

SIGNING UP FOR ORIENTATION:

You must log into your MySSU account (make a link to <https://login.sonoma.edu/cas-server/login?service=https://ldaps.sonoma.edu/portal/index.cgi> – we want this to open in another window so that people can read directions while they are reserving seat) Once you are logged in, follow the directions below:

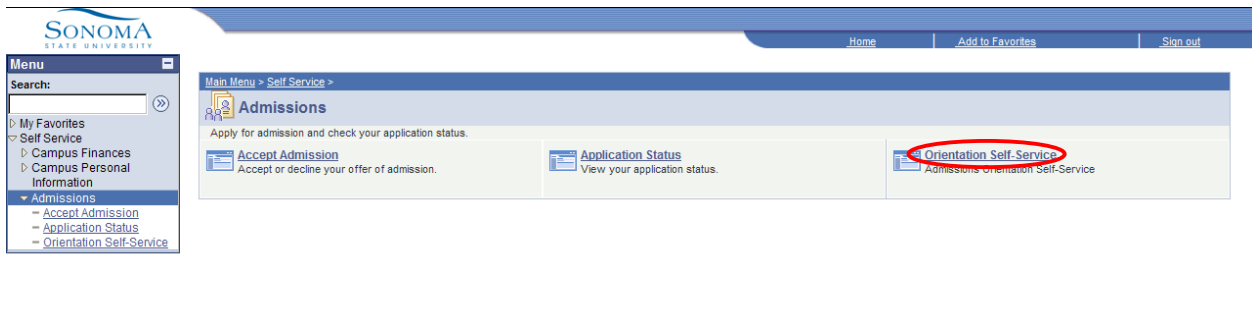
Click on Self-Service



Then click Admissions



Then click on Orientation Self-Service



You will then see this screen with your student ID number and you major. Read the information and then click Next

Welcome to the Orientation Reservation System

Student ID:
Admitted for: Fall 2012
Major: Pre-Business Administration

Please review your major information below

Class Level: Undergraduate
Admitted Major: Pre-Business Administration

Students are required to select and attend Orientation workshops based on their admitted major. Students who wish to change their major to Undeclared may do so at the time of Orientation. All other major changes must be completed after attending Orientation.

On the next page, you will view a list of orientation workshops that match your major and class level. Please confirm that both are correct before you proceed. Please note that only orientation workshops with spaces available will appear.

[Help: Need more information about Orientation?](#)

Individuals with disabilities, who would like to attend this event, please contact the Orientation and Family Programs Office at (707) 664-4464 regarding any special accommodation needs. It is requested that individuals requiring auxiliary aids such as sign language interpreters and alternative format materials notify the event sponsor at least 15 working days in advance. Every reasonable effort will be made to provide reasonable accommodations in an effective and timely manner.

A list of available workshops will appear. Select the workshop that best fits your summer schedule. Be aware that once you select a workshop, you cannot switch orientation sessions unless you have an ext
itance.

Select a Workshop

Student ID:
Admitted for: Fall 2012
Major: Pre-Business Administration

The following is a list of workshops that match your major and class level. Select the workshop below that you would like to attend.

[Help: Need more information about Orientation?](#)

[Fee Information](#)

Day	Start Date	Start Time	End Date	End Time	Description	Student Fee	Select Workshop
1 Wednesday	06/06/12	8:00AM	06/07/12	2:00PM	Session 2 - June 6th-7th	\$234.00	Select Workshop

Once your desired orientation workshop has been selected the next screen will look similar to the one below. Select the meal option and also look over to make sure that you selected the correct orientation workshop. Then click Confirm Workshop

Workshop Reservation

Student ID:
Admitted for: Fall 2012
Major: Pre-Business Administration

You have selected the workshop listed below. In order to reserve this workshop, click the Confirm Workshop button below. To edit your date selection, click Previous Page.

WARNING: Please review the date you selected carefully. Once you sign-up for a workshop, you are not able to make changes online. WORKSHOP DATE CHANGES WILL ONLY BE CONSIDERED DUE TO EXTENUATING CIRCUMSTANCES (and only if space is available). Please E-mail the Orientation Office at orientation@sonoma.edu for assistance and/or questions.

REFUND POLICY: 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 Deposit (ERD) and Summer Orientation Payment are 50% refundable if requested by May 1, 2012; non-refundable thereafter. E-mail your refund request to seawolf.servicecenter@sonoma.edu. You are not eligible to receive a refund after attending Orientation, despite any change in your admission status.
[Help: Need more information about Orientation?](#)

Workshop Number:	000000032	Session 2 - June 6th-7th
Start Date:	06/06/2012	End Date: 06/07/2012
Start Time:	8:00AM	End Time: 2:00PM
Session Type:	FTF Stu Ovr Fee	
Student Fee:	\$234.00	
Meal Option:	<input type="text"/>	

Now you will see a screen, similar to the below, that totals up your fees for orientation. The \$234 student fee has already been paid in the ERD/Orientation bundle. This screen does not mean that you have not paid. If you have reserved a seat for a guest(s) you will see their fee on this screen too. If you have not paid the guest fee, you will have the opportunity to pay for it on the next screen. Once you have confirmed these orientation charges, click Continue.

Orientation Workshop Total Fees

Student ID:
Admitted for: Fall 2012
Major: Pre-Business Administration

Your orientation workshop total fees are listed below. This is just a summary of your total fees. You have already paid for your Orientation and you will only need to pay for your guest(s) at this time if you have not already done so. If everything is correct, please click continue. If the information is not correct, click cancel to go back and make changes.

Student Fee: \$234.00

Total Fee: \$234.00

The orientation fee will be charged to your student account.

Cancel

Continue

You are now looking at your Orientation Reservation. If you see anything that looks incorrect and you'd like to make a change, you must contact the Orientation office at orientation@sonoma.edu. At this point you can now pay for any guest who has not been paid for previously by clicking on Click Here to Pay. If you do not have any other fees to pay, you can click Exit.

Your Orientation Reservation

Student ID:
Admitted for: Fall 2012
Major: Pre-Business Administration

Congratulations! You are reserved for the orientation workshop below. Please print this page for your records. You will also receive a reservation email to your preferred email address indicated on your admission application. This e-mail will contain important information on what to do beforehand to prepare. Please note that text based email systems may not display all information.

GUEST FEE MUST BE PAID IN FULL by May 11, 2012 or your guest(s) space will be released. If payment is not received by May 11 and your guest(s) space has been released, you must contact the Orientation and Family Programs Office at orientation@sonoma.edu

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Workshop #: 0000000032
Description: Session 2 - June 6th-7th
Start Date: 06/06/2012 **End Date:** 06/07/2012
Start Time: 8:00AM **End Time:** 2:00PM
Session Type: FTF Stu Ovr Fee
Total Fee: \$234.00

[Special Accommodations Needed?](#)

Click Here to Pay

Exit