Instructions for Newly Admitted Graduate 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: 
- 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.*

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

**Step 2:** Sign in using your Seawolf ID and Password.
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 have 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>Postbaccalaureate</td>
<td>Graduate</td>
<td>Nursing (BS) with RN</td>
<td>---</td>
<td>11/22/2013</td>
</tr>
</tbody>
</table>

Outstanding items for this application

1. Fall/Spring: Not Recommended for Admission (PDAO) - Student is not recommended for admission by the graduate program they applied to.
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 $200 for the Enrollment Reservation Deposit, click on "Accept/Decline".
Step 7: Click on “Pay Deposit” to make your deposit 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.

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”.
Step 10a: Click on the term you were admitted to.

Step 10b: Select class level.

HOME » NEWLY ADMITTED STUDENT PAYMENTS

You may select the following items:

- Fall 2019
- Spring 2019

Helpful Links: How to Make a Payment | Payment FAQ | Housing Rate Schedule | Student Charges/Fees | Culinary Services

HOME » NEWLY ADMITTED STUDENT PAYMENTS » FALL 2019

You may select the following items:

- First Time Freshmen Student
- Transfer Student
- Graduate Student

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

**HOME » NEWLY ADMITTED STUDENT PAYMENTS » FALL 2019 » GRADUATE STUDENT**

Fall 2019 Graduate Student
This package includes a space with the University (Enrollment Reservation Deposit). This package is for graduate students only.

Price: $200.00

***Only continue with this purchase if you are a Fall 2019 Graduate (Postbaccalaureate) Student.

By purchasing this package, you are agreeing to enroll at SSU.
The item you are purchasing includes:
*Enrollment Reservation: $200

**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 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 & (Select) ▼
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”.

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 statewide 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 statewide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66528 - 66528.6 of the Education Code).

CASHNet will assess a 2.75% non-refundable service fee for all credit or debit card transactions. Students wishing to avoid this service fee can pay their student fees online by electronic check. Student fees paid by financial aid will not be impacted by this change. For additional information, visit Credit Card Service Fee FAQ.
Step 14: Enter your payment information and click on “Continue Checkout”.

Your receipt will be sent to the address you enter here.

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

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!

PLEASE NOTE: Orientation is only for undergraduate students.