University of La Verne
Office of Academic Advising
Woody Hall
E-mail: advising@laverne.edu
(909) 593-3511, ext. 4245
Webpage: http://sites.laverne.edu/academic-advising/
TABLE OF CONTENTS

Section I – ABOUT THE OFFICE OF ACADEMIC ADVISING
University of La Verne Mission ................................................................. 1
Mission of the Academic Advising Office .................................................. 2
Purpose of the Handbook ................................................................................. 2

Section II – ADVISING INFORMATION
Introduction ........................................................................................................... 3
General Information ............................................................................................ 4-7
Expectations ........................................................................................................ 8-9

Section III – ACADEMIC REQUIREMENTS AND POLICIES
Appeals Procedures .............................................................................................. 10-11
Academic Honesty ............................................................................................... 11
Academic Standing ............................................................................................... 12
FERPA Guidelines ............................................................................................... 12-13
Declaring a Major/Minor ..................................................................................... 14
Grading Policies ................................................................................................... 15
Progress Reports .................................................................................................. 16
Financial Aid ......................................................................................................... 17
Withdrawal/Readmission ..................................................................................... 17

Section IV – ACADEMIC PLANNING/ADVISING RESOURCES
Registration Procedures ..................................................................................... 18
Undecided Students ............................................................................................. 19
Career Development Office ............................................................................... 20
Crisis Intervention Directory .............................................................................. 20
Learning Enhancement Center .......................................................................... 21
Study Abroad ....................................................................................................... 21-22

References ........................................................................................................... 23

Appendix A – RESOURCES
Glossary of Resources (lists description and most current revised date) ........ A1
Resources (available to download as noted on Glossary) .................................. A2-A12

Appendix B – FORMS AND WORKSHEETS
Glossary of Forms and Worksheets (lists title of form, description and most current revised date) .... B1
Forms (available to download as noted on Glossary) ......................................... B2-B13
MISSION STATEMENT

Through its academic and co-curricular programs, the University provides rich educational opportunities that relate to both the academic and personal development of its students. For its undergraduates the University offers a challenging general education program, as well as a strong knowledge base in a particular discipline. Graduate programs at La Verne are offered in selected professional disciplines. These programs are aimed at the practicing professional, and seek to integrate theory and practice.

Philosophically, the University emphasizes four major concerns that affirm a positive and rewarding life for its students.

1. A Values Orientation
   The University affirms a philosophy of life that actively supports the health of the planet and its people. The University, therefore, encourages students to become reflective about personal, professional, and societal values in the light of this affirmation.

2. Community and Diversity
   The University promotes the goal of community within a context of diversity. The University, therefore, encourages students to understand and appreciate the diversity of cultures that exists locally, nationally, and internationally. It also seeks to promote appreciation of biodiversity by helping students understand the impact/dependence of human beings on their environment.

3. Lifelong Learning
   The University commits itself as an approach to education that is lifelong in nature. Therefore, it teaches students how to learn, how to think critically, how to do responsible research, and how to access and integrate information in order to prepare them for career growth and flexibility and continued personal growth.

4. Community Service
   The University believes that service is a primary goal of the educated person. The University therefore encourages its students to experience the responsibilities and rewards of serving the human and ecological community.
MISSION OF THE ACADEMIC ADVISING OFFICE

The primary purpose of the Office of Academic Advising at the University of La Verne is to assist students in the development and implementation of their educational plans. To this end the Office of Academic Advising subscribes to the philosophy of developmental advising.

Advising at La Verne is a cooperative effort between advisor and student that consists not only of course planning and selection, but also the development of the person as a whole. This includes the selection of career and life-long goals.

We subscribe to the principle that academic advisors work to strengthen the importance, dignity, potential and unique nature of each individual served within the academic setting. The work of advisors is guided by the beliefs that:

- students can be responsible for their own behavior;
- students can be successful as a result of their individual goals and efforts;
- students have a desire to learn;
- learning needs vary according to individual skills, goals and experiences; and
- students hold their own beliefs and opinions
- students are active participants in the advising process
- students will think critically about their roles and responsibilities as scholars and as members of the La Verne community, and
- students and advisors assume shared responsibility in the advising process. However, the ultimate responsibility for decisions about educational, personal, or career goals rests with the individual student

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to provide the academic advisor information necessary for good advising. It serves to support the University Catalog and other publications related to the student/advisor relationship. It is arranged by sections that will provide advisors with philosophical reference information regarding advising, as well as fingertip reference materials that may be utilized during an advising session.

As you review this handbook, please send your comments, concerns, revisions, corrections, and suggestions to the Academic Advising Office, Woody Hall, ext. 4245, or email advising@laverne.edu