**Register May 16 - June 15, 2016**

Registrations will be accepted based on course availability.

**Fees**: $248.00 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 statewide 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 statewide 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).

<table>
<thead>
<tr>
<th>Summer Session 2016</th>
<th>Add Deadline Date</th>
<th>$25 Late Fee Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six-week session</td>
<td>June 24, 2016</td>
<td>June 20 - June 24, 2016</td>
</tr>
</tbody>
</table>

Applications for CR/NC or A, B, C/NC grading is June 24, 2016, no exceptions. Registrations will not be accepted after the stated add deadline.

**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

Extended Hours Saturday, June 25, 2016, 8:30 a.m - 1:00 p.m

**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 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 Summer Session class schedule. This differs from the University Schedule of Classes. "Instructor’s signature is not required prior to the start of the quarter, 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/summer/class-schedule

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.

---

**Drop Period for Prorated Refund** Full 6-week session June 20 - July 14, 2016

Withdrawals are assessed a $10 processing fee.

**Dishonored Check** ($25-$35) No Refund

**Extended Hours** Monday through Thursday: 8:00 a.m. - 6:00 p.m.; Friday: 8:00 a.m. - 5:00 p.m.

**Regular Hours** Monday through Thursday: 8:00 a.m. - 6:00 p.m.; Friday: 8:00 a.m. - 5:00 p.m.

**Student signature** Date / / Heavenly Gender M ☐ F ☐

**Last Name** Please Print     **First Name** Please Print

**Cal State LA CIN #** Please Print

**List other name(s) at Cal State LA** Please Print

**Street address** City State Zip

**E-mail address** Contact Phone Number

---

**Payment Authorization** • For Internal Use Only

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

**Date / / Heavenly Amount**
Eligibility Requirements for Summer Session

Enrollment is on a space available basis as determined by PaGE. Registration via Summer 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 Summer 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 Summer 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 Summer Session

Students enrolled in courses and programs offered through the College of Professional and Global Education (PaGE), including Summer 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/summer/cancellations-and-refunds

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. At that time, request a printed receipt to present to PaGE to complete the prorated refund procedure. Allow 4-6 weeks for processing. PaGE’s policies and procedures for refunds are found at http://www.calstatela.edu/summer/cancellations-and-refunds

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 Summer Session:

Registration period is May 16 through June 15, 2016.

Students who wish to add after the term begins and pay the late registration fee, 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.

July 14 is the last day for submitting a drop form to receive a prorated refund. To view the Summer 2016 Proration Refund Table, please visit Disbursement Office’s web page http://www.calstatela.edu/univ/sfinserv/disb.php and click on Disbursement Office.

<table>
<thead>
<tr>
<th>Summer Session 2016</th>
<th>Add Deadline Date</th>
<th>$25 Late Fee Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-week session</td>
<td>6/24/2016</td>
<td>6/20 - 6/24/2016</td>
</tr>
</tbody>
</table>

Applications for CR/NC or A, B, C/NC grading is June 24, 2016, no exceptions. Registrations will not be accepted after the stated add deadline.