FALL 2012 CAREER SERVICES EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School Fair</td>
<td>October 9, 2012</td>
<td>10:00 am- 2:00 pm</td>
<td>Abraham Campus Center, Multipurpose Ballroom</td>
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<tr>
<td>Using Linked In—Advanced Discussion</td>
<td>October 25, 2012</td>
<td>1:30 pm- 3:00 pm</td>
<td>Location: ACC, Ballroom A</td>
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<tr>
<td>Etiquette/Networking Dinner</td>
<td>November 8, 2012</td>
<td>5:30pm- 9:00pm</td>
<td>Location: ACC, Multipurpose Ballroom</td>
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<tr>
<td>Resumaniac Workshops</td>
<td>November 28, 2012</td>
<td>9:00am- 5:00pm</td>
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*Please see Career Services Web Page for additional info about these and other events.

FALL 2012/SPRING 2013
STUDENT CHECKLIST

- Please make note of the Refund Policy located in the back of the CAPA schedule when deciding whether or not to drop or withdraw from a class.
  - Students will only receive a 100% tuition refund if they drop their classes by the deadline listed in the CAPA Schedule.

- Pay for your classes or accept your financial aid package on-line one week prior to the first day of the term. This is to avoid being charged a late financial arrangement fee.

- To register and apply for a parking permit go to: https://laverne.thepermitstore.com. On the La Verne Permit Store site, click on “Account” at the top of the right corner to create your user account. You will then enter a username, password, and shipping address. Then click on “Permits” and enter your last name, Payroll ID # (for employees) or the Banner ID # (for students) and your University of La Verne email address. The student parking permit fee is $50 per semester or $95 per academic year.

- Pick up your Student ID in Woody Hall (free of charge).

- Purchase books at the La Verne Bookstore or on-line through MyLaVerne. The Bookstore is now located in the SE corner of 2nd and D Street, on the bottom floor of the La Verne Vista Residence Hall.

Have You Checked Your La Verne Gmail Lately?

Important information is sent to students via La Verne Gmail every semester. Your La Verne Gmail account information is listed at the top of the page after you log into the “MyLaVerne Directly” Secure area.

To log into “My LaVerne Directly:
- User ID is your ULV ID #.
  - The PIN # is your birthdate as MMDDYR (First time only.)

To make checking your web email more convenient, you may forward your La Verne Gmail to your personal E-Mail account.
If you are planning to graduate in winter 2013, please apply for graduation as soon as possible! In order for students to be considered for participation in a commencement ceremony, they must first submit an Application for Graduation form (with a $125 grad fee) to the CAPA office.

The preliminary deadline of August 31, 2012 has passed for seniors planning to participate in the upcoming winter ceremony. CAPA seniors have been granted an extended deadline date of Friday, October 12th to submit their graduation application & fee. After this date, students will need to submit a formal appeal (along with grad appl. & fee) requesting permission to participate in the winter 2013 ceremony.

Students should apply for graduation two semesters before their intended graduation date. 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!

Winter 2013 graduates should check the http://laverne.edu/commencement/winter/web site in late October (after your graduation evaluation is complete) for information about ordering your cap, gown and announcements. In December, students should also make sure their name is listed on the Commencement List. If your name is not listed, call the CAPA Office at 909-392-2718 ASAP.

Please Note: It is mandatory that Undergraduate and Graduate students who plan to walk in the Winter Ceremony fill out the Student Participation Form on the Winter Commencement Web Site.

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Please schedule an appointment with your Major Advisor and/or CAPA Advisor during the month of November in order to plan your class schedule for spring and summer 2013.

A week before registration, both the weekend and the evening class schedules may be viewed on the CAPA web page at http://sites.laverne.edu/capa/. Click on spring 2013 schedule.

If you would like to search for all classes offered day, night and weekend, you will need to search in the “Class Schedule” area, not in your Secure Area. Then you can select the CAPA and the Main Campus search options. You may do this by pushing control and then clicking on “Main Campus” and “CAPA.” (This will exclude the off-campus classes.) Finally, to register, log onto your Secure Area and Click on Registration.

To Register and Add/Drop Classes Choose the spring 2013 semester. Enter the CRN (Course Record Number) in the box on the bottom of page. To add or drop multiple classes, enter each CRN in a separate box.

Click on Submit

View your Registration Confirmation, Student Detail Schedule and Term Balance and print each of these pages out for your records.

Blackboard is now required for all CAPA 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.)