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: [ ] Day: [ ]

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

**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”.
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! 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

<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>ACCEPT/DECLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonoma State University</td>
<td>Fall 2019</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>Pre-Business Administration</td>
<td></td>
<td><strong>ACCEPT/DECLINE</strong></td>
</tr>
</tbody>
</table>
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”.

You may select the following items:

- **Newly Admitted Student Payments**
  - Fall 2019 and Spring 2019

- **Wolfbucks**
  - Add WolfBucks to your Seawolf Card

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

- **Meal Plan – Spring 2019**
  - Not applicable to first time freshmen living on campus
Step 10a: Click on term you were admitted to.

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

Step 10b: Select class level.

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
Click on desired item. NOTE: EOP, Seawolf Scholars, Deposit Hardship Deferment and PUERTA \textit{all} require an Approval Code.

You may select the following items:

- **General First Year**
  - Fall 2019 First Time Freshmen students.

- **EOP**
  - Fall 2019 First Time Freshmen students who have been approved for EOP rates. Approval codes required.

- **Seawolf Scholars**
  - Fall 2019 First Time Freshmen students who have been approved for Seawolf Scholars rates. Approval codes required.

- **PUERTA**
  - Fall 2019 First Time Freshmen students who have been approved for PUERTA rates. Approval codes required.

- **Deposit Hardship Deferment**
  - Fall 2019 First Time Freshmen students who have been approved for Deposit Hardship Deferment rates. Approval codes required.

- **Add-On Packages**
  - Add-On packages are for parents/guardians to attend the First-Time Freshman Orientation.

Select package. Be sure to read package information carefully before making your selection.
Step 11: Click on “Add to Basket”.
Step 12: Click on “Checkout”.

Step 13: Select Method of Payment then click on “Continue Checkout”.
**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: 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! 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: Pre-Business Administration

Please review your major information below
Class Level: Undergraduate
Admitted Major: Pre-Business Administration

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.