

SCHOOL OF GRADUATE STUDIES

salemstate.edu/graduate

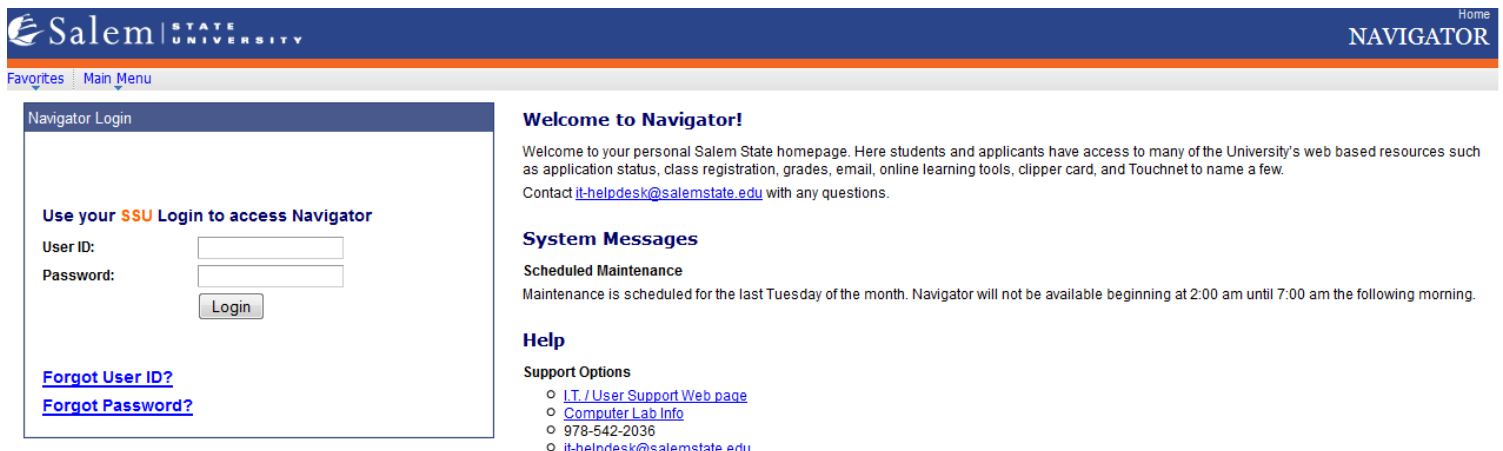
978.542.6200

DIRECT ENTRY OCCUPATIONAL THERAPY PROGRAM SUBMITTING YOUR FALL ENROLLMENT DEPOSIT

Congratulations on your admission or conditional admission to the Direct Entry OT program at Salem State! To secure your space in the program, you will need to submit the \$200 non-refundable enrollment deposit. Graduate admissions will provide the due date of the enrollment deposit.

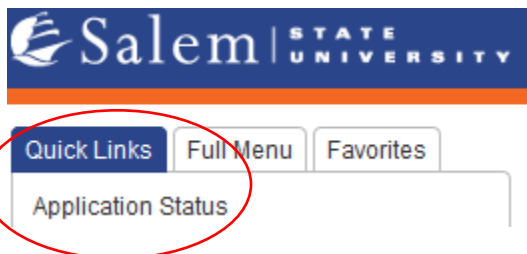
Here are instructions on submitting your enrollment deposit. Please adhere to the deadline specified by graduate admissions.

1. Logon to your Navigator account at salemstate.edu/navigator.



The screenshot shows the Navigator login page. At the top left is the Salem State University logo. At the top right is the word "NAVIGATOR" with a "Home" link above it. Below the logo are links for "Favorites" and "Main Menu". The main content area is titled "Navigator Login" and contains a login form with fields for "User ID:" and "Password:", and a "Login" button. Below the form are links for "Forgot User ID?" and "Forgot Password?". To the right of the login form, there is a "Welcome to Navigator!" message, a "System Messages" section with "Scheduled Maintenance" information, and a "Help" section with "Support Options" including links to "User Support Web page", "Computer Lab Info", "978-542-2036", and "it-helpdesk@salemstate.edu".

2. Click Application Status under Quick Links.



The screenshot shows the top navigation bar of the website. It features the Salem State University logo on the left. To the right of the logo are three buttons: "Quick Links", "Full Menu", and "Favorites". The "Quick Links" button is highlighted with a red circle, and a dropdown menu is visible below it, showing the option "Application Status".

3. Click Pay Enrollment and/or Housing Deposit.

Application Status

Term	Academic Career	Program	Application Number	Application Date
Fall	Graduate	Graduate School		

Congratulations! You have been conditionally admitted to the School of Graduate Studies at Salem State University. Your conditional acceptance is a tribute to your credentials and potential for success, and we hope you join our dynamic learning community.

Please note your next steps:

1. Secure your place by formally enrolling (matriculating).
An email notifying you of your conditional acceptance will be sent. Please keep a copy of the email for your records, as letters are no longer being sent via regular mail. To secure your space in the program and formally enroll (matriculate), please reply to the email or email gradadmissions@salemstate.edu. Please include your full name, student ID number and graduate program in the email.
2. Review the information in your conditional acceptance email.
Your conditions and program coordinator will be provided in your email. Please also visit the link to our admitted student page, salemstate.edu/graduate/admit.

[View your transferred courses](#)

[Pay Enrollment and/or Housing Deposit](#)

If you have any questions about your application for admission to Salem State please contact Admissions at (978)542-6200 or email us at gradadmissions@salemstate.edu.

4. Click Make Payment(s) Now

Pay Enrollment and/or Housing Deposit

Welcome to the Salem State University community! Your payment will ensure and activate your enrollment for the semester to which you have been admitted. Additional information will be mailed to you.

- Pay Enrollment Deposit* \$

[Make Payment\(s\) Now](#)

* Deposits are non-refundable

5. **Click OK.**

Please note: The system you are about to use accepts enrollment deposits and housing deposits for undergraduate students, as well as enrollment deposits for graduate students for two programs, for various terms. You are only submitting one payment, for your one enrollment deposit to the OT program. As you are moving forward, please be sure you are submitting the correct deposit for the correct term as outlined in the instructions below.

INFORMATION ABOUT MAKING YOUR PAYMENT(S):
In order to submit your enrollment confirmation deposit and/or housing deposit, you will be linked to the financial services payment page.
If you are making both an enrollment deposit and a housing or waitlist housing deposit, please note that you will have to make both payments separately. In other words, you will have to go through the payment process twice, once for your enrollment deposit and once for your housing or waitlist housing deposit.
Please be sure to print your payment receipt at the conclusion of each deposit process.

OK

6. **Double-check the page you have been directed to. You should be on the “Deposits” page. If not or you are not sure, click Deposits (NOT Make Payment) in the top navigation.**

The screenshot shows the top navigation bar of the em STATE UNIVERSITY website. The bar is split into an orange section on the left and a dark blue section on the right. The orange section contains the text "em STATE UNIVERSITY". The dark blue section contains the text "Logged in as: I". Below the navigation bar is a grey menu bar with the following items: "My Account", "Make Payment", "Deposits", "Refunds", and "Help". The "Deposits" item is circled in red. Below the menu bar is a large heading "Deposit Payment" which is also circled in red. Below the heading is a horizontal line with four icons and labels: a dollar sign icon labeled "Amount", a credit card icon labeled "Payment", a thumbs up icon labeled "Confirmation", and a receipt icon labeled "Receipt".

7. Select the Fall term in the “Select Term” dropdown.



8. **IMPORTANT:** Be sure you’re paying the OT deposit. Other choices in the dropdown are for other groups of students.

Choose *one* of the following: OT Deposit – Fall CC if you are paying by credit card or OT Deposit – Fall eCheck if you’re paying by eCheck.



9. Accept the fee, select your payment method, enter your financial information, and submit your payment.

10. Keep the transaction summary for your records.

11. Graduate admissions will continue to track your enrollment deposit. When we have confirmed receipt of your enrollment deposit and know your plan of study, your Navigator account will update to show you as an enrolled/matriculated student.

12. Once you are an enrolled/matriculated student, your admissions process is completed and you will begin to receive information from the School of Graduate Studies and Occupational Therapy Department. Please visit salestate.edu/graduate/admit for additional information and next steps.