How to Petition to Graduate with an Associate’s Degree from SRJC

Step 1: Log into your Cubby

Step 2: On the left side, click on Check my Degree Progress

Step 3: Click on Degree Audit

Select the type of audit you want to do:

- **Degree Audit** - This audit will review your Santa Rosa Junior College online record and indicate your academic progress toward fulfillment of a major and graduation requirements. It allows you to obtain a report of course requirements that are remaining as well as those requirements that have been met.

- **Certificate Audit** - This 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.

- **General Education Audit** - This audit will review your Santa Rosa Junior College online record and indicate your academic progress toward fulfillment of General Education breadth requirements for transfer to a CSU or UC. It allows you to obtain a report of course requirements that are remaining as well as those requirements that have been met.

**Audit Type:**

- Degree Audit
- Certificate Audit
- General Education Audit
Step 4: Click on **I have read and understand this warning**

Step 5: Scroll to the bottom of the page and click on **Continue**
Step 6: Click on the drop-down menu **Select a Degree Pattern** and choose:

Option A: For SRJC degree ONLY (green sheet)
Option B: For CSU GE (yellow sheet)
Option C: For IGETC pattern for CSU (pink sheet)
Option C: For IGETC pattern for UC (pink sheet)

Step 7: 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.
Step 8: Select the **major** for the degree you are applying for

Step 9: Confirm you are not missing any requirements from the degree 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 Degree**.
Step 10: 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.

Step 11: The next question will ask if you are missing any requirements. If you are ready to graduate, click No.
Step 12: Choose your **intended semester of completion**. Note: You must be currently enrolled at SRJC to petition to graduate.

Step 13: Verify your name and address are correct. This is where your degree will be sent. Then, click **Submit**!
To check on the status of your degree submission:

Click on Degrees & Certificates in your cubby

Verify that the degree 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.

Note: If it says “No Action”, that means the request has been received, and is in the process of evaluation.