

# SEUFFERLEIN sales program

welcome  
TO THE



## Program Onboarding

### A P P L Y



Application



Plan Change Form



# 1

Determine your eligibility for SSP by visiting the sales center in Glenn 206. Sales center staff will answer any questions about the program requirements.

How to Apply:

- SALES AND LEADERSHIP TRACK: Complete and submit SSP Program Application (select which certificate(s) you will be pursuing)
- SALES TRACK ONLY: Download and complete a Plan Change Form (review with Business Advising and Sales Program Director)
- SALES TRACK ONLY: Submit signed Plan Change Form in SSC 110

### P L A N



Program Calendar



# 2

Once you have applied for SSP Sales Program, you will need to sit down with a staff member to discuss the ongoing requirements of this program. You will need to plan ahead to attend critical program events to ensure that all criteria are met upon your program exit. Most events will require that you RSVP to reserve a seat.

You will find all event information on the program calendar featured on our website.

### A T T E N D



# 3

You will be required to attend the events that are listed as completion criteria for each certificate (see application).

During event attendance, you will need to record your attendance on the SSP iPads (locate a student ambassador with any questions).

# 4



### T R A C K

Master Tracker



Instructions



You can track your progress at home. Please visit the link to the master tracker. Here you can view your status for each event you have attended.

# 5



### C O M P L E T I O N

EXIT APPLICATION



Once you have fulfilled all requirements for the sales program, you may access our application to exit the program. Here you will be asked to select the certificates you are eligible for based on fulfillment of all necessary steps. \*NOTE: This is simply an application to exit. Participation in this step does not guarantee your eligibility for final certification award.

*Congrats!  
You did it!*

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## Program Completion and Exit



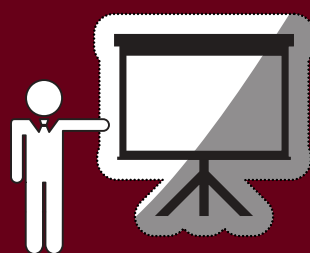
### FILE FOR GRADUATION

DON'T FORGET to file for graduation no later than one year prior to your planned graduation date. This will assist in providing priority status for class registration.



### LEADERSHIP TRACK

If you are pursuing a certificate on the leadership track, you will be required to submit an exit application complete with your updated resume and a 3-paragraph reflection essay. This step is to be completed once you have fulfilled all other requirements.



### SALES TRACK

Please come by the sales center to familiarize yourself with the GPA and course requirements for this track. If you are pursuing a certificate on the sales track, you will be required to submit an exit application complete with your updated resume,



### LINKED IN

Give yourself some credit! Don't forget to add your awarded certificates to your LinkedIn Profile (include the Seufferlein Sales Program in the url link).



### STAY CONNECTED

We will miss you! Please stay connected with our program through social media and our partnership events. We love hearing success stories from our alumni. Please send any inquiries to [seufferleinsales@csuchico.edu](mailto:seufferleinsales@csuchico.edu).