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

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

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)**

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

**Online Services**

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

**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”.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Lacking Elective Req (FTP)</td>
<td>Student is lacking a semester(s) of college preparatory Elective with a C or better.</td>
</tr>
</tbody>
</table>
If you have been ADMITTED, verify that your application is complete and click on “Accept/Decline Admission”.

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.

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”.

Newly Admitted Student Payments
Fall 2018 and Spring 2018

WolfBucks
Add WolfBucks to your Seawolf Card

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

Meal Plans – Spring 2018
Not applicable to first time freshmen living on campus
Step 10: Click on desired package. Be sure to read package information carefully before making your selection.

You may select the following items:

- **Package 1 - Fall 2018 First Time Freshman** $755.00
- **Package 2 - Fall 2018 First Time Freshman** $455.00
- **Package 3 - Fall 2018 Graduate Student** $200.00
- **Package 4 - Fall 2018 Transfer Student** $235.00
- **Package 5 - Fall 2018 Transfer Student** $355.00
- **Add-On 1 - Fall 2018 One Parent/Guardian** $120.00
- **Add-On 2 - Fall 2018 Two Parent/Guardian** $240.00

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 66029-66029.6 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 USA. 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 CashNet USA’s Service Fee FAQ.
Step 11: Click on "Add to Basket".

To pay for this item, click the button below.
**Step 12:** Click on “Checkout” or you can click on “Make More Payments”.

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

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

Enter credit card information

Credit Card Number
Expiration Month
Expiration Year
Cardholder Name
Address
City
State/Province/Region
Zip/Postal Code
Country
Email Address

(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.)

Your receipt will be sent to the address you enter here.
**Step 15:** Click on “Submit Payment”.

![SmartPay](image)

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**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 2018 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>Service Fee</td>
<td>$20.76</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$775.76</td>
</tr>
</tbody>
</table>

**Payment Information**

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

![Submit Payment button](image)

**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.

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**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, 2018; non-refundable thereafter. **NOTE:** The Orientation Fee is 50% refundable until June 15, 2018 **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, 2018.

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 2018
Major: Communication Studies (BA)

Please review your major information below

Class Level: Undergraduate
Admitted Major: Communication Studies (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”.

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