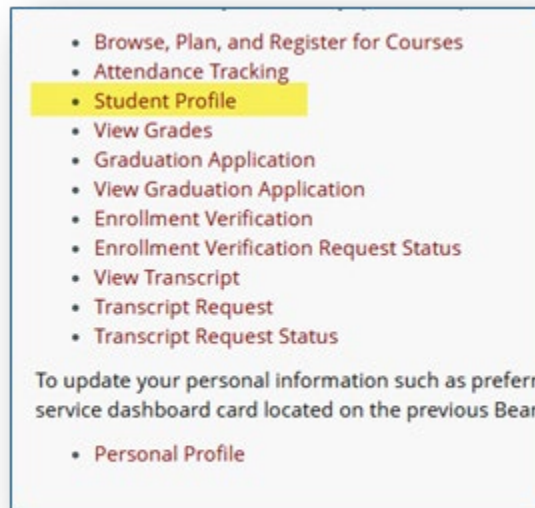
Term	CRN	Subject	Course	Section	Title	Schedule	Time	Missed	Percentage
202570	0034	Agriculture	20	0	INTRO TO PLANT SCIENCE	S M T W T F S	01:00 PM	0	0%
202570	0034	Agriculture	20	0	INTRO TO PLANT SCIENCE	S M T W T F S	None	0	0%
202570	0034	Agriculture	20	0	INTRO TO PLANT SCIENCE	S M T W T F S	12:00 PM	0	0%
202570	0134	Fire Technology	71	0	FIRE PROTECTION ORG.	S M T W T F S	None	0	0%
202570	0134	Fire Technology	71	0	FIRE PROTECTION ORG.	S M T W T F S	None	0	0%
202570	0287	English	C1000	0	ACADEMIC READING/WRTING	S M T W T F S	None	0	0%

Results found: 41

Page 1 of 5 Per Page 10

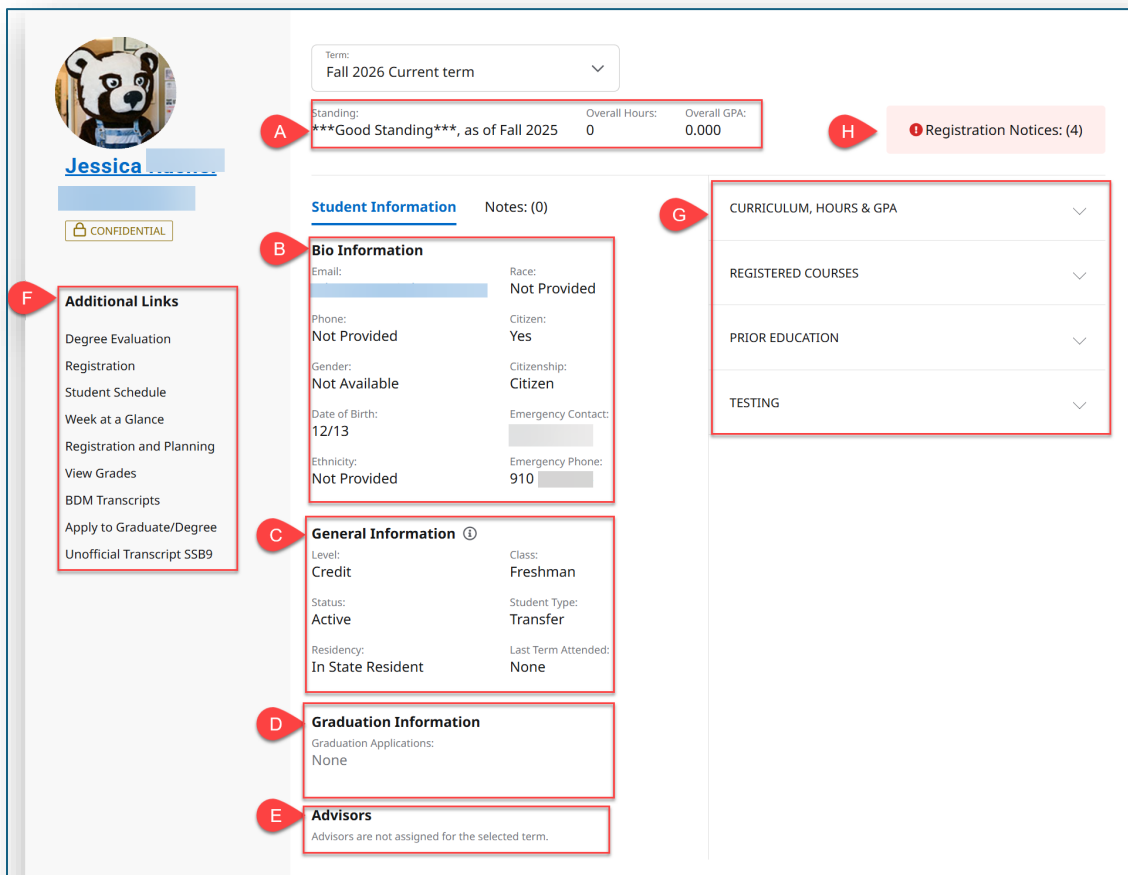
## Student Profile

The *Student Profile* displays data from your student record, including contact information, GPA, registered courses, prior education, etc. The *Student Profile* also displays your Registration Notices.



### Navigating the *Student Profile*:

- A. Academic standing.
- B. Biographical information. To change your Preferred name, please see the “Personal Profile link on the dashboard.
- C. General information about student status.
- D. Graduation information – Displays whether you have a Graduation Application on file.
- E. Advisors – COMING SOON.
- F. Additional links – Repeat of the links on the *Student Self-Service* landing page.
- G. Curriculum, registered courses, prior education, and testing results – COMING SOON.
- H. Registration Notices: This is where you will see information about your academic standing, student status, enrollment status, time tickets, and holds.

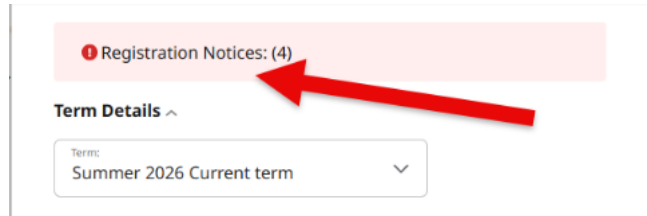


The screenshot shows a student profile for Jessica. The page includes a navigation menu on the left, a top status bar, and several main sections. Callouts A through H point to specific areas:

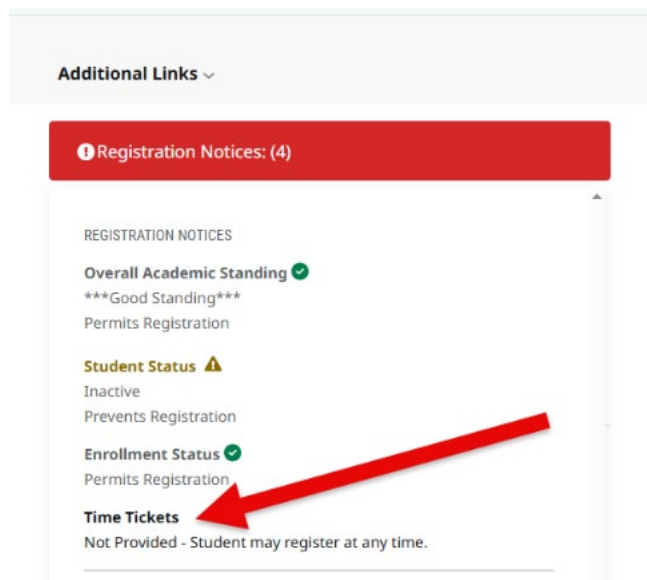
- A:** Academic standing: \*\*\*Good Standing\*\*\*, as of Fall 2025. Overall Hours: 0. Overall GPA: 0.000.
- B:** Bio Information: Email: [Redacted], Race: Not Provided, Phone: Not Provided, Citizen: Yes, Gender: Not Available, Citizenship: Citizen, Date of Birth: 12/13, Emergency Contact: [Redacted], Ethnicity: Not Provided, Emergency Phone: 910 [Redacted].
- C:** General Information: Level: Credit, Class: Freshman, Status: Active, Student Type: Transfer, Residency: In State Resident, Last Term Attended: None.
- D:** Graduation Information: Graduation Applications: None.
- E:** Advisors: Advisors are not assigned for the selected term.
- F:** Additional Links: Degree Evaluation, Registration, Student Schedule, Week at a Glance, Registration and Planning, View Grades, BDM Transcripts, Apply to Graduate/Degree, Unofficial Transcript SSB9.
- G:** CURRICULUM, HOURS & GPA, REGISTERED COURSES, PRIOR EDUCATION, TESTING.
- H:** Registration Notices: (4).

## Registration Notices/Priority Registration

Click on Registration Notices



Click on Time Ticket. This area will display our registration date and time.



## View Grades

Select *View Grades* on the *Student Registration & Records* Self-Service landing page.

- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request
- Transcript Request Status

To update your personal information such as preferred service dashboard card located on the previous Bear

- Personal Profile



Select the *Term* and *Credit Level* from the dropdown menus to display grades.

**Student Grades - Jessica** **CONFIDENTIAL**

View Grades

Fall 2025 Credit

**GPA Summary** [View Details](#)

-	-	-	-
Selected Term	Institutional	Transfer	Overall

**Primary Curriculum** [View Details](#)

**Level :**           **Credit**

**College :**       **Santa Rosa Junior College**

**Degree :**       **Certificate of Achievement**

**Program :**      **Art: Applied Photography**

Grades will appear under the *Final Grade* column:

**Course Work**

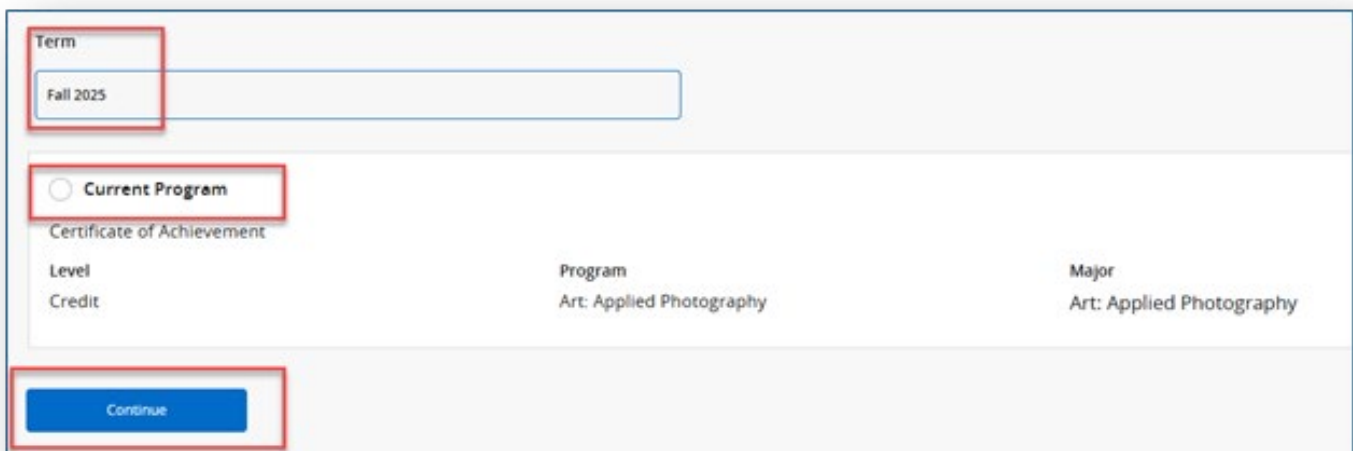
Subject ↓	Course Title	Campus	Midterm Grade	Final Grade	Narrative Grade Comments	Attempted Hours
AGRI 20, 0	<a href="#">INTRO TO PLANT...</a>	7		A		4.000
FIRE 71, 0	<a href="#">FIRE PROTECTIO...</a>	999				0.000
ENGL C1000, 0	<a href="#">ACADEMIC READI...</a>	999				0.000
AGBU 151A, ...	<a href="#">AGRICULTURE LE...</a>	7		A		3.000
PHYS 42, 121	<a href="#">ELECTRICITY &amp; M...</a>	1				0.000
SPAN 1, 0	<a href="#">ELEMENTARY SPA...</a>	999		A		4.000
AGRI 20, 0	<a href="#">INTRO TO PLANT...</a>	999				0.000

## Graduation Application & View Graduation Application

Select *Graduation Application* on the *Student Registration & Records Self-Service* landing page.

- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request & Status (Parchment)

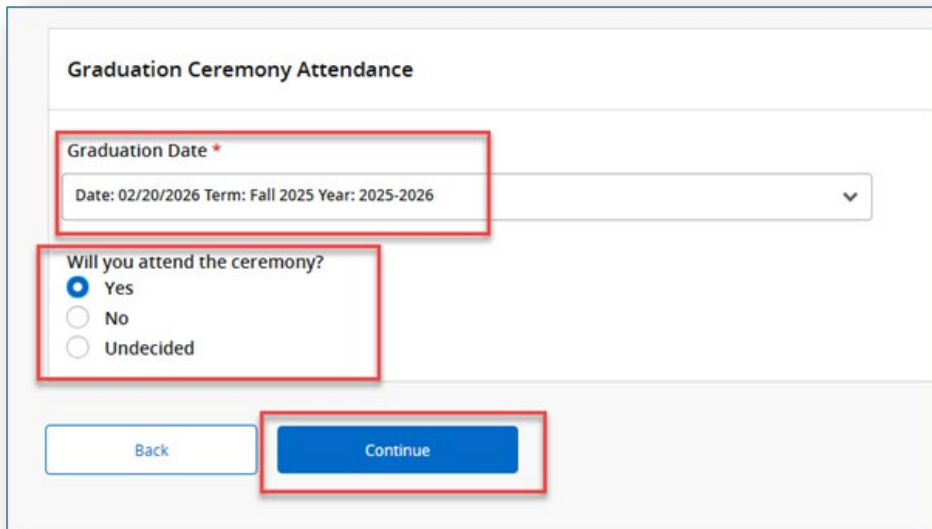
If a term is not selected, please select the term in which you are applying to graduate. Identify that you have a current program and select it. If you have more than one program you are submitting a graduation application for, you will repeat this process for each program. If you do not have a program, you will need to meet with a counselor to update your records before applying to graduate. Select *Continue* to proceed with the application.



The screenshot shows a web form for a graduation application. It includes a dropdown menu for 'Term' with 'Fall 2025' selected. Below that is a radio button for 'Current Program'. Underneath, there are three columns: 'Certificate of Achievement', 'Program', and 'Major'. The 'Program' and 'Major' columns both show 'Art: Applied Photography'. At the bottom, there is a blue 'Continue' button.

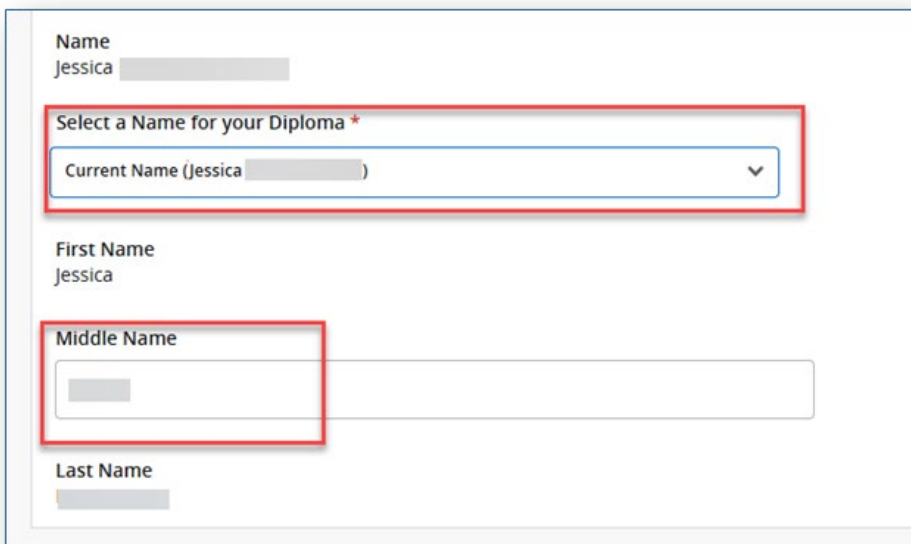
Certificate of Achievement	Program	Major
	Art: Applied Photography	Art: Applied Photography

Choose the *Graduation Date* from the drop-down menu. Select one option from *Will you attend the ceremony?* Select *Continue* to proceed.



The screenshot shows a form titled "Graduation Ceremony Attendance". It contains a "Graduation Date" dropdown menu with the selected date "02/20/2026" and term "Fall 2025". Below this is a radio button question "Will you attend the ceremony?" with "Yes" selected. At the bottom are "Back" and "Continue" buttons.

Select the name to appear on your diploma and make changes to your name where available on the screen.



The screenshot shows a form for selecting a name for a diploma. It includes a "Name" field with "jessica", a "Select a Name for your Diploma" dropdown menu with "Current Name (jessica)" selected, a "First Name" field with "jessica", a "Middle Name" field, and a "Last Name" field.

Confirm the address where you would like your diploma to be mailed.

**Mailing Address For Diploma**

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses \*

Mailing 1313 Disneyland Drive

Street Line 1 \*

1313 Disneyland Drive

Street Line 2

Street Line 3

City \*

Anaheim

State or Province

california

Zip or Postal Code

92802

Nation

Verify that the information you entered is correct, then select *Submit Request* to continue.

**Graduation Application Summary**

Student / Graduation Application

Graduation Date		
Date	Term	Year
02/20/2026	Fall 2025	2025-2026

Ceremony

Attend Ceremony

Undecided

Diploma Name		
First Name	Middle Name	Last Name
Jessica		

Diploma Mailing Address			
Street	City	State or Province	Zip or Postal Code
1310 Mainstreet	Reno	Nevada	80216

Curriculum

Current Program

Certificate of Achievement

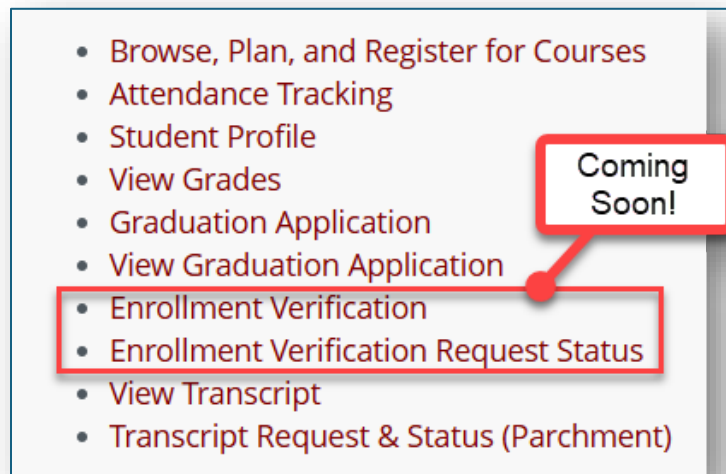
Level	Program	Major
Credit	Art: Applied Photography	Art: Applied Photography

Back Submit Request

To view your graduation application status, select *View Graduation Application* on the *Student Registration & Record* Dashboard and follow the prompts.

## Enrollment Verification and Status

Enrollment Verification and Status links will be available in late Spring 2026.



## View Transcript

Select *View Transcript (unofficial)* from the dashboard menu.

- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- **View Transcript**
- Transcript Request & Status (Parchment)

Select the transcript level and transcript type, and select *Submit*.


**Academic Transcript**

Student / Academic Transcript

Transcript Level	Transcript Type	<input type="button" value="Submit"/>
<input type="button" value="X Credit"/> ▼	<input type="button" value="Unofficial Web Transcript"/> ▼	

Once your transcript displays, you will be able to print an unofficial transcript from this window.

Student Information Course(s) in Progress

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

**Student Information**

Name: Jessica [redacted] Student Type: Transfer

**Curriculum Information**


Current Program : Certificate of Achievement

Program: Art: Applied Photography Major: Art: Applied Photography

**Course(s) in Progress**

Term : Fall 2024


Subject	Course	Campus	Credit Hours
FIRE	107.1	Public Safety Training Center	1.500
FIRE	241	Public Safety Training Center	1.500
HOSP	53	Other Off Campus Locations	1.500
HOSP	58	Petaluma Campus	3.000
HOSP	80	Other Off Campus Locations	3.000
HUM	26	Other Off Campus Locations	3.000

 Print

This is what the unofficial transcript will look like in a PDF or print view:

## Santa Rosa Junior College

**Unofficial Academic Transcript**

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

### Transcript Data

**STUDENT INFORMATION**

Name Jessica	Student Type Transfer
-----------------	--------------------------

**Current Program**

**Certificate of Achievement**

Program Art: Applied Photography	Major Art: Applied Photography
-------------------------------------	-----------------------------------

**COURSE(S) IN PROGRESS**

**Term: Fall 2024**

Subject	Course	Campus	Level	Title	Credit Hours
FIRE	107.1	Public Safety Training Center	UG	VOLUNTEER FF SKILLS	1.500
FIRE	241	Public Safety Training Center	UG	DRIVER OPERATOR 1A	1.500
HOSP	53	Other Off Campus Locations	UG	CUSTOMER SERVICE	1.500
HOSP	58	Petaluma Campus	UG	MEETING & EVENT PLANNING	3.000
HOSP	80	Other Off Campus Locations	UG	INTRO TO HOSPITALITY	3.000
HUM	26	Other Off Campus Locations	UG	FRIENDSHIP	3.000

**Term: Summer 2025**

Subject	Course	Campus	Level	Title	Credit Hours
BIO	10	Santa Rosa Campus	UG	INTRO PRIN BIOLOGY	4.000

**Term: Fall 2025**


## Transcript Request & Status (Parchment)

Select *Transcript Request & Status (Parchment)* from the dashboard menu


- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request & Status (Parchment)

You will be redirected to an external Parchment link to request and order transcripts, and check your order status. Start by entering your email address and following the prompts on the Parchment screen.


Learner Account




**Santa Rosa Junior College**  
1501 Mendocino Ave, Santa Rosa, CA, 95401, US

 **Ordering your own credentials or academic records**

OR

 **Ordering on behalf of someone else**

 **SANTA ROSA JUNIOR COLLEGE NOW WORKS WITH PARCHMENT FOR OFFICIAL TRANSCRIPTS AND REPLACEMENT DIPLOMAS/CERTIFICATES:** You can place your orders here.

**A MESSAGE FROM SANTA ROSA JUNIOR COLLEGE**

Transcript orders that include current term enrollment will be automatically held until final grades have been certified. All other transcript orders will be processed as usual.

Transcripts for the current term are typically processed a few weeks after grades are finalized.

Please note that the Pick-Up option will be temporarily suspended until transcript processing resumes for the term.

TRANSCRIPTS

- Processing time for transcript orders is 3-5 business days. Pick-up rush service is available.
- If 1st class mail is chosen for delivery method, please allow 2-3 weeks for delivery.
- Please allow 10-15 business days at the end of the semester for your order to be processed.
- If you need a CSU-GE or IGETC Certification, please see the [SRJC TRANSCRIPTS PAGE](#)


The following REPLACEMENT CREDENTIAL OPTIONS are available from Santa Rosa Junior College:

Show More ▾

**START HERE - ENTER YOUR EMAIL ADDRESS**

\* Email

Continue

 All items marked with a red asterisk are required

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).

## Personal Profile

Select *Personal Profile* from the menu.


- Browse, Plan, and Register for Courses
- Attendance Tracking
- Student Profile
- View Grades
- Graduation Application
- View Graduation Application
- Enrollment Verification
- Enrollment Verification Request Status
- View Transcript
- Transcript Request & Status (Parchment)

To update your personal information such as pre-service dashboard card located on the previous B

- Personal Profile

Here you can update your personal information, such as *Preferred First Name*, *Mailing Address*, and *Phone number*, add an emergency contact, and modify your other statuses, such as *veteran and disability*.

NOTE: Permanent address changes are not permitted on the Student Profile page. Please visit Admissions and Records to make permanent address changes.



**Jessica** [Redacted]

ID Number: S01376123

[\[Email\]](#) [Redacted]@santarosa.edu

[\[Location\]](#) 1310 Mainstreet, Reno, Nevada 80216

[\[Phone\]](#) 909 [Redacted]

**Personal Details** [Edit](#)

<b>First Name</b> Jessica	<b>Middle Name</b> [Redacted]	<b>Last Name</b> [Redacted]
<b>Date of Birth</b> December 13, 1989	<b>Marital Status</b> Single	<b>Legal Sex</b> Not Available
<b>Preferred First Name</b> [Redacted] Jessica	<b>Personal Pronoun</b> She	<b>Gender Identification</b> Female

**Email** [Add New](#)

**Campus email**  
[Redacted]@santarosa.edu  
SRJC assigned email

[\[Edit\]](#) [\[Delete\]](#)

**Phone Number** [Add New](#)

**Mailing (Primary) (Unlisted)**  
909 [Redacted]

[\[Edit\]](#) [\[Delete\]](#)

**Address** [Add New](#)

**Mailing**  
Current  
11/07/2022 - (No end date)  
1310 Mainstreet  
Reno  
Nevada 80216

[\[Edit\]](#) [\[Delete\]](#)

**Emergency Contact** [Add New](#)

[Redacted]

[\[Edit\]](#) [\[Delete\]](#)

**Additional Details**

<b>Ethnicity and Race</b> <div style="border: 1px solid #ccc; padding: 2px; background-color: #fff9c4; display: inline-block;">There is no Race or Ethnicity information to display</div>	<b>Veteran Classification</b> I am not a veteran <a href="#">[Edit]</a>	<b>Disability Status</b> Status not available <a href="#">[Edit]</a>
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[\[Edit\]](#)

**Other**

[Directory Profile](#) [Answer a Survey](#)