How to Apply for a Certificate from SRJC

Step 1: Log into your Cubby

Step 2: On the left side, click on **Check my Certificate Progress.**

Step 3: Click on **Certificate Audit.**

Step 4: Click on **I have read and understand this warning.**

Student Portal Home
View Grades
Check myCertificate progress
Check myDegree progress
Schedule of Classes
A & R Policies
Help
Contact Us
CA Voter Registration

Audit Type > **Instructions** > Degree Pattern > Catalog > Major > Degree Audit

IMPORTANT: This audit is intended to give you an understanding of your progress toward goal completion. Given the complexity of this process, the college does not guarantee your audit will be 100% accurate. It is **very important** that you ask a counselor to review your audit before you make any long-term decisions based on the information contained in the audit.

[I have read and understand this warning]

Step 5: Read through this page carefully. If you do have questions, please see a Counselor for assistance. Scroll to the bottom of the page and click **Continue**.

Student Portal Home
View Grades
Check myCertificate progress
Check myDegree progress
Schedule of Classes
SRJC Schedule Planner
FAQs and A&R Policies
Contact Us
CA Voter Registration
Make a Report

Audit Type > **Instructions** > Catalog > Certificate > Audit

Student Certificate Audit

The Student Certificate Audit will review your Santa Rosa Junior College online record and indicate your academic progress toward fulfillment of certificate requirements. It allows you to obtain a report of course requirements that are remaining, as well as those requirements that have been met.

This report is for informational and advisory purposes only and consultation with a counselor is highly recommended.

Every attempt has been made to ensure the accuracy of the Certificate Audit. If you have any suggestions or comments or wish to report discrepancies, please Contact Us.

Final award of the Certificate is subject to verification by the Admissions, Records and Enrollment Development Department's evaluation staff.

Catalog Rights

Requirements for a Certificate are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, certificate requirements are determined according to the catalog in effect when continuous enrollment is resumed.

Instructions

Select a catalog and certificate to obtain a report of academic progress.

This report does NOT include:

- Work completed at Santa Rosa Junior College prior to Fall 1981
- Work transferred from other institutions
- Credit from high school work towards reading, writing, math and foreign language requirements
- Credit from Advanced Placement and International Baccalaureate tests

[Continue]

Step 6: Click on the **catalog year** that makes the most sense for you to use. You can start with the most current, but if you feel this is showing you incorrect info, choose the oldest catalog year. See a Counselor for more information if necessary.

Audit Type > Instructions > **Catalog** > Certificate > Audit

Catalog Rights

Requirements for a Certificate are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, certificate requirements are determined according to the catalog in effect when continuous enrollment is resumed.

Please select the catalog you want to use for the certificate audit.

Catalog: ○ 2017-2018

Step 7: Select the **certificate** you are applying for from the list, and then click **Select Certificate** on the left.

Audit Type > Instructions > Catalog > **Certificate** > Audit

Certificate

To receive a Certificate, a student must complete a program of study from the SRJC list of approved certificates. Within the certificate, a course may not be used more than one time to meet a certificate requirement.

Please select a certificate from the approved list for the catalog selected.

Certificate: | Select a Certificate | [Select Certificate]

Select a Certificate
Account Clerk Certificate - effective F2013
Administrative Assistant Certificate - effective F2017
Advanced Cardiac Life Support Certificate - effective F1981
Advanced Officer Training Certificate - effective F1981
Agriculture Business Management Certificate - effective F2017
Art: Photography Certificate - effective F2017
Automation Fundamentals Certificate - effective F2017
Automotive Technology Certificate - effective F2017
Automotive Technology: Brakes, Steering and Suspension Specialist Certificate - effective F2017
Automotive Technology: Electric and Electronic Systems Specialist Certificate - effective F2015
Automotive Technology: Engine Repair Specialist Certificate - effective S2011
Automotive Technology: Heating and Air Conditioning Systems Specialist Certificate - effective S2011
Automotive Technology: Powertrain Systems Performance & Electronic Specialist Certificate - effective F2015
Automotive Technology: Transmission Specialist Certificate - effective F1981
Background Investigation Certificate - effective F2011
Basic Arrhythmia Recognition Course Certificate - effective F2009
Basic Police Officer Academy Certificate - effective F2011
Bookkeeper Certificate - effective F2013
Bookkeeper Assistant Certificate - effective F2013
Brewing Certificate - effective F2017
Business Management Certificate - effective F2015
Business Marketing Certificate - effective F2015
Business: Accountant Assistant Certificate - effective F2016
Business: Entrepreneurship Certificate - effective F2015
Business: Human Resource Administration Certificate - effective F2016
Business: Payroll Certificate - effective F2015
Business: Real Estate Certificate - effective F2017
Business: Real Estate Sales Certificate - effective F2016
Certificate of Completion in Basic Academic Skills - effective F2008

Step 8: Confirm you are not missing any requirements from the audit list. Note: If you have transfer credits from another school, they will NOT show up as being completed here. Then, scroll to the very bottom of the page and click on the hyperlink: **Application for Certificate**.

Audit Type > Instructions > Catalog > Certificate > **Audit**

Name: Greene, Amanda L   **Date:**   6/8/2017
Certificate: Phlebotomy Certificate - effective F2014   **Catalog:** 2017-2018

☐ **Phlebotomy Certificate - effective F2014**

The requirements for the Phlebotomy Certificate - effective F2014 are:

Complete 7.50 units from:

- Phlebotomy Requirements

☐	**Phlebotomy Requirements - complete 7.50 units**				
	Complete 7.50 units in the following area:	**Course**	**Term**	**Grade**	**Units**
☐	Complete **7.50 units** from the following: HLC 111	**No SRJC courses completed**			

Please use this information as a guideline and note that consultation with a counselor is highly recommended. The award of the certificate is subject to final review when the Application for Certificate is submitted.

Legend
☑ Requirement has been completed
☐ Requirement has not been completed

This box indicates whether or not a student has met their certificate requirements. Transfer coursework is not included in this audit. To verify how your transfer coursework has been applied, please see a Counselor.

Step 9: If you have transfer coursework from another school on file at SRJC, click **Yes**. If you have done all of your coursework at SRJC, click **No**.

Please read the following information before submitting this form:

To receive a Career Technical Education certificate, students are required to submit this petition form. A petition form should be submitted as soon as the student has registered for classes in the semester that they wish to receive a certificate.

Students may only receive a certificate that is offered at SRJC. Requirements and a complete listing of approved certificates are available at Certificates

Students are urged to consult a counselor with any questions about certificate requirements.
Please complete the following information:

Requested SRJC Program of Study: **Phlebotomy**

Do you have any transfer course work from another regionally accredited institution that you intend to use for this degree or certificate?
○ Yes
○ No

Step 10: The next question will ask if you are missing any requirements. If you are ready to graduate, click **No**.

Do you have any transfer course work from another regionally accredited institution that you intend to use for this degree or certificate?
○ Yes
◉ No

Are you missing any requirements in this degree or certificate program as outlined on the college catalog website?
○ Yes
○ No

Step 11: Choose your **intended semester of completion**. Note: You must be currently enrolled at SRJC to petition to graduate.

Summer	Mid-June	Mid-June	

- Students may check their student portal for the status of the graduation petition submitted for review.
- Degree awards will appear on student's record (via the student portal)approximately two weeks after the end of each term
- Diplomas are mailed approximately one month after the end of each term

Please read the following information before submitting this form:

To receive an Associate in Arts degree or an Associate in Science degree, students are required to submit this petition form. This form should be submitted as soon as the student has registered for classes in the semester that they wish to graduate. All students must graduate with an approved major. Requirements and a complete listing of approved majors are available at: Programs of Study Students are urged to consult a counselor with any questions about degree or major requirements.

Requested SRJC Program of Study: **Sociology for Transfer, Option B**

Do you have any transfer course work from another regionally accredited institution that you intend to use for this degree or certificate?
○ Yes
◉ No

Are you missing any requirements in this degree or certificate program as outlined on the college catalog website?
○ Yes
◉ No

Contact Us

CA Voter Registration

Spring 2016
Fall 2015
Summer 2015
Spring 2015
Fall 2014
Summer 2014
Spring 2014
Fall 2013
Summer 2013
Spring 2013
Fall 2012
Summer 2012
Spring 2012
Fall 2011
Summer 2011
Spring 2011
Fall 2010
Summer 2010
Spring 2010
Fall 2009
Summer 2009
Spring 2009
Fall 2008
Summer 2008
Spring 2008
Fall 2007
Summer 2007
Spring 2007
Fall 2006

r of completion:

ame will appear on your printed diploma or certificate.

t will be sent to:

ted States of America

🔍 100% ▾

Legend	
ement has been completed
ement has not been completed

Step 12: Verify your name and address are correct. This is where your certificate will be sent. Then, click **Submit**!

Intended semester of completion:
Spring 2016

This is how your name will appear on your printed diploma or certificate.

Address Document will be sent to:

Address line 1	
Address line 2	
City	
State	CA
Zip Code	
Country	United States of America
Contact Phone	
Email	

If you have any changes to your mailing address, update it using this online form.

If this information is not correct please use this form to update your information.
When done click here [Refresh] to retreive the new information.

☑ **I have read and understand the requirements for submitting this petition.**

[Submit]

To check on the status of your certificate submission:

SANTA ROSA JUNIOR COLLEGE

SRJC-myCubby

Currently logged in as:

- Student Portal Home
- View Grades
- Check myCertificate progress
- Check myDegree progress
- Schedule of Classes
- A & R Policies
- Help
- Contact Us
- CA Voter Registration

myRecords

- Challenges & Equivalencies
- Class Schedule/Fees
- Degrees & Certificates
- Enrollment and Degree Verification
- Fee Waivers
- Holds
- Instructor Office Hours
- My Education Plan
- My Financial Aid SAP
- Official Transcript Request
- Petitions
- Placement Results
- Prerequisite Check
- Priority Registration
- Tax Credit
- Unrepeatable Courses

Click on **Degrees & Certificates** in your cubby

Graduation Petitions Submitted:

Description	Status Date	Term Requested	Status	Reason
Natural Sciences	███████	███████	Approved Pending	

Verify that the degree or certificate you petitioned for is listed, and check the **Status** column. See the **Petition Status Key** for details on what this means.

- Associate degrees awarded prior to Fall 1981 will not appear in the student portal, and only appear on the official transcript.

- Associate degrees awarded prior to Fall 2002 do not include a reported major.

A verification of all degree and certificate awards is available through the National Student Clearinghouse.

Petition Status Key:	
Approved	Degree or certificate requirements have been met.
Approved Pending	Application for degree or certificate has been reviewed and is pending successful completion of course work in progress for the **current semester**.
Denied	Degree or certificate requirements have not been met.
No Action	See reason column above for more information.
Not Yet Reviewed	Application for degree or certificate is for a **future term** and will not be reviewed until **after** the designated term begins.
Pending Review	Application for degree or certificate has been received and is currently being reviewed.
Received	Application for degree or certificate has been submitted and received by the Admissions & Records Office.

Note: You will receive an email notification that you can check your student portal when your degree application status has changed.