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: 
- 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 •

**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.

**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”.

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

<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>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sonoma State University</td>
<td>Fall/Spring</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>Womens and Gender Studies (54A)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outstanding Items for this application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fall/Spring Requirement (TR)</td>
<td>Needs to complete GE course in General Education Math with a grade of C or better to satisfy admission requirements.</td>
</tr>
</tbody>
</table>
**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”.

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**Application Status**

Congratulations, you have been admitted to Sonoma State University!

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<th>Major</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Sonoma State University</td>
<td>Fall/Spring</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>History (BA)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Accept/Decline Admission]

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**Accept Admission**

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-ssu

- 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>
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<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/Spring</td>
<td>Undergraduate</td>
<td>Undergraduate</td>
<td>Amer Multicult Studios (BA)</td>
<td></td>
<td>[ACCEPT/DECLINE]</td>
</tr>
</tbody>
</table>
Step 7: Click on “Pay Deposit” to make your deposit 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.
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 2019

WolfBucks
Add WolfBucks to your Seawolf Card

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

Meal Plans – Fall 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.

Important Note: By selecting one of these options, you will be required to enter an Approval Code to continue.
Step 11: Click on “Add to Basket”.

To pay for this item, click the button below.

Add to Basket
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”.

![SmartPay logo](image)

**Enter credit card information**

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

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

*(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.)*

*Your receipt will be sent to the address you enter here.*

Continue Checkout
Step 15: Confirm payment information and 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>Spring 2019 Transfer Student</td>
<td>$235.00</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>$9.99</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$244.99</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 in order to receive a refund. The Enrollment Reservation and Campus Housing Down Payment are 50% refundable if requested in writing by December 15, 2018; non-refundable thereafter. NOTE: The Orientation Fee is 50% refundable until December 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 December 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”.

Click on “Next”.

Welcome to the Orientation Reservation System

**Student ID:**

Admitted for: Fall/Spring

Major: Sociology (BA)

Please review your major information below

Class Level: Undergraduate

Admitted Major: Sociology (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: 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.