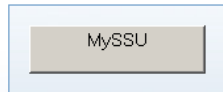


Signing up and Paying for Summer Orientation

Log in to your 'MySSU' account by going to <https://ldaps.sonoma.edu/portal/> and click on the 'MySSU' button:

Connect



Once in 'MySSU' - On the left hand menu, click on 'Self Service'



Then click on 'Admissions' or directly to 'Orientation Self-Service'.

Upon clicking on 'Orientation Self-Service' link you should be taken to one of the following pages:

Not Eligible for Web Registration

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

----- Student Group Message -----

If you are an EOP student or an international student you will participate in other Orientation Programs through the EOP and/or International Programs Offices. If you have questions or believe you have received this message in error, please contact the Orientation and Family Programs Office at orientation@sonoma.edu or (707) 664-4464.

Exit

Welcome to the Orientation Reservation System

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

Please review your major information below

Class Level: Undergraduate

Admitted Major: Undeclared

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?](#)

Exit

Next

Individuals with disabilities, who would like to attend this event, please contact the Orientation and Family Programs 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 14 working days in advance. Every reasonable effort will be made to provide reasonable accommodations in an effective and timely manner.

OR

If you see the one on the left, follow the instructions. If you see the one on the right, read the information and then click on 'Next'.

SONOMA STATE UNIVERSITY Home Add

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Select a Workshop

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

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 Friday	07/09/10	7:00AM	07/09/10	5:00PM	FTF Test 1 - All schools one day	\$165.00	Select Workshop
2 Thursday	06/17/10	11:00AM	06/17/10	5:00PM	FTF Test 2 - ALL 2day	\$234.00	Select Workshop
3 Thursday	06/24/10	11:00AM	06/25/10	5:00PM			Select Workshop
4 Thursday	07/01/10	7:00AM	07/02/10	5:00PM			Select Workshop

[Exit](#) [Previous Page](#)

On this page you are greeted by a listing of the workshops that you are eligible to register for. Select the workshop that best fits your schedule.

SONOMA STATE UNIVERSITY Home

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Workshop Reservation

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

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 call the Orientation office at (707)664-4464 for assistance and/or questions.

REFUND POLICY: You are only eligible to receive a refund if you cancel in writing by May 27, 2010. You must email your cancellation and request for a refund to orientation@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: 000000002 FTF Test 2 - ALL 2day
Start Date: 06/17/2010 **End Date:** 06/17/2010
Start Time: 11:00AM **End Time:** 5:00PM
Session Type: FTF Fam Ovr Fee
Student Fee: \$234.00
Meal Option:

You are allowed to bring 2 guest(s) to this workshop @ \$110 per guest.

[Add Guest\(s\)](#)

[Exit](#) [Previous Page](#) [Confirm Workshop](#)

On the next page the session information is detailed. If guests are permitted, you may also select to add guests to your workshop as well as select what type of meal you would like (meat or vegetarian).

When you select the 'Add Guest(s)' button a new section will appear below your reservation information:

Workshop Number: 0000000002 FTF Test 2 - ALL 2day
Start Date: 06/17/2010 **End Date:** 06/17/2010
Start Time: 11:00AM **End Time:** 5:00PM
Session Type: FTF Fam Ovr Fee
Student Fee: \$234.00
Meal Option:

You are allowed to bring 2 guest(s) to this workshop @ \$110 per guest.

'Relative First Name'	<input type="text"/>
'Relative Last Name'	<input type="text"/>
Relationship	<input type="text"/>
Meal Option	<input type="text"/>
<hr/>	
'Relative First Name'	<input type="text"/>
'Relative Last Name'	<input type="text"/>
Relationship	<input type="text"/>
Meal Option	<input type="text"/>

To add guests, simply type in the information requested for each. If you only need to add one, just leave the second set of fields completely blank. Please review the date that you have selected carefully; once you sign up for a workshop you are not able to make changes online. Workshop date changes will only be granted due to extenuating circumstances and only if space is available. When you are completed, click on the 'Confirm Workshop' button.

Orientation Workshop Total Fees

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

Your orientation workshop total fees are listed below. If everything is correct, please click continue. The fees listed on this page will be charged to your student account. If the information is not correct, click cancel to go back and make changes.

Student Fee: \$234.00
Guest fees: \$0.00

Total Fee: \$234.00

The orientation fee will be charged to your student account.

Your total fees will be listed on the next page to allow you to verify your reservation. Once you are sure, click on the 'Continue' button to confirm your selection. At this point your student account will be charged.

Your Orientation Reservation

Student ID: 003 0
Admitted for: Fall 2010
Major: Undeclared

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 email will contain important information on what to bring to orientation and what to do beforehand to prepare.

FEE MUST BE PAID WITHIN ONE WEEK or your space will be released. If payment is not received within one week you must complete this process again and select from whatever workshops are still available.

WORKSHOP DATE CHANGES WILL ONLY BE CONSIDERED DUE TO EXTENUATING CIRCUMSTANCES (and only if space is available). Please call the Orientation office at (707)664-4464 for assistance and/or questions.

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

Workshop #: 0000000002
Description: FTF Test 2 - ALL 2day
Start Date: 06/17/2010 **End Date:** 06/17/2010
Start Time: 11:00AM **End Time:** 5:00PM
Session Type: FTF Fam Ovr Fee
Total Fee: \$234.00

[Special Accommodations Needed?](#)

[Click Here to Pay](#)

[Exit](#)

The next page will be a confirmation of your reservation. At this point payment is required. On the bottom of the confirmation page, there is a 'Click Here to Pay' button. Clicking this button will send a user to the Seawolf Online Payment Site which will open **in a new window**. Please disable any pop-up blockers. Please note that your session in MySSU will remain active.

The Seawolf Online Payment Site is where you pay for Summer Orientation. Under the 'Your Account' section there should be a charge on your account for the amount of your Orientation. Click on the 'Click here to make a payment' link at this time.

Your account currently has the following charges:

General Payment	234.00
---------------------------------	--------

The next page will list out the available items that you can pay for. Click on the 'General Payment' link as that is where you may pay for your Summer Orientation reservation.

[HOME](#)

General Payment

Price:

Your charges are comprised of the following:

SAS Orientations (2107)	234.00
-------------------------	--------

To pay for this item, enter the amount and click on the 'Add to basket' button.

The next page will list out the fees that comprise your General Payment, in this case it's your Orientation charges. Click on 'Add to basket'.





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 initial fee payments are made, to increase or modify any listed fees, 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.

General Payment	Edit	Delete	\$234.00
Total Amount			\$234.00
Make More Payments		Checkout	

Click on 'Checkout'.

Seawolf Online Payment Site

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 initial fee payments are made, to increase or modify any listed fees, 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.

Credit Card Number	<input type="text"/>	We accept:				
Expiration Month	<input type="text" value="Select Month"/>					
Expiration Year	<input type="text" value="Select Year"/>					
Cardholder Name	<input type="text"/>					
Address	<input type="text"/>	Enter the address where you receive the bill for this card.				
City	<input type="text"/>					
State/Province/Region	<input type="text"/>					
Zip/Postal Code	<input type="text"/>					
Country	<input type="text" value="United States"/>					
Card ID Code	<input type="text"/>	Enter the three or four digit code from your card. Help				
Email Address	<input type="text"/>					

(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.)

[Continue Checkout](#)

Enter in your credit card information. Click on 'Continue Checkout' when you're complete.



Seawolf Online Payment Site

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected

General Payment	\$234.00
Total Amount	\$234.00

Payment information

Credit Card Number:	XXXXXXXXXXXX
Expiration Date:	
Cardholder Name:	
Address:	
City:	RP
State/Province/Region:	CA
Zip/Postal Code:	
Country:	United States
Email Address:	@sonoma.edu

[Exit](#)

[Next](#)

[Submit Payment](#)

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Click on 'Submit Payment'

Transaction Approved

Sonoma State University
Seawolf Online Payment Receipt

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Receipt Number : 3619
Customer :
Web Payment Location
Current Date: 03/29/2010
Business Date: 03/01/2010

General Payment	\$234.00
Total	\$234.00

CC MasterCard XXXXXXXXXXXX Authorization # TEST19	\$234.00
Total	\$234.00

Thank you for your payment.

Your receipt has been emailed to @sonoma.edu

[Email Another Receipt](#)

[View Printable Receipt](#)

If the transaction is approved you will be emailed a receipt showing your payment. You may now sign out and close this window.

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 - [Application Status](#)
 - Orientation Self-Service**
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Your Orientation Reservation

Student ID: 003 0
Admitted for: Fall 2010
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[Help: Need more information about Orientation?](#)

Workshop #:	0000000002		
Description:	FTF Test 2 - ALL 2day		
Start Date:	06/17/2010	End Date:	06/17/2010
Start Time:	11:00AM	End Time:	5:00PM
Session Type:	FTF Fam Ovr Fee		
Total Fee:	\$234.00		

[Special Accommodations Needed?](#)

Exit

Your 'MySSU' session may still be active or may have timed out. If it is still active, refresh the page. Once your payment has posted to your account, your confirmation screen should no longer show the reminder message or the make a payment button. This means you are confirmed for Orientation completely (please note that it may take up to 5 minutes for your transaction to post to your account from the Online Payment site).