



DOING BUSINESS WITH THE UNIVERSITY NEW STUDENT ORIENTATION SPRING 2025

SEAWOLF SERVICE CENTER - Salazar Hall 1000

seawolfservices.sonoma.edu // 707-664-2308

Elizabeth O'Brien, Director

STUDENT CHARGES/FEEES:

- Payment due dates this semester* (we recommend that students pay online as they pick their classes so that they don't forget to pay):
 - **January 8, 2025:** Students who begin registration from November 18 - January 8
 - **February 4, 2025:** Students who begin registration from January 15 – February 4 (Late Registration); a late registration fee will apply during this registration time period.
 - Payment due dates are posted on the Seawolf Service Center 'Payment Due Dates/Methods' webpage (www.seawolfservices.sonoma.edu/payment-dates)
- Mandatory registration charges* per semester for 2024/25:
 - Undergrads, 7 or more units: **\$4,312**
 - Undergrads, 6 or fewer units: **\$3,034**
 - All registration charges are mandatory, including the Student Health fee
 - Non-resident tuition is \$420 per unit in addition to above charges
 - **Optional Fees:**
 - **Student Involvement and Representation Fee (SIRF)** is a **\$2 per semester fee** which is assessed to each CSU student but allows for the choice to opt out
 - **Seawolf Bundle** is a learning material option that provides access to required textbooks and course content for students for an assessed **flat fee of \$18.50 per unit**. This is an optional fee and the opt out window opens 30 days before the first day of class for the term and ends on the final add/drop day of class for the term
- Enrollment Reservation Deposit will be applied toward Spring 2025 mandatory registration charges (deposit required first semester only)
- How to pay**:
 - Online (student must log into their Seawolf account, click on "Payments")
 - By mail to Seawolf Service Center (1801 E. Cotati Ave. Rohnert Park, CA 94928)
 - Include student's name and campus ID number
 - In person at the Seawolf Service Center, Salazar Hall 1000 (check website for hours)
- Methods of payment accepted**:
 - **In Person:** Cash, Check, 529 checks, Cashier's Check, Money Orders payable to SSU, Wolfbucks
 - **Online:** Electronic Check (ACH), 529s, Major credit cards--VISA, MC, AMEX, DISC (2.65% service fee applies)
 - *NOTE: Mailed payments must be received by the campus on the due date deadline in order to be considered as "on time." Mailed payments received by 12/12/24 and in-person payments received by 12/13/24 will be posted in the 2024 calendar year. The campus will be closed from 12/25/24-1/1/25 and the online payment system will be open for payment during the campus closure. Mailed or in-person payments received on or after 1/2/25 will be posted in the 2025 calendar year.*
- Disenrollment for nonpayment—
 - Students who begin registration from November 18-January 8 must pay by **January 8** or they may be disenrolled (dropped from classes and may be ineligible to attend Spring 2025).
- Exceptions to student charges/fees payment requirements:
 - Students with a financial aid award sufficient to cover ALL mandatory registration charges (respond timely to any requests made by the Financial Aid Office)
 - Students with a sponsor or waiver document (paperwork must be submitted by the payment deadline)
 - Scholarship students with an award sufficient to cover ALL mandatory registration charges (scholarship office must be notified of off-campus scholarships)

*All charges/fees subject to change, miscellaneous course fees may be required for certain classes. Due dates in effect for Spring 2025 only. See Seawolf Service Center website for 2024/25 fee information: seawolfservices.sonoma.edu/fees.

** Online payments paid by credit or debit card will be assessed a 2.65 % non-refundable service fee paid to our third party provider, CASHNet® SmartPay. Students wishing to avoid a service fee can pay their fees online by electronic check.

HOUSING/MEAL PLAN CHARGES & PAYMENT DEADLINES:

- Will appear on student's account in 4 payments with the following due dates:
 - Spring Housing: Housing Down Payment required (\$300); payments due January 1, February 1, March 1, and April 1
 - Note: First Time First Year Housing charges include a required Seawolf All Access Meal Plan
- Exception: students with a financial aid award sufficient to cover mandatory registration charges AND housing payments may defer payment of housing until after financial aid has been disbursed to the student's account at the beginning of the semester. If aid covers only partial housing costs, student is responsible for paying remainder in accordance with the housing payment schedule.

ACCOUNT STATEMENTS:

- Account balances and details are available to the student online 24/7. To access, the student must log into his/her Seawolf online account from the SSU home page (www.sonoma.edu). From this site, the student clicks on "Payments". From this point, the student can:
 - Make a Payment
 - View their Activity Details
 - View their recent payments
 - Save a payment method
 - Set up Payer Access (see below)
- PAPER ACCOUNT BILLING NOTIFICATIONS ARE NOT PROVIDED. Activity Details are available 24/7. Students will receive an email notification on a monthly basis if there is an account balance due. Students are required to adhere to published payment deadlines. Deadlines are posted online in many places: the Registration website, the Seawolf Service Center website, the Spring 2025 Schedule of Classes, and the SSU Academic Calendar.
- PAYERS: A student must designate a PAYER in their PAYMENTS tile in order for their Parent/Guardian/Guest to be able to access financial account information. The PAYER functionality allows parents/guardians/guests to log into the payment site, view/print Activity Details, and make a payment. It will also enable parents/guardians/guests to receive the monthly billing email notifications. More information about PAYER access can be found on the Seawolf Service Center Website (click on the Payment Due Dates/Methods webpage, then click on the Payer Guide webpage).

WITHDRAWAL REFUNDS:

- Refunds are prorated from the first day of the semester and are based on the official withdrawal date; non-attendance does not constitute withdrawal.
- Adjustment in fees from Full-time to Part-time units (i.e. dropping courses) ends the last day of add/drop (search "Academic Calendar" for semester date).
- No refunds are issued for withdrawals occurring past the 60% point of the semester.
- All refunds are issued in the form of a check payable to the student or direct-deposited into a student's bank account. For information on the Direct Deposit of Student Refunds process, including instructions for how to sign-up for this service, visit <https://seawolfservices.sonoma.edu/payment-due-datesmethods/direct-deposit-student-refunds>.
- If a student withdraws from classes, account payments made by financial aid, sponsors, or scholarships may need to be directed back to the 3rd party rather than refunded to the student.

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