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.

Before your name can be cleared to participate in the Commencement Ceremony, all 128 units required to graduate need to be completed by the end of your final semester. This will be verified by your CAPA Advisor!

Spring 2013 graduates should check the http://sites.laverne.edu/commencement-spring/welcome-to-spring-commencement-2013/ web site for info about ordering a cap and gown and announcements. In late April, if your name doesn’t appear on the Commencement List, call CAPA ASAP.

Please call Financial Aid at 1-800-649-0160 if you have any questions or log onto: sites.laverne.edu/financial-aid. To apply for Financial Aid, log onto www.fafsa.ed.gov. If you are a new student, in order to receive Cal Grant monies, you must have your previous school electronically submit a GPA Verification form to the Commission by the March 2 deadline. The Cal Grant priority deadline has passed for the 2013-14 catalog year. You may still be considered for a Pell Grant.

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.
Please schedule an appointment with your Advisor during the month of April in order to plan your class schedule for Summer and Fall 2013. Before you meet with your advisor, please review the on-line schedule and make a tentative plan about which courses you plan to take. Please take into consideration any pre-requisites that are required for the classes you have chosen.

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/.

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 the control key 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 Drop Classes Choose the Summer or Fall 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
Finally view your Registration Confirmation, Student Detail Schedule, Term Balance and print out each of these pages 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. 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.)

Please take into consideration any pre-requisites that are required for the classes you have chosen.