### May Session 2017

**Register April 3 - May 22, 2017**

Registrations will be accepted based on course availability.

**Fees**: $320.00 per unit

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).

### Add Deadline Date

<table>
<thead>
<tr>
<th>May Session 2017</th>
<th>Add Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three-week session: May 22 - June 10</td>
<td>May 22, 2017</td>
</tr>
</tbody>
</table>

Request deadline for CR/NC or A, B, C/NC grading is May 22, 2017, no exceptions.

Registrations will not be accepted after the stated add deadline: May 22, 2017

### Regular Hours

Monday through Thursday: 8:00 a.m. - 6:00 p.m.; Friday: 8:00 a.m. - 5:00 p.m. **Phone Number** (323) 343-4900

### How To Register

**This form should only be used by non-Cal State LA students.**

**Cal State LA students should register through GET.**

Complete this form by choosing courses from the May Session class schedule. This differs from the University Schedule of Classes. *Instructor’s signature is not required prior to the start of the semester, however, it is important that pre-requisites have been completed. If you wish to audit or take classes credit/no-credit, go to the PaGE Enrollment Services Center, University-Student Union, Room 105, and seek approval before paying for the course.*

*www.calstatela.edu/maysession*

For restricted courses, see department offering the course for department consent. Be prepared to show proof of any pre-requisites from an official or unofficial transcript.

### Enrollment Procedures

1. Bring the COMPLETED registration form to the College of Professional and Global Education (PaGE) for processing. We are located on the first floor of the University-Student Union, Room 105. Be prepared to make payment upon submission of this form by the stated deadlines.

2. Payment by credit card (Mastercard or VISA only):
   - In person at the PaGE office, University-Student Union, Room 105
   - By calling (323) 343-4900
   - Have credit card information ready.

3. If paying with cash or check, you will need to bring the completed form to PaGE for initial processing. You will be instructed to go to Cashier’s for payment. The Cashier’s Office is located on the first floor of the Administration Building, Room 128. Office hours are Monday - Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m.

### How did you hear about May Session?**

__________________________________________________________________

### Home Campus:  ___________________________   Degree Objective:

- Bachelor’s
- Credential
- Master’s
- Postbac./Graduate
- Other _________________________

### Date of Birth: _________________________  Cal State LA CIN #: _________________________

List other name(s) at Cal State LA

### List all course components (activity, recitation, lab, etc.)

It is the student’s responsibility to complete any pre-requisites.

**TOTAL $**

### Payment Authorization • For Internal Use Only

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Security Code</th>
<th>Exp. Date mm/yyyy</th>
</tr>
</thead>
</table>

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**Drop Period for Prorated Refund**: May 22 - May 26, 2017

Withdrawals are assessed a $10 processing fee.

**Dishonored Check ($25-$35)**

**No Refund**

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Please complete entire registration form before submitting with payment.

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California State University, Los Angeles • College of Professional and Global Education (PaGE)

5151 State University Drive, Los Angeles, CA 90032-8619

**For PaGE Use Only**

**For Cashier’s Use Only**

**NOTE**: Process only with PaGE’s approval stamp above.

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Form # MaySess:Non-Matric 03/2017
Eligibility Requirements for May Session

Enrollment is on a space available basis as determined by PaGE.

Registration via May Session does not constitute admission to Cal State LA as a matriculated (regular) student.

- Credit card payments declined by National Data, dishonored checks and/or registration forms received after the above date will be returned as invalid (including those returned for insufficient information and incorrect fees). Method of repayment must be in cash. Repayments and pre-approved late payments will be charged an additional $25.00 late fee. A “Stop Payment” on a check does not constitute an official withdrawal nor does it relieve the student’s financial obligation for the course, taken or not.

- Registration through May Session is not considered complete until all payments have cleared the bank. NSF check and credit card payments that are not resolved upon notification will subject students to financial holds preventing release of grades or University records. PaGE is not responsible for registration forms not received by the appropriate deadline.

- It is the responsibility of each student to comply with the policies and procedures of PaGE and those of Cal State LA. Failure to follow policies and procedures will result in loss of fees and credit.

- It is the student’s responsibility to meet any course pre-requisites. For pre-requisites, check with the department offering the course to determine whether Department Consent is required.

All May Session enrolled students must comply with University and department policies and regulations regarding withdrawal/drop procedures, grading, and student conduct, except as noted elsewhere on this form.

In compliance with the Americans with Disabilities Act (ADA), the University provides reasonable accommodation to facilitate the participation of covered individuals with disabilities.

Refund Policy for May Session

Students enrolled in courses and programs offered through the College of Professional and Global Education (PaGE), including May Session, are entitled to a refund when they follow the established campus procedures to drop classes. PaGE’s policies and procedures for refunds are found at http://www.calstatela.edu/maysession

Refund Request Forms, as well as Drop Request Forms, are available in the PaGE office, located in the University-Student Union, room 105. Follow usual University drop procedures by obtaining appropriate signatures for submission to Enrollment Services, Administration room 409. Allow 4-6 weeks for processing. PaGE’s policies and procedures for May Session refunds are found at http://www.calstatela.edu/maysession

PaGE Refund Policy

Students who withdraw after Drop Period Prorated Refund dates indicated on the first page of this form, will not be eligible to receive a refund of registration fees and will be responsible for 100% of fees for the term.

To recap for May Session:

Registration period is April 3 through May 22, 2017.

Students who wish to add on May 22nd only, must obtain the instructor’s signature in class. Students who drop a class to reduce their “unit load” are eligible to receive a prorated refund.

May 26 is the last day for submitting a drop form to receive a prorated refund.* To view the May Session 2017 Proration Refund Table, please visit the May Session webpage at http://www.calstatela.edu/maysession

* A “W” grade will be assigned.

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