



Welcome! The following information is intended to help you in your final steps to beginning your Quarter here at Sofia University. By now you will have received your log-in credentials for the Portal and sofia.edu. If you have not, or are any trouble with access, please email the Help Desk at helpdesk@sofia.edu

GETTING STARTED:

Please complete the following checklist prior to Orientation on _____.

- ▶ **Register for classes:** All new students must do the following in order to register for classes—
 1. Fill in a New Student Registration Form (*Retrieve from the portal or from the Registrar's office and submitted to the registrar@sofia.edu.*)
 2. Complete the Sofia Enrollment Agreement (*Coordinate with Admissions & Registrar's office. Form will be sent by Admissions Office and the student will be given as signed copy before it is filed in their admissions folder.*)
 3. Pay first quarter tuition in the Business Office
- ▶ **International Students:** All I-20s will be produced after you do three things above.
- ▶ **Financial Aid:** If you have not yet filled out the FAFSA, or been in contact with Financial Aid, and wish to apply please contact financial_aid@sofia.edu
- ▶ **How to pay for classes:** If you are not receiving Financial Aid you can pay for your course through the Finances Tab, after you register for courses or you can pay in the Accounting Office in person.
 - If you are receiving Financial Aid you will receive a disbursement check on the following schedule: https://portal.sofia.edu/ICS/icsfs/2014-2015_Refunds_Schedule.pdf?target=6a9a416e6ad7-46a3-8423-267236f7a8ae
 - All refund checks are disbursed via direct deposit (eRefunds). Please follow the link below for instructions on setting up direct deposit: https://portal.sofia.edu/ICS/Finances/Finances_Homepage.jnz?portlet=Contained_Form_Portlet

Please find the program you have been accepted to and contact the program chair for more information about your courses for the quarter.

Bachelor's Completion Program

If you need assistance on which courses to register for, or advising for your program, please contact: Nick Walker at nick.walker@sofia.edu.

Residential PhD

If you need assistance on which courses to register for, or advising for your program, please contact Marilyn Schlitz at: Marilyn.schlitz@sofia.edu

Global PhD

If you need assistance on which courses to register for, or advising for your program, please contact Marilyn Schlitz at: Marilyn.schlitz@sofia.edu

Residential MA in Transpersonal Psychology

If you need assistance on which courses to register for, or advising for your program, please contact Nancy Rowe, at: Nancy.rowe@sofia.edu

Global MA in Transpersonal Psychology

If you need assistance on which courses to register for, or advising for your program, please contact Nancy Rowe, at: Nancy.rowe@sofia.edu

MS in Computer Science

If you need assistance on which courses to register for, or advising for your program, please contact: Donna Dulo at donna.dulo@sofia.edu

MBA

If you need assistance on which courses to register for, or advising for your program, please contact: David Bergner at David.bergner@sofia.edu