

SELF SERVICE INSTRUCTIONS

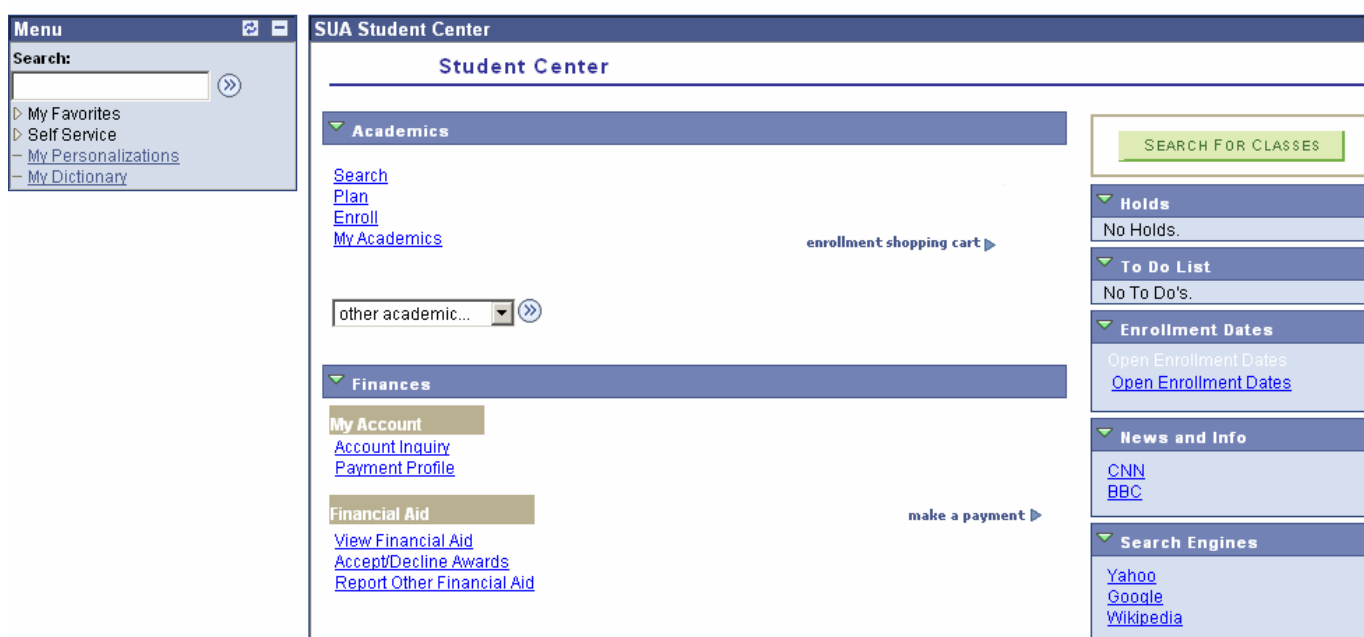
You can check the status of your Admission or Financial Aid applications and even view or accept/decline your financial aid awards online.

To begin log in at <http://learn.soka.edu>



The login form features the Soka University of America logo at the top. Below the logo, there are two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field.

(Applicants: your User ID and Password were sent to you as an attachment with your Admission Application Acknowledgement Letter.)



The screenshot shows the SUA Student Center interface. On the left is a "Menu" sidebar with a search box and links for "My Favorites", "Self Service", "My Personalizations", and "My Dictionary". The main content area is titled "SUA Student Center" and "Student Center". It is divided into several sections: "Academics" with links for "Search", "Plan", "Enroll", and "My Academics"; "Finances" with sub-sections for "My Account" (Account Inquiry, Payment Profile) and "Financial Aid" (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid). On the right side, there are several utility boxes: "SEARCH FOR CLASSES", "Holds" (No Holds), "To Do List" (No To Do's), "Enrollment Dates" (Open Enrollment Dates, Open Enrollment Dates), "News and Info" (CNN, BBC), and "Search Engines" (Yahoo, Google, Wikipedia). There are also buttons for "enrollment shopping cart" and "make a payment".

- To see if we are missing anything for your Admission or Financial Aid Application, view your **To Do List** :
 - You will only have a **To Do List** if we have received your Admission or Financial Aid Application and if we are missing any supporting documentation. If there is an item in your **To Do List** we have not received it. Remember if you are applying for Early Action all admission documents must be received by October 31st. If you are applying for Regular Admission all admission documents must be received by January 28th. All supporting financial aid documents must be received by May 1st. For additional information about an item still on your **To Do List** click on **Details**, you can click on the item in the list. Items that appear in **blue** are hyperlinks to a more detailed description of that item.
- To view your Financial Aid Awards navigate to **Financial Aid** then click on **View Financial Aid**.
- To accept/decline your Financial Aid Awards navigate to **Financial Aid** then click on **Accept/Decline Awards**
 - Check "Accept" or "Decline" for each award you are offered. If you accept a loan, remember that you, or a parent when appropriate, will still need to take additional steps to apply for that loan. For additional information about each award you can click on the item in the list. Items that appear in **blue** are hyperlinks to a more detailed description of that item.

If you have any further questions about your Admission or Financial Aid applications, or how to navigate to your [To Do List](#), [View Financial Aid](#) or [Accept/Decline Awards](#) pages, please do not hesitate to contact our offices at (949) 480-4150.