Instructions for Newly Admitted Transfer 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:** [input field]
- **Zip code:** [input field]
- **Last four digits of your SSN:** [input field] *(if you did not provide an SSN when you applied, leave this blank)*
- **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.

Online Services

[Input fields for username and 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”.

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

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

Congratulations, you have been admitted to Sonoma State University!
Step 7: Click on “Pay Deposit” to make your deposit payment.

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

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).
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

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.

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
Click on desired item. NOTE: EOP, Seawolf Scholars, Deposit Hardship Deferment and Ukiah Liberal Studies all require an Approval Code.

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

By purchasing this package, you are agreeing to accept the offer of admission and enroll at Sonoma State University.

**The General Transfer Student with Campus Housing package 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.

*Orientation Fee: $35*

Orientation is a mandatory one-day program for all new transfer students. After you have purchased this package, you MUST log into your MySSU account to reserve your seat at an orientation session. For information on how to complete this reservation, please visit [orientation.sonoma.edu](http://orientation.sonoma.edu). The Orientation Fee is non-refundable as the fees are used to pay for services and materials.

*Campus Housing Down Payment: $300*

All students interested in living on campus must pay a down payment, which applies to your admit term semester housing charges. Shortly after we receive your down payment, you will be contacted with instructions for completing a housing application. While we can't guarantee housing for Sophomore and Above students (current and newly admitted), the key is to submit the down payment and complete the housing application process early. Assignment priority is based on the date the Housing Down Payment is made. For more information about on-campus housing, please visit [housing.sonoma.edu](http://housing.sonoma.edu).

**Important** - DO NOT purchase this item if you have applied or been admitted to the EOP, Puertas, or Seawolf Scholars program. Please contact the EOP, Puertas, or Seawolf Scholars department if you have questions regarding New Student Deposits.

**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](mailto:seawolf.servicecenter@sonoma.edu).

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

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

*  **Yes, I Agree**

Price: $385.00

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

[Image of payment site]

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

[Image of payment site with options]
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. 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 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”.

**Step 21:** Select a specific orientation session by clicking on “Select Workshop”.

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Welcome to the Orientation Reservation System

Student ID:  
Admitted for: Fall 2020  
Major: Computer Science (BS)

Please review your major information below:  
Class Level: Undergraduate  
Admitted Major: Computer Science (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 Workshop

Select Workshop
Step 22: 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”.

Your Orientation Reservation

Student ID: 
Admitted for: Fall 2020
Major: Computer Science (BS)

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 the 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?

Workshop #: 0000000162
Description: June 19, 2020: Check in Begins at 8:00AM
Start Date: 06/19/2020 
End Date: 06/19/2020
Start Time: 9:00AM End Time: 2:30PM
Session Type: Transfer Stu 1Day Fee
Total Fee: $35.00

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

Special Accommodations Needed?

Click Here to Pay

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.