Instructions for Newly Admitted First Time Freshmen

**Step 1:** Create your password and obtain your user name. If you are a returning user and have already activated your account proceed to step 2.

**SSU Online Services - Obtain UserID**

**Information About You**

Please enter the following information to look up your account.

- **Last name:**
- **Zip code:**
- **Last four digits of your SSN:**
- **Date of Birth:**
  - **Month:**
  - **Day:**

**Submit**

**Note:** If you are a new applicant to SSU, please remember that the information you submit should match that on your admissions application.

**Need Help?**
- **IT Help Desk**
- **helpdesk@sonoma.edu**
- 707-664-4337

**Step 2:** Sign in using your Seawolf ID and Password.

**Online Services**

- **Username**
- **Password**

**Login**

**Don't have an account?**

Students can obtain their login information using the 'Username & Password Help' located above. Faculty and Staff must visit the IT Help Desk for their login information.

**Security Notice!**

Remember to logout and exit your browser when using a public computer.
Step 3: Click on “MySSU”

Online Services

Step 4: Click on “Application Status”

Step 5a: If you have been DENIED admission, the reasons will be listed under the section “Outstanding items for this application”.
Step 5b: If you have been ADMITTED, verify that your application is complete and click on “Accept/Decline Admission”.

Step 6: If you are ready to pay your Enrollment Reservation Deposit and required Orientation fee, click on “Accept/Decline”.

IMPORTANT:

Spring Applicants—
The following steps do not apply to you. Your ERD can NOT be paid online.

Fall Applicants—
Please proceed through all the remaining steps to complete the acceptance of your admission.
Step 7: Click on “Pay Deposit” to make a payment.

You cannot accept your admission until you pay the enrollment deposit.

IMPORTANT: If you Decline Admission, this action is final and you will no longer have the option to accept your admission.
Step 8: Click on “Click here to make a payment”.

Step 9: Click on “Fall 2017: Newly Admitted Student Payments”.
Step 10: Click on desired package. Be sure to read package information carefully before making your selection.

<table>
<thead>
<tr>
<th>Package 1 - Fall 2017 First Time Freshman</th>
<th>$755.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This package includes a space with the University (Enrollment Reservation Deposit), a space for the Mandatory Orientation (which MUST be selected through the Orientation Self-Service Module) and a campus housing down payment.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package 2 - Fall 2017 First Time Freshman</th>
<th>$455.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This package only includes a space with the University (Enrollment Reservation Deposit) and a space for the Mandatory Orientation (which MUST be selected through the Orientation Self-Service Module)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add-On 1 - Fall 2017 One Parent/Guardian</th>
<th>$99.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This add-on is for one parent/guardian to attend the First-Time Freshman Orientation. This fee does not include overnight accommodations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add-On 2 - Fall 2017 Two Parent/Guardian</th>
<th>$198.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This add-on is for two parents/guardians to attend the First-Time Freshman Orientation. This fee does not include overnight accommodations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package 3 - Fall 2017 Graduate Student</th>
<th>$200.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This package includes a space with the University (Enrollment Reservation Deposit). This package is for graduate students only.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package 4 - Fall 2017 Transfer Student</th>
<th>$235.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This package only includes a space with the University (Enrollment Reservation Deposit) and a space for the Mandatory Orientation (which MUST be selected through the Orientation Self-Service Module)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package 5 - Fall 2017 Transfer Student</th>
<th>$335.00</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>This package is a complete reservation for Fall 2017. This package includes a space with the University (Enrollment Reservation Deposit), a space for the Mandatory Orientation (which MUST be selected through the Orientation Self-Service Module), and a campus housing down payment. A waitlist will be started once housing is full.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Helpful Links:
- Housing Rate Schedule
- Student Charges/fees
- Online General Payment
- FAQ
Step 11: Click on “Add to Basket”.

**Package 1 - Fall 2017 First Time Freshman**
This package is a complete payment for Fall 2017. This package includes a space with the University (Enrollment Reservation Deposit), a space for the Mandatory Orientation (which MUST be selected through the Orientation Self-Service Module) and a campus housing down payment.

Price: $755.00

***DO NOT purchase this item if you are an EOP Student or applied to EOP. Please contact the EOP Office at (707) 664-2427 or at eop@sonoma.edu with regards to paying your Enrollment Reservation, mandatory Orientation, Campus Housing Down Payment, and attending the EOP Orientation. After April 25, 2017, you should make your payment since waiting for a response from the EOP Office may cause you to miss the Enrollment Reservation and required Orientation Deposit deadline.

***Only continue with this purchase if you are a Fall 2017 First Time Freshman.

By purchasing this package, you are agreeing to enroll at SSU, participate in the mandatory Orientation program, and live on-campus for the full academic year. Payment does not guarantee you a campus housing space, but indicates your interest in receiving a contract. Purchase a package early as demand for campus housing may exceed availability. A waitlist will be started once housing is full.

SSU does not guarantee campus housing to newly admitted students.

The item you are purchasing includes:
* Enrollment Reservation: $200
* Mandatory Orientation: $255
* Campus Housing Down Payment: $300

You MUST log into your MySSU account to reserve your seat at an orientation session. For information on how to complete this reservation, please visit www.sonoma.edu/aie/us/orientation.

***Refund Information: If you change your mind about attending Sonoma State University, you must notify the University in writing in order to receive a refund. The Enrollment Reservation and Campus Housing Down Payment are 50% refundable if requested in writing before June 15, 2017; non-refundable thereafter. NOTE: The Orientation Fee is 50% refundable until June 15, 2017 ONLY if requested in writing prior to your selected orientation date. The fee is non-refundable if the orientation date you signed up for has passed, you attended the session, OR an orientation refund is requested after June 15, 2017. Email your refund request to seawolf.servicecenter@sonoma.edu

By selecting “Yes, I Agree” below, you agree to the preceding cancellation terms outlined in Refund Information section and also agree that you are authorized to use any payment method you utilize.

* Agree to Cancellation Terms & Conditions: Yes, I Agree

To pay for this item, click the button below.

Helpful Links:
- Housing Rate Schedule
- Student Charges/Fees
- Online General Payment
FAQ

Add to Basket
Step 12: Click on “Checkout” or you can click on “Make More Payments”.

Step 13: Select Method of Payment then click on “Continue Checkout”.

New Payment Methods

- Enter new credit card information.
- Enter new electronic check information.

Continue Checkout
Enter your payment information and click on “Continue Checkout”.

**Step 14:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number</td>
<td>*</td>
</tr>
<tr>
<td>Expiration Month</td>
<td>Select Month *</td>
</tr>
<tr>
<td>Expiration Year</td>
<td>Select Year *</td>
</tr>
<tr>
<td>Cardholder Name</td>
<td>*</td>
</tr>
<tr>
<td>Address</td>
<td>* Enter the address where you receive the bill for this card.</td>
</tr>
<tr>
<td>City</td>
<td>*</td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>*</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>*</td>
</tr>
<tr>
<td>Country</td>
<td>United States *</td>
</tr>
<tr>
<td>Card ID Code</td>
<td>* Enter the three or four digit code from your card. Help</td>
</tr>
<tr>
<td>Email Address</td>
<td>*</td>
</tr>
</tbody>
</table>

(Optional) Please provide a name for this payment method to be saved for future use:

(You’ll have a chance to review this order before it’s final.)

Continue Checkout
Step 15: Click on “Submit Payment”.

Seawolf Online Payment Site

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the President, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

Please confirm the information below:

By clicking the "Submit Payment" button below, you certify that you are properly authorized to use the entered payment method to complete this transaction.

<table>
<thead>
<tr>
<th>Items Selected</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1 Fall 2017 First Time Freshman</td>
<td>$755.00</td>
</tr>
<tr>
<td>Agree to Cancellation Terms &amp; Use of Valid Payment: Yes, I Agree</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td>$755.00</td>
</tr>
</tbody>
</table>

Step 16: Once the transaction is approved, close the window and return to the open Accept Admission window.

Note: Your receipt will be emailed to the address you entered earlier.

REFUND INFORMATION

If you change your mind about attending Sonoma State University, you must notify the University in writing in order to receive a refund. The Enrollment Reservation and Campus Housing Down Payment are 50% refundable until June 15, 2017 ONLY if requested in writing prior to your selected orientation date. The fee is non-refundable if the orientation date you signed up for has passed, you attended the session, OR an orientation refund is requested after June 15, 2017. Email your refund request to seawolf.servicecenter@sonoma.edu.
**Step 17:** Click on “I Accept Admission” to finalize the transaction.

**Step 18:** Click on “CONFIRM ACCEPTANCE”.

**Step 19:** You have successfully accepted your admission to Sonoma State University! Click on “Sign Up for Orientation” to select the session you will attend.
Now that you have accepted your admission, the following steps will complete the process for signing up for an Orientation session. If you have any questions, please contact the Orientation office at orientation@sonoma.edu or 707-664-4464.

**Step 20:** Click on “Next”.

Welcome to the Orientation Reservation System

**Student ID:**

**Admitted for:** Fall 2017

**Major:** Sociology (BA)

Please review your major information below

**Class Level:** Undergraduate

**Admitted Major:** Sociology (BA)

You are required to select and attend an Orientation workshop based on your admitted major.

Help: Need more information about Orientation?

Exit  Next

Individuals with disabilities, who would like to attend this event and did not put the accommodations needed on their reservation need to contact the Orientation and Family Programs Office at (707) 664-4464 regarding the accommodation needed.
**Step 21:** Select a specific orientation session by clicking on “Select Workshop”.

**Step 22:** Review the orientation session information. Click on “Confirm Workshop” to continue.
Step 23: Review the fees and click on “Continue”.

Step 24: Please Check your Orientation Reservation to make sure the selection is accurate. Click on “Click here to pay”.