Instructions for Newly Admitted Transfer Students

**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:** (if you did not provide an SSN when you applied, leave this blank)
- **Date of Birth:** Month: January, Day: 1

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

- **Enter last name without spaces, apostrophes or hyphens. (Example: O’Brien-Smith would be entered as obriensmith)**

**Contact the IT Help Desk if you need help with this page.**

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

**Online Services**

- **Username & Password Help**
- **Don’t have an account?**
- **Security Notice!**
Step 3: Click on MySSU.

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”.

You have not met the requirements and been denied admission to Sonoma State University.

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Academic Career</th>
<th>Program</th>
<th>Major</th>
<th>Application Number</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonoma State University</td>
<td>Fall/Spring</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>Womens and Gender Studies (5A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Outstanding Items for this application

<table>
<thead>
<tr>
<th>Term</th>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring</td>
<td>Requirement (TR)</td>
<td>Needs to complete GE course in General Education Math with a grade of C or better to satisfy admission requirements.</td>
</tr>
</tbody>
</table>
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”.

Congratulations, you have been admitted to Sonoma State University!

Accept Admission

Congratulations! Sonoma State University is pleased to offer you admission for the term listed below. Your offer of admission is contingent upon verification of official documents including transcripts and test scores. Sonoma State reserves the right to rescind this offer of admission if it is determined after final verification that you no longer meet admission eligibility. To accept this offer of admission click on the ACCEPT/DECLINE link.

For instructions go to:
http://admissions.sonoma.edu/i-have-applied/track-your-application-status-ssyu

***If you cannot pay your deposit online go to the “Stay On Track Timeline” for further details:
http://admissions.sonoma.edu/stay-on-track

<table>
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<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Academic Career</th>
<th>Program</th>
<th>Major</th>
<th>Application Number</th>
<th>ACCEPT/DECLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonoma State University</td>
<td>Fall 2019</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>English (BA)</td>
<td></td>
<td>ACCEPT/DECLINE</td>
</tr>
</tbody>
</table>
**Step 7:**

Click on “Pay Deposit” to make your deposit payment.

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**Important:** If you Decline Admission, this action is final and you will no longer have the option to accept your admission.

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

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You can not accept your admission offer until you pay your Enrollment Reservation Deposit (ERD).
Step 8: Click on “Click here to make a payment”.

Step 9: Click on “Newly Admitted Student Payments”.

Helpful Links: How to Make a Payment | Payment FAQ | Housing Rate Schedule | Student Charges/Fees | Culinary Services
**Step 10a:** Click on term you were admitted to.

**Step 10b:** Select class level.
Step 10c: Click on desired item. NOTE: EOP, Seawolf Scholars, Deposit Hardship Deferment and Ukiah Liberal Studies *all* require an Approval Code.

You may select the following items:

- **General Transfer Student**
  - Fall 2019 Transfer students.
- **EOP**
  - Fall 2019 Transfer students who have been approved for EOP rates. Approval codes required.
- **Seawolf Scholars**
  - Fall 2019 Transfer students who have been approved for Seawolf Scholars rates. Approval codes required.
- **Deposit Hardship Deferment**
  - Fall 2019 Transfer students who have been approved for Deposit Hardship Deferment rates. Approval codes required.
- **Ukiah Liberal Studies**
  - Fall 2019 Ukiah Liberal Studies students. Approval codes required.

Helpful Links: [How to Make a Payment](#) | [Payment FAQ](#) | [Housing Rate Schedule](#) | [Student Charges/Fees](#) | [Culinary Services](#)

Step 10d: Select package. Be sure to read package information carefully before making your selection.

You may select the following items:

- **General Transfer Student w/ Housing**
  - $535.00
- **General Transfer Student w/o Housing**
  - $235.00

Helpful Links: [How to Make a Payment](#) | [Payment FAQ](#) | [Housing Rate Schedule](#) | [Student Charges/Fees](#) | [Culinary Services](#)
Step 11:  
Click on “Add to Basket”.

Price: $635.00

***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 May 1, 2019, 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 2019 General Transfer Student.

By purchasing this package, you are agreeing to enroll at SSU, participate in the required Orientation program, and live in campus housing 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.

SSU does not guarantee campus housing to newly admitted students.

The item you are purchasing includes:
* Enrollment Reservation: $200
* Required Orientation Deposit: $35
* Campus Housing Down Payment: $300

ORIENTATION RESERVATION:
You MUST log into MySSU to reserve your seat at a transfer orientation session. For more information, please visit: http://www.sonoma.edu/asa/transfer/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 30% refundable if requested in writing by June 15, 2019; non-refundable thereafter. NOTE: The Orientation Fee is 50% refundable until June 15, 2019 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, 2019. 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 & Use of Valid Payment:

To pay for this item, click the button below.

Add to Basket
Step 12:  Click on “Checkout”

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

New Payment Methods
- Credit Card - A 2.75% non-refundable service fee applies.
- Electronic Check - No additional service fee.
Step 14: Enter your payment information and click on “Continue Checkout”.

Another screen will pop up asking you to continue.
Step 15: Confirm payment information and click on “Submit Payment”.

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 Presidents, 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>General Transfer Student w/ Housing</td>
<td>$535.00</td>
</tr>
<tr>
<td>Agree to Cancellation Terms &amp; Use of Valid Payment: Yes, I Agree</td>
<td></td>
</tr>
<tr>
<td>Service Fee</td>
<td>$22.74</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$557.74</td>
</tr>
</tbody>
</table>

Payment Information
- Credit Card Number:
- Expiration Date:
- Cardholder Name:
- Address:
- City:
- State/Province/Region:
- Zip/Postal Code:
- Country:
- Email Address:

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. Your receipt will provide you with specific information.

Refund questions can be directed 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 2019  
Major: English (BA)

Please review your major information below  
Class Level: Undergraduate  
Admitted Major: English (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: 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”.

NOTE: Your fees were paid with the selection of your deposit package and accepting your admission.