


## 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:  (if you did not provide an SSN when you applied, leave this blank)

Date of Birth: Month:  Day:


**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.

Submit

Need Help? | [IT Help Desk](#) | [helpdesk@sonoma.edu](mailto:helpdesk@sonoma.edu) | 707-664-4357

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




## Online Services

LOGIN

[Username & Password Help](#)

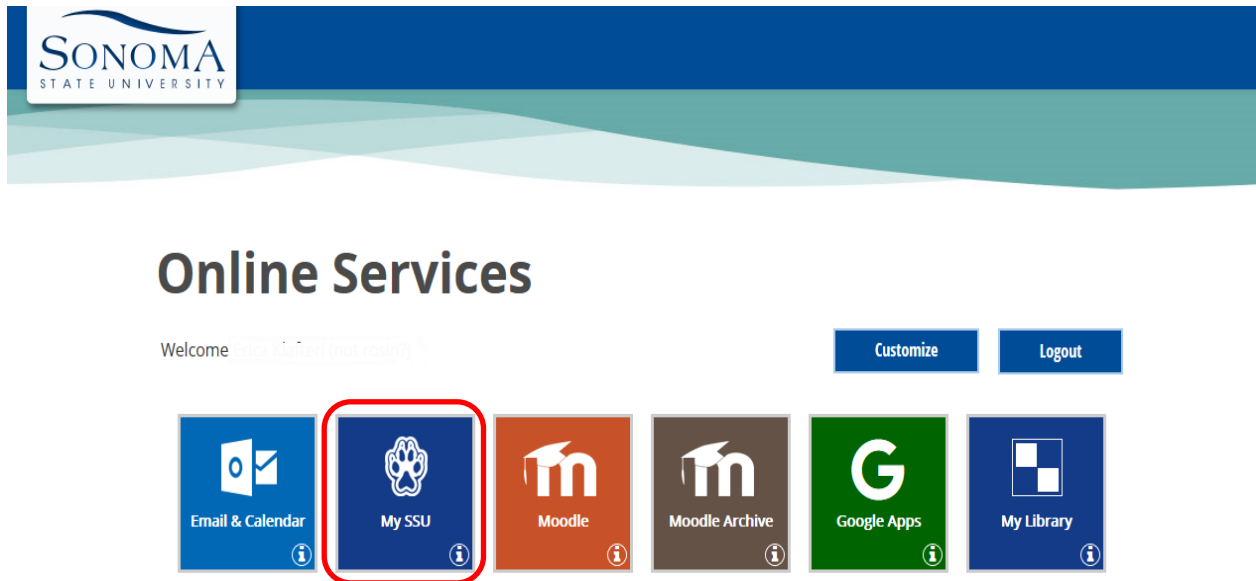
**Don't have an account?**

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.

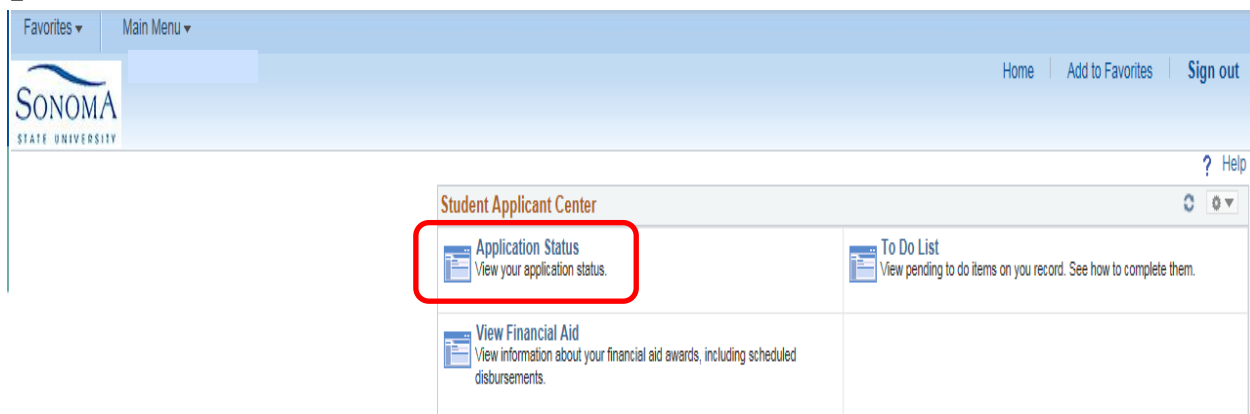
 **Security Notice!**

Remember to logout and exit your browser when using a public computer.

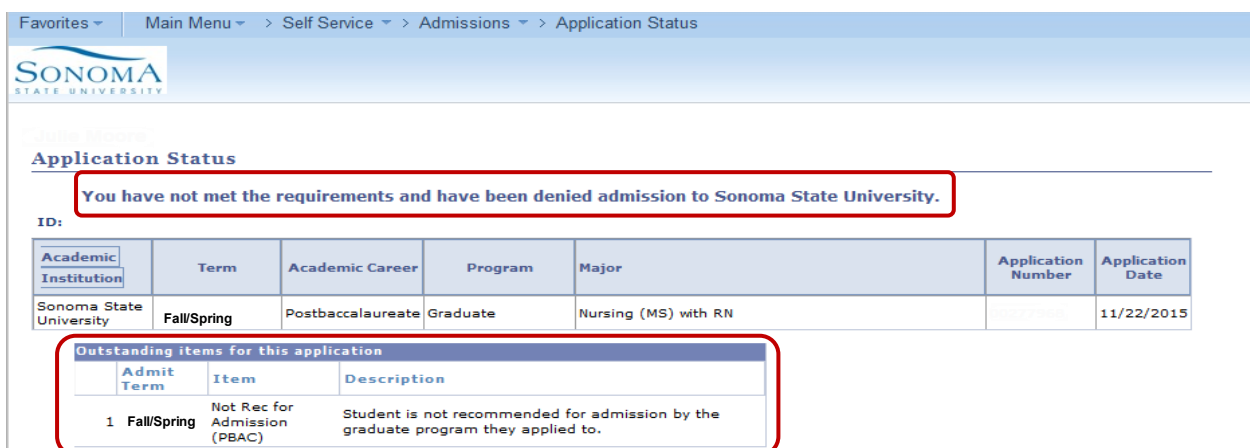
### Step 3: Click on “MySSU”.



### 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”.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Admissions ▾ > Application Status



Application Status

**Congratulations, you have been admitted to Sonoma State University!**


ID: [View My Application](#)

Academic Institution	Term	Academic Career	Program	Major	Application Number	Application Date
Sonoma State University	Fall	Postbaccalaureate	Graduate	Nursing (MS) with RN	10277821	11/18/2015

[Accept/Decline Admission](#)

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

Favorites ▾ Main Menu ▾ > Self Service ▾ > Accept Admission



Accept Admission

ID

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-myssu>

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

Academic Institution	Term	Academic Career	Program	Major	Application Number	ACCEPT/DECLINE
Sonoma State University	Fall	Postbaccalaureate	Graduate	Business Admin Wine (MBA)		<a href="#">ACCEPT/DECLINE</a>

## Step 7: Click on "Pay Deposit" to make your deposit payment.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Accept Admission

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**Accept Admission**

ID:

<b>Institution</b>	Sonoma State University	<b>Career</b>	Postbaccalaureate
<b>Admit Term</b>	Fall/Spring	<b>Program</b>	Graduate
<b>Application Number</b>	<input type="text"/>		

STEP 1. Click on the "PAY DEPOSIT" button to accept your admission by selecting your package option specific to your class level and term of admissions and paying the required fees.  
\*\* Please make sure to select the package option that corresponds to your admit term.

STEP 2. A new window will open, be sure to have any pop-up blockers disabled. Leave this screen open as you will have to return to it after you submit your payment.

STEP 3. After you finish selecting your package option and successfully checked out you will then be prompted to accept your admission. (you might experience a slight delay).

STEP 4. After your admissions is accepted you will be prompted to sign up for your orientation session.  
\*\* Orientation is only available for first time freshman and transfer students.

STEP 5. If you choose to decline this offer please click the "I DECLINE ADMISSION" button.

**Pay Deposit**

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

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

Favorites ▾ Main Menu ▾ > Self Service ▾ > Admissions ▾ > Application Status

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**Accept Admission**

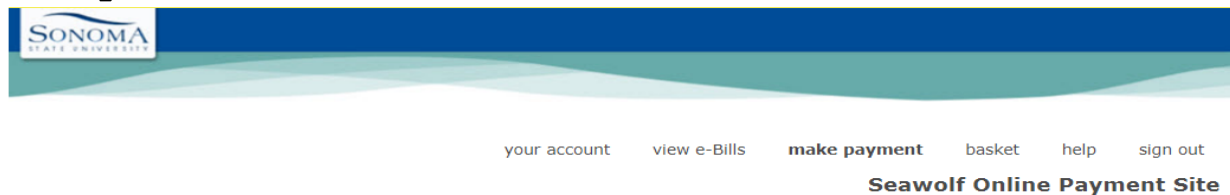
ID:

<b>Institution</b>	Sonoma State University	<b>Career</b>	Postbaccalaureate
<b>Admit Term</b>	Fall/Spring	<b>Program</b>	Graduate
<b>Application Number</b>	<input type="text"/>		

You can not accept your admission offer until you pay your Enrollment Reservation Deposit (ERD). ←

**PREVIOUS**

## Step 8: Click on “Click here to make a payment”.



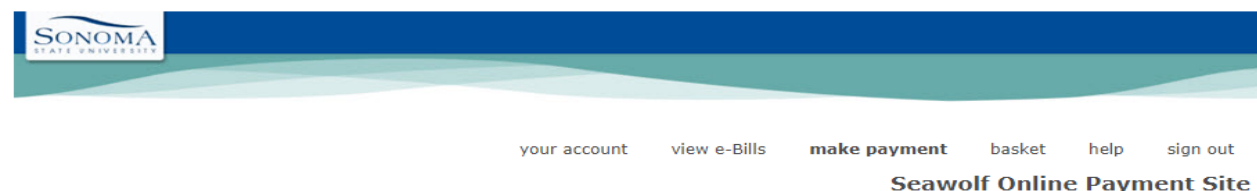
<b>Your Account</b> Current Balance \$0.00 <a href="#">Click here to make a payment</a> (Zero or credit balances are not displayed)	<b>e-Bills</b> <a href="#">View All</a> No recent bills for your account.
<b>Your Recent Payments</b> <a href="#">View All</a> You have no recent payments.	<b>Saved Payment Accounts</b> <a href="#">Add New</a> You have no saved payment methods.
<b>Guest Username</b> <a href="#">Add New</a> You currently have no Guest Usernames set up. Students, please direct your Guest to log in at the below web address: <a href="https://commerce.cashnet.com/sonomapay">https://commerce.cashnet.com/sonomapay</a>	

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

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).

Beginning July 1, 2017, payments on student accounts made online by credit/debit card will be charged a 2.75% non-refundable service fee by our third party provider, CASHNet® SmartPay. There are several simple options for students to avoid this fee. Student fees paid by financial aid will not be impacted by this change. For additional information, visit [Credit Card Service Fee FAQ](#).

## Step 9: Click on “Newly Admitted Student Payments”. NOTE: If you have questions regarding dates or deadlines, use the [Stay On Track](#) link under “Helpful Links”.



Your account does not currently have any outstanding charges.

You may select the following items:

[Newly Admitted Student Payments](#)  
Spring 2020 and Fall 2020

[WolfBucks](#)

Add WolfBucks to your Seawolf Card

[WEPT Test Fee](#)

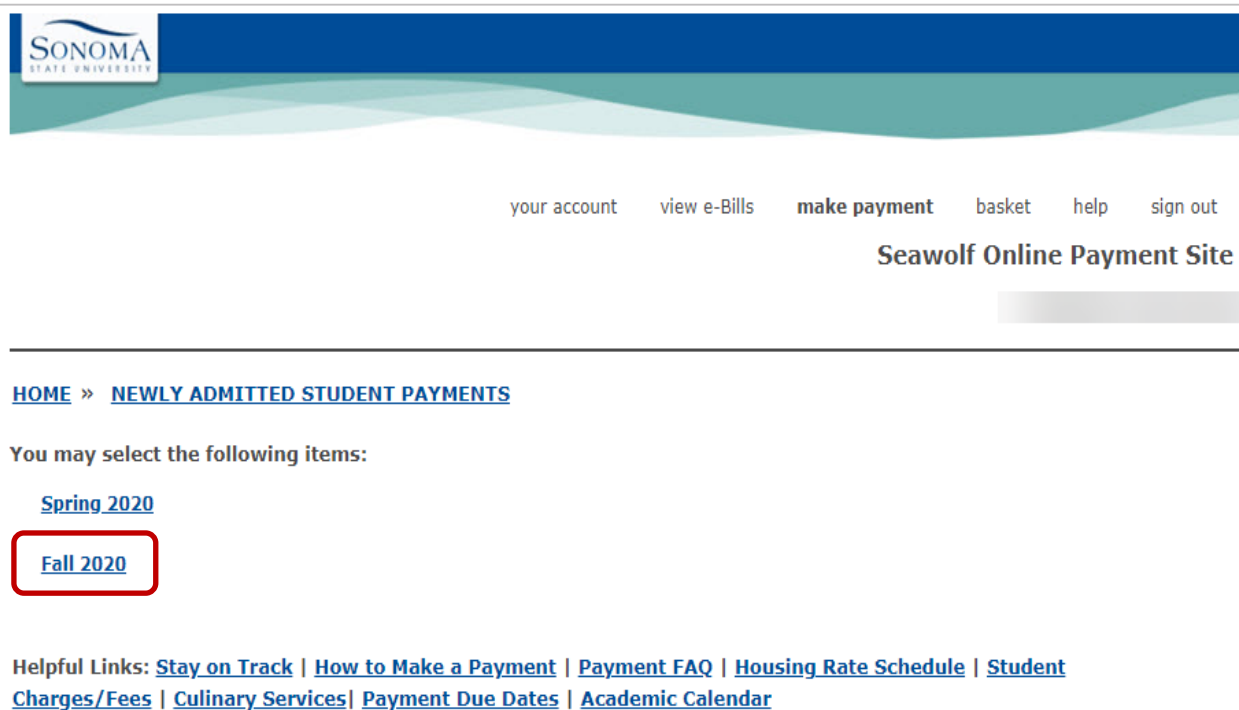
This item should only be purchased if you are taking the WEPT

[Meal Plans - Fall 2019](#)

Not applicable to first time freshmen living on campus.

Helpful Links: [Stay on Track](#) | [How to Make a Payment](#) | [Payment FAQ](#) | [Housing Rate Schedule](#) | [Student Charges/Fees](#) | [Culinary Services](#) | [Payment Due Dates](#) | [Academic Calendar](#)

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



The screenshot shows the Sonoma State University logo in the top left corner. A navigation bar contains links for 'your account', 'view e-Bills', 'make payment', 'basket', 'help', and 'sign out'. The page title is 'Seawolf Online Payment Site'. Below the title is a breadcrumb trail: 'HOME » NEWLY ADMITTED STUDENT PAYMENTS'. A message states 'You may select the following items:'. Two options are listed: 'Spring 2020' and 'Fall 2020'. The 'Fall 2020' link is highlighted with a red rectangular border. At the bottom, there is a section for 'Helpful Links' with links to 'Stay on Track', 'How to Make a Payment', 'Payment FAQ', 'Housing Rate Schedule', 'Student Charges/Fees', 'Culinary Services', 'Payment Due Dates', and 'Academic Calendar'.

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[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

HOME » [NEWLY ADMITTED STUDENT PAYMENTS](#)

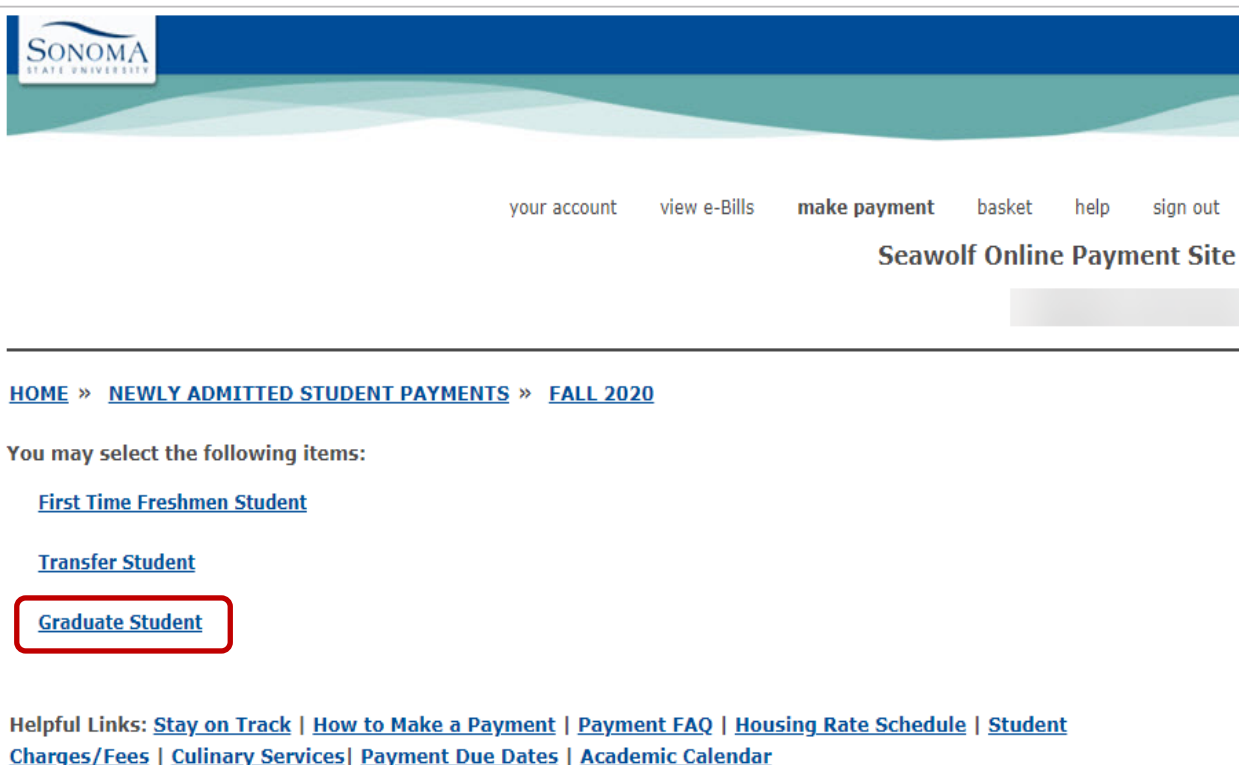
You may select the following items:

[Spring 2020](#)

[Fall 2020](#)

Helpful Links: [Stay on Track](#) | [How to Make a Payment](#) | [Payment FAQ](#) | [Housing Rate Schedule](#) | [Student Charges/Fees](#) | [Culinary Services](#) | [Payment Due Dates](#) | [Academic Calendar](#)

## Step 10b: Select class level.



This screenshot is identical to the one above, showing the same navigation and helpful links. The breadcrumb trail has been updated to 'HOME » NEWLY ADMITTED STUDENT PAYMENTS » FALL 2020'. The message 'You may select the following items:' is followed by three options: 'First Time Freshmen Student', 'Transfer Student', and 'Graduate Student'. The 'Graduate Student' link is highlighted with a red rectangular border.

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[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

HOME » [NEWLY ADMITTED STUDENT PAYMENTS](#) » [FALL 2020](#)

You may select the following items:


[First Time Freshmen Student](#)

[Transfer Student](#)

[Graduate Student](#)

Helpful Links: [Stay on Track](#) | [How to Make a Payment](#) | [Payment FAQ](#) | [Housing Rate Schedule](#) | [Student Charges/Fees](#) | [Culinary Services](#) | [Payment Due Dates](#) | [Academic Calendar](#)

## Step 11: Click on “Add to Basket”



[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

### Seawolf Online Payment Site

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[HOME](#) » [NEWLY ADMITTED STUDENT PAYMENTS](#) » [FALL 2020](#) » [GRADUATE STUDENT](#)

#### Fall 2020 Graduate Student

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

Price: \$50.00

\*\*\*Only continue with this purchase if you are a Fall 2020 Graduate (Post-baccalaureate) Student.

The item you are purchasing includes:

**\*Enrollment Reservation Deposit: \$50**

The Enrollment Reservation Deposit (ERD) is required to reserve your spot in the upcoming semester and will be applied toward your admit term's registration charges. The ERD is non-refundable and non-transferable to another term.

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**WITHDRAWAL/REFUND INFORMATION:**

If you change your mind about attending Sonoma State University, you must notify the University in writing. The Enrollment Reservation Deposit is non-refundable. Email your cancellation request to [seawolf.servicecenter@sonoma.edu](mailto:seawolf.servicecenter@sonoma.edu).

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By selecting "Yes, I Agree" below, you agree to the preceding terms outlined in the section above and also agree that you are authorized to use any payment method you utilize.

Do you agree to Sonoma State's terms & authorize this payment?

\* ☐ Yes, I Agree

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To pay for this item, click the button below.

[Helpful Links: \[Stay on Track\]\(#\) | \[How to Make a Payment\]\(#\) | \[Payment FAQ\]\(#\) | \[Housing Rate Schedule\]\(#\) | \[Student Charges/Fees\]\(#\) | \[Culinary Services\]\(#\) | \[Payment Due Dates\]\(#\) | \[Academic Calendar\]\(#\)](#)


[Add to Basket](#)

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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).

Cashnet assess a 2.75% (non-refundable) service fee for all credit or debit card transactions. Students can avoid this service fee by paying online via electronic check. Student fees paid by financial aid will not be impacted by this change. For additional information, visit [SmartPay FAQ](#).

## Step 12: Click on “Checkout”.



[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

Item Code	Edit	Delete	Amount
Fall 2020 Graduate Student Yes, I Agree	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$50.00

Total Amount \$50.00


[Make More Payments](#) [Checkout](#)

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Cashnet assess a 2.75% (non-refundable) service fee for all credit or debit card transactions. Students can avoid this service fee by paying online via electronic check. Student fees paid by financial aid will not be impacted by this change. For additional information, visit [SmartPay FAQ](#).

[Use of Personal Information](#) (webce-000H)

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



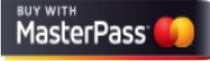
[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

Select Method of Payment

New Payment Methods


- ☐ Credit Card - A 2.75% non-refundable service fee applies.
- ☐ Electronic Check - No additional service fee.



[Continue Checkout](#)



## Step 14: Enter your payment information and click on “Continue Checkout”.



# SmartPay

powered by CASHNet®

[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

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**Enter credit card information**

Credit Card Number  \*

Expiration Month  \*

Expiration Year  \*

Cardholder Name  \*

Address  \* Enter the address where you receive the bill for this card.

City  \*


State/Province/Region  \*

Zip/Postal Code  \*

Country

Email Address  \*

We accept:




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

ex: 'MyCreditCard'

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

[Continue Checkout](#)

Another screen will pop up asking you to continue.



# SmartPay

powered by CASHNet®

[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

Seawolf Online Payment Site

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This site is owned and operated by Higher One, Inc.

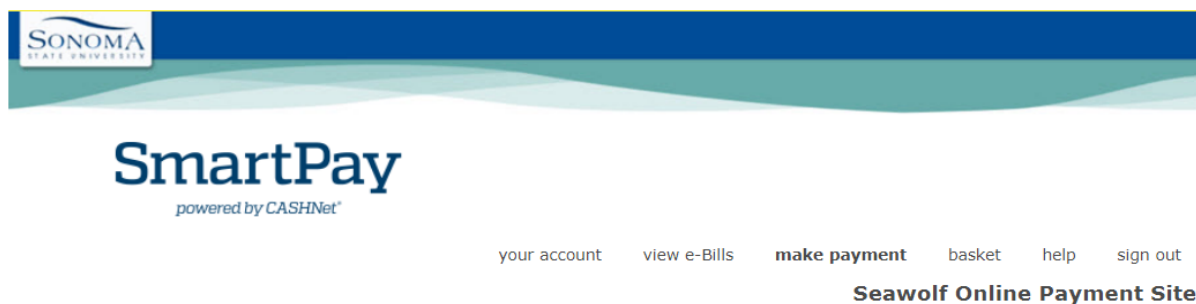
If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

☐ \* I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$1 for the use of CASHNet® SmartPay.

[Review Charges](#) [Cancel My Transaction](#) [Continue Checkout](#)

## Step 15: Confirm payment information and click on “Submit Payment”.



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**SmartPay**  
powered by CASHNet®

[your account](#) [view e-Bills](#) [make payment](#) [basket](#) [help](#) [sign out](#)

**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 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.

#### Items Selected

Fall 2019 Graduate Student

Agree to Cancellation Terms & Use of Valid Payment: Yes, I Agree

#### Amount

\$.

Service Fee

\$

**Total Amount**

\$

#### Payment Information

Credit Card Number:

Expiration Date:

Cardholder Name:

Address:

City:

State/Province/Region:

Zip/Postal Code:

Country:

Email Address:

**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.

### WITHDRAWAL / REFUND INFORMATION

*If you change your mind about attending Sonoma State University, you must notify the University in writing. **The Enrollment Reservation Deposit is non-refundable.** Email your cancellation request to [seawolf.servicecenter@sonoma.edu](mailto:seawolf.servicecenter@sonoma.edu).*

**Step 17:** Click on “I Accept Admission” to finalize the transaction.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Accept Admission

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Accept Admission

ID: [View Record](#)

<b>Institution</b>	Sonoma State University	<b>Career</b>	Postbaccalaureate
<b>Admit Term</b>	Fall/Spring	<b>Program</b>	Graduate
<b>Application Number</b>			

STEP 1. Click on the “PAY DEPOSIT” button to accept your admission by selecting your package option specific to your class level and term of admissions and paying the required fees.  
\*\* Please make sure to select the package option that corresponds to your admit term.

STEP 2. A new window will open, be sure to have any pop-up blockers disabled. Leave this screen open as you will have to return to it after you submit your payment.

STEP 3. After you finish selecting your package option and successfully checked out you will then be prompted to accept your admission. (you might experience a slight delay).

STEP 4. After your admissions is accepted you will be prompted to sign up for your orientation session.  
\*\* Orientation is only available for first time freshman and transfer students.

STEP 5. If you choose to decline this offer please click the “I DECLINE ADMISSION” button.

[Pay Deposit](#)

[I Accept Admission](#) [I Decline Admission](#)

[Previous](#)

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

Favorites ▾ Main Menu ▾ > Self Service ▾ > Admissions ▾ > Application Status

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Accept Admission

ID: [View Record](#)

<b>Institution</b>	Sonoma State University	<b>Career</b>	Postbaccalaureate
<b>Admit Term</b>	Fall/Spring	<b>Program</b>	Graduate
<b>Application Number</b>			

[CONFIRM ACCEPTANCE](#)

[PREVIOUS](#)

**Step 19:** You have successfully accepted your admission to Sonoma State University!

Favorites ▾ Main Menu ▾ > Self Service ▾ > Admissions ▾ > Application Status

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Accept Admission

ID: [View Record](#)

Thank you for selecting Sonoma State University as your campus for the Fall term. Please see the “Stay On Track Timeline” link to complete other requirements prior to your enrollment.

<http://sonoma.edu/stayontrack/fall>

Next Step - Orientation Reservation. For instructions on how to reserve your orientation session go to:

<http://www.sonoma.edu/aa/us/orientation/>

Please contact the orientation office with any questions at [orientation@sonoma.edu](mailto:orientation@sonoma.edu)

[Sign Up for Orientation](#)

**PLEASE NOTE: Orientation is only for undergraduate students.**