Undergraduate students should submit an Application for Graduation and pay the $125.00 graduation fee in CAPA at least two semesters before you intend to graduate. You may apply for Departmental Honors if you have at least a 3.6 GPA in the major and a 3.0 GPA overall.

If you intend on graduating in Spring 2012, please apply for graduation as soon as possible!

Before your name can be cleared to participate in the Commencement Ceremony, all 128 units required to graduate need to be verified by your CAPA Advisor!

Spring 2012 graduates should check the http://laverne.edu/commencement/spring/ website for information about ordering their cap and gown and announcements in late February. In April, students should also make sure their name appears on the Commencement List. If your name is not listed, call the CAPA Office at 909-392-2718 ASAP.

Welcome to Services

Speed Networking and Etiquette Dinner
February 28, 2012
5:30 pm – 9:00 pm
Campus Center, 3rd Floor
RSVP at Career Services Front Desk by 2/23/12

Prep for the Virtual Career and Internship Fair
February 26-29th, 2012

Resume & Cover Letter Workshop
March 26, 2012 11:00 am – 12:30 pm
Campus Center, 3rd Floor

Presenting Yourself “Virtually” to Employers
March 27, 2012
2:00 pm – 3:30 pm
Campus Center, 3rd Floor

The FAFSA Priority deadline for the 2012-2013 school year is March 2, 2012. Please call Financial Aid at 1-800-649-0160 if you have any questions or log onto laverne.edu/financial-aid/.

• If you are a new student, in order to be eligible to receive Cal Grant monies, you must have your previous school of attendance (where you completed at least 24 units) certify your GPA Verification form. This GPA verification form must be postmarked by March 2, 2012. The CAL Grant web site is located at http://www.calgrants.org/.

Have You Checked Your La Verne Gmail Lately?

It is the student’s responsibility to regularly check his/her La Verne Gmail account. Important information is sent to students via La Verne Gmail every semester. Your La Verne Gmail account is listed at the top of the page after you log into the “MyLaVerne” secure area.

To make checking your web Gmail more convenient, you may forward your La Verne Gmail to a personal email account.

MASTER DEGREE STUDENTS
ADVANCEMENT TO CANDIDACY

To obtain Advanced Standing, students must have completed a minimum of 21 units of the required Core courses in the program, or have completed 18 units of the Core and currently be enrolled in 6 semester units. All Foundation courses must have been completed. In addition, the student must have been granted admission to the graduate program and have attained a minimum cumulative GPA of 3.0 for all courses applicable to the degree.
If you haven’t already done so, please schedule an appointment with your Major Advisor and/or CAPA Advisor to plan your class schedule for summer and fall 2012. Upon completion both the weekend and the evening class schedules may be viewed on the CAPA web page at http://sites.laverne.edu/capa/. An email will be sent to each CAPA students’ Gmail Account when the schedule is posted on-line.

If you would like to view the day and evening schedule only, you will need to do a search on the MyLaVerne site. Do this by logging onto MyLaVerne and then choosing class schedule.

When it is time to register, you may log onto:

- **MyLaVerne directly**: (use your student ID and PIN to log in.) The PIN # is your birthdate as MMDDYR (first time only.)
- **MyLaVerne 2.0**: (see login instructions in box below)

To register for classes through LaVerne 2.0 portal:
- Click on Registration and Add/Drop classes.
- Click on term.
- To register, enter the CRN (Course Reference Number) in the box on the bottom of page.

To register for classes through MyLaVerne Directly portal:
- Click on Student Services and Financial Aid
- Click on Registration
- Register Add/Drop Classes
- Click on term and enter the CRN number (Course Reference Number) in the box on the bottom of page.

**REGISTRATION CHECKLIST**

- Register for classes and complete add/drops before the end of the first week of the term.
- Pay for classes or confirm on-line that Financial Aid package is complete one week before the first day of the semester to avoid being charged a $100.00 late payment fee after first week of classes and an additional $200.00 after first month of classes.
- Purchase Parking Permit at Student Accounts in Woody Hall ($20 for the semester or $30 for the year).
- Obtain your Student ID card in Woody Hall (free of charge).
- Purchase or rent books at the La Verne Bookstore or at laverne.edu/bookstore/. The Bookstore is located on the NW corner of Bonita and D St.
- Re-confirm classroom locations in MyLaVerne just prior to class start date.
- Take a deep breath and enjoy the semester!

**BLACKBOARD**

Blackboard is now required for all accelerated courses. You may access your account at https://bb.laverne.edu/ or by logging onto MyLaVerne 2.0. Professors will “open” their class one week prior to start date of class. All students must log in and review both the “syllabus” and the “announcement” sections as they contain instructions on how to prepare for the first class session.

To log onto Blackboard, your Blackboard username and password is your La Verne Gmail username and password. (Do not use spaces.)

**Learning Enhancement Center**

- **Tutoring Appointments**
  - Tutoring appointments can be made by dropping by the LEC in person, or by calling: (909) 593-3511 ext. 4342.
- **Proctored Tests**
  - They offer proctoring services for La Verne courses as well as for outside institutions!
- **Student Workshops**
  - Free Student Workshops provide opportunities to develop or refine academic study and performance skills necessary for success. Check out the Schedule of Topics on their web page.