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:

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.

Submit

Need Help? IT Help Desk | helpdesk@sonoma.edu | 707-664-4357

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

Online Services

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”.
If you have been ADMITTED, verify that your application is complete and click on “Accept/Decline Admission”.

**Step 5b:**

---

If you are ready to pay your Enrollment Reservation Deposit and required Orientation fee, click on “Accept/Decline”.

**Step 6:**
Click on “Pay Deposit” to make a payment.

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

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

IMPORTANT: If you Decline Admission, this action is final and you will no longer have the option to accept your admission.
Step 8: Click on “Click here to make a payment”.

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”.

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.

You may select the following items:

- **Spring 2020**
- **Fall 2020**

**Step 10b:** Select class level.

You may select the following items:

- **First Time Freshmen Student**
- **Transfer Student**
- **Graduate Student**
Step 10c: Click on desired item. NOTE: EOP, Seawolf Scholars, Deposit Hardship Deferment and PUERTA all require an Approval Code.

Step 10d: Select package. Be sure to read package information carefully before making your selection.
Step 11: Click on “Add to Basket”.

Price: $605.00

To pay for this item, click the button below.
Step 12: Click on “Checkout”.

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

Select Method of Payment

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”.

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”.

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 First-Year w/ Campus Housing</td>
<td>$</td>
</tr>
<tr>
<td>Agree to Cancellation Terms &amp; Use of Valid Payment: Yes, I Agree</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number:</td>
</tr>
<tr>
<td>Expiration Date:</td>
</tr>
<tr>
<td>Cardholder Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State/Province/Region:</td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
</tbody>
</table>

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. The Enrollment Reservation Deposit and Orientation Fee are non-refundable, however the Campus Housing Down Payment is 50% refundable if requested in writing by June 15, 2020; non-refundable thereafter.

Email your Campus Housing Down Payment 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 2020
Major: Environ Studies (BS)

Please review your major information below

Class Level: Undergraduate
Admitted Major: Environ Studies (BS)

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.
Select a specific orientation session by clicking on “Select Workshop”.

**Step 21:**

**Select a Workshop**

- **Student ID:**
- **Admitted for:** Fall 2020
- **Major:** Environ Studies (BS)

The following is a list of workshops that match your major and class level. Select the workshop below that you would like to attend. Please note that only Orientation workshops with spaces available will appear.

### Fee Information

You have already paid for the student fee in your ERD/Orientation Bundle Fee. If you have already paid for a parent, you do not need to pay again. If you have not paid the $120 fee for each guest you must do so at the end of this reservation process.

**PARENT REFUND POLICY:** Parents may receive a refund until June 15, 2020 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, 2020.

---

**Table:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Description</th>
<th>Student Fee</th>
<th>Select Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/03/20</td>
<td>9:00AM</td>
<td>06/04/20</td>
<td>3:00PM</td>
<td>June 3-4, 2020: Check-in Begins at 9am</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>2</td>
<td>06/08/20</td>
<td>9:00AM</td>
<td>06/09/20</td>
<td>3:00PM</td>
<td>June 8-9, 2020: Check-In Begins at 9:00am</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>3</td>
<td>06/10/20</td>
<td>9:00AM</td>
<td>06/11/20</td>
<td>3:00PM</td>
<td>June 10-11, 2020: Check-in Begins at 9:00am</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>4</td>
<td>06/15/20</td>
<td>9:00AM</td>
<td>06/16/20</td>
<td>3:00PM</td>
<td>June 15-16, 2020: Check-in Begins at 9:00am</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>5</td>
<td>06/17/20</td>
<td>9:00AM</td>
<td>06/18/20</td>
<td>3:00PM</td>
<td>June 17-18, 2020: Check-In Begins at 9:00AM</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>6</td>
<td>06/22/20</td>
<td>9:00AM</td>
<td>06/23/20</td>
<td>3:00PM</td>
<td>June 22-23, 2020: Check-In begins at 9:00am</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
<tr>
<td>7</td>
<td>06/24/20</td>
<td>9:00AM</td>
<td>06/25/20</td>
<td>3:00PM</td>
<td>June 24-25, 2020: Check-In Begins at 9:00AM</td>
<td>$255.00</td>
<td>Select Workshop</td>
</tr>
</tbody>
</table>
**Step 22:** Review the orientation session information. Click on “Confirm Workshop” to continue.

![WorkshopReservation](image1.png)

**Step 23:** Review the fees and click on “Continue”.

![OrientationWorkshopTotalFees](image2.png)
Step 24: Please Check your Orientation Reservation to make sure the selection is accurate. Click on “Click here to pay”.

Your Orientation Reservation

Student ID: [Redacted]
Admitted for: Fall 2020
Major: Undeclared

Congratulations! You are reserved for the orientation workshop below. You will receive an automated reservation e-mail to your preferred e-mail address.

FOR TRANSFERS: Guests are NOT permitted at Transfer Orientation due to space capacity.

| GUEST FEE MUST BE PAID IN FULL by May 31, 2020 or your parent(s) space may be released. Guest(s) will only be accommodated as space is available. |

WORKSHOP DATE CHANGES WILL ONLY BE CONSIDERED DUE TO EXTENUATING CIRCUMSTANCES (and only if space is available).

Help: Need more information about Orientation?

<table>
<thead>
<tr>
<th>Workshop #: 0000000154</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: June 3-4 2020. Check in Begins at 9am</td>
</tr>
<tr>
<td>Start Date: 06/03/2020</td>
</tr>
<tr>
<td>Start Time: 9:00AM</td>
</tr>
<tr>
<td>Session Type: FTF Fam Ovr Fee</td>
</tr>
<tr>
<td>Total Fee: $255.00</td>
</tr>
</tbody>
</table>

Click Here to Pay

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

Accessibility Statement

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.

Return to Reservation