WELCOME TO CAPA!

This student handbook has been provided in order to better familiarize you with the University and its offerings. It contains information that will help you make better decisions throughout the academic year.

We look forward to sharing this year with you and value your participation in the CAPA program. Feel free to stop by and say hello, ask any questions or express any concerns. Our door is always open...

Patricia P. Noreen, Director

CAPA PROFESSIONAL DEVELOPMENT CENTER

1950 3rd Street
La Verne, CA 91750
Hoover Building, 1st Floor - Suite 120

OFFICE HOURS:

Monday 8:00 a.m. – 7:00 p.m.
Tuesday 8:00 a.m. – 7:00 p.m.
Wednesday 11:00 a.m. – 7:00 p.m.
Thursday 8:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.

*Hours are subject to change

OFFICE HOURS – Weekend College (Cycle I, II and Sundays):

Friday 5:00 p.m. – 6:30 p.m. (during Cycle classes only)
Saturday 7:30 a.m. – 10:30 a.m. (during Cycle classes only)
Sunday 7:30 a.m. – 10:30 a.m. (during Sunday classes only)

CAPA STAFF

Director
Patti Noreen

Assistant Director
Peter Centeno

Academic Advisors
Rhona Davis
Susan Wilson
Rebecca Wolfe

Central Staff
Lauren Lahn
Carlos I. Lequerica
Lorena Rivera

Weekend College Coordinator
Maria Aguirre
Upon receipt of all admissions materials, the student is notified of admission status and assigned a “Major” Academic Advisor. After that assignment, the student is responsible for scheduling an advising appointment with their “Major” Advisor. It is strongly suggested that you meet with your Academic Advisor in CAPA (if different from your Major Advisor) to discuss your General Education and total unit requirements for graduation. Should you ever need to change your Advisor, please contact the CAPA office.

You are responsible for knowing academic requirements and policies as listed in the University Catalog. Your Advisor's role is to work with you to determine the best way for you to plan your academic program.

### PREPARING FOR YOUR ACADEMIC ADVISING APPOINTMENT

Part of what makes a successful advising appointment is the preparedness of the “advisee”. Before you meet with your Advisor, you’ll need to complete some “homework”.

1. Review your General Education requirements. Note which G.E. requirements you have completed and those you have yet to complete. Make a list of classes you believe you still need to take. You may confirm this list with your Advisor.

2. Review your Major requirements. Check the University Catalog (from the year you were officially evaluated) and list which courses in your “major” you still need to complete. You may confirm this list with your Advisor. If you need assistance selecting a major, please discuss this with your Advisor.

3. Review your Electives. Calculate the number of elective units remaining after you complete your major and general education requirements. You may confirm this calculated amount with your Advisor. All students must complete a minimum of 128 semester units and 44 of these units must be upper division units.

4. Prepare a list of questions to ask your Academic Advisor. Don’t be afraid to ask questions! Your Advisor is there to help guide you through the process. You have the responsibility to make sure you understand the what, where, and when of the process.

5. Make sure you keep your advising appointment. Academic Advisors see their advisees on a regular basis each semester. If you cannot keep your appointment, please call and inform the CAPA Office.

### COURSE REGISTRATION

**Registration** - Registering, paying tuition or setting up a payment plan on-line is easy. On-line registration begins by logging onto the University of La Verne’s home page. Type in www.laverne.edu and then click on the **MyLaVerne Directly** icon and go to the **Enter Secure Area**. To enter the **SECURE AREA**, type in your User ID (La Verne ID #) and your La Verne PIN. For first-time users, this is your birth date (MMDDYR). For students who are having problems logging into the **SECURE AREA**, please call the CAPA Office at 909-448-4151 and any of the Front Office staff can re-set your PIN. Your PIN is only valid for six months and then must be changed.

All on-campus registrations may be completed on-line. (First time students are encouraged to register with a CAPA Advisor.) Tuition may be paid in full on-line or in the Student Accounts Office in Woody Hall. Students may also set up a deferred payment plan on-line. When using the on-line payment option, students may pay their tuition by check or credit card or by automatic bank payment. Visa, Mastercard, Discover and American Express are accepted at La Verne.
The tuition charged to a student is the rate which is current for the program in which the student is enrolled, regardless of the course number. The University reserves the right to make changes to all published rates of tuition and fees at any time without prior written notice.

Students must complete their financial arrangements no later than one week prior to the start of the term/semester. Students who do not make financial arrangements one week prior to the start of the term/semester will be assessed a fee of $100. Students who have not made financial arrangements after 30 days from one week prior to the term/semester will be assessed an additional $200. The University offers the payment plans listed below, which must be contracted by the beginning of each term.

Payment in Full - Tuition and any other fees are payable at the time of registration.

Deferred Payment Plans - Payment plans are available for courses lasting five weeks or more. Short-term courses of up to four weeks in length must be paid in full upon registration. All deferred payment plans require the completion of a Deferred Payment Plan Agreement.

The nonrefundable enrollment fee for the deferred payment plan is $75 per term. For information and details regarding payment plans, please contact the Office of Student Accounts.

Financial Aid - Students who have sufficient financial aid to cover their tuition are not required to set up a deferred payment plan, however their financial aid package must be complete by the beginning of the semester. If the financial aid package does not cover all the tuition and fees, the student will be required to pay 25% of the outstanding balance before the semester begins.

Company Reimbursement - The company reimbursement plan is available to those students who have an employer who is helping to fund their education. This plan allows students to pay 25% of the amount due at the time of registration and pay the remaining balance 45 days after the last day of the semester. The company reimbursement form must be submitted at the beginning of each academic year before registration of classes take place.

“MyLaVerne” BANNER

Student information is accessible via BANNER Web for Students at: http://www.laverne.edu -- Click on “MyLaVerne Directly.”

Functions available when using BANNER Web are:

Public Access:
La Verne Catalog & Annual Class Schedules

Secure Access: (Requires La Verne ID# and PIN)
Student Services and Financial Aid
Registration Menu: Check your registration status; Add or drop classes; Select variable credits; Display your class schedule. Student Records Menu: View your holds; Display your grades and transcripts; Review your account charges and payments. Course Evaluation Survey Menu: View current course and instructor evaluation survey(s). Financial Aid Information Menu: Review the status of your Financial Aid; Check status of document requirements; View awards; Review loans.

Personal Information Menu
Change PIN; View and change address and phone numbers; View e-mail addresses; View emergency contacts; Name change information; Social security number change information; Answer a survey.

Note:
Always click on the “Exit” button on any page in order to end your Web session and close your secure connection, especially if accessing the Web from a public computer, such as the labs.

The “Back” button should not be used in BANNER Web...rather, use the menu choices and “return to Menu” selections available.

There have been occasional problems printing while using Mozilla browser. The Internet Explorer browser appears to print BANNER Web pages without a problem.
When you enter La Verne, the catalog in effect at the time of admission to our program is the contract under which you will graduate. It is the responsibility of the student to be familiar with the information presented in the catalog and to know and observe all policies and procedures. Students who do not complete their degrees within seven years of the date of admission must re-apply to the university, request their transcripts and fulfill the graduation requirements in effect at the time of their new application. College Catalogs can be accessed on-line at www.laverne.edu.

A student may obtain the following forms from the CAPA office:

1. Transcript Request
2. Independent Study
3. Directed Study
4. Departmental Honors Application (certain majors)
5. Major Contract
6. Application for Graduation
7. Acceptance of Transfer Credit
8. Add/Drop
9. Course Overload
10. Appeals
11. Grade Cards
12. Change of Major
13. Figure Your Own GPA

Regular, prompt attendance in all University classes is required. The instructor may assign extra work, require special examinations, or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the policy of each faculty member at the beginning of each course.

Drop and Withdrawal Policy

What is the difference?

Drop

Before or during the first week of class, students may make program changes without a fee and receive a 100 percent tuition refund. Students may add or “drop” courses on-line by accessing the web page and logging on the Secure Area in MyLaVerne. (For more information on accessing information in MyLaVerne, see “Course Registration” section on page 2.) Please pay special attention to the add/drop deadlines listed in the back of your CAPA Schedule of Classes. Cycle, Sunday and Accelerated Schedules have different deadlines.

Withdrawal

Any program changes made by the student after the first week of class is called a withdrawal. When a student withdraws from a class (before the deadline) a fee will be charged and a “W” will show on the student’s transcript. Depending on when the course withdrawal is completed, the student may receive a partial tuition refund or if the student withdraws toward the end of the withdrawal period, no tuition refund will be granted. (This is determined by the date of the W.) Additional information regarding withdrawal fees and withdrawal deadlines may be found in the CAPA Schedule of Classes. Students must withdraw from courses in the CAPA Office in person, by calling, or via fax request.

Has your address changed?

If so, please log onto www.laverne.edu and click on MyLaVerne to change your address or your phone number. It is important that we have accurate information on file in case we need to contact you.
Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, WF, Incomplete (INC) and In Progress (IP) are awarded by instructors. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a “D” grade will be counted only if earned at La Verne. A “C-” grade or better is required to fulfill the Written English education requirement and any major/minor requirements.

An “Incomplete” or “In Progress” grade must be arranged with the instructor before the last class meeting. The student must initiate a request for an incomplete and complete a formal petition available on MyLaVerne.

An “Incomplete” grants the student an additional semester to complete the course requirements. “Incompletes” not completed by the end of the following semester will automatically change to a grade of “F.”

An “IP” grants the student an additional two semesters (not including summer) to complete the course requirements. An “IP” not completed by the end of the second semester will automatically change to a grade of “F.” A grade of “IP” is used only with Directed or Independent Study courses and Senior Projects.

You should note that Incomplete (INC) or In Progress (IP) grades are not automatically issued when work is not completed (see your instructor for details). INC and IP grades remain on the transcript alongside the final grade posted.

VIEWING FINAL GRADES

Students may view their final grades in MyLaVerne approximately two weeks after the semester ends. If you need to know your grades earlier for reimbursement purposes and we have a company letter on file, you may pick up an unofficial grade card in CAPA and give it to the instructor at the last class session. The instructor will mail the card to you within two weeks. It is the student’s responsibility to write their address on the grade card and affix appropriate postage. If necessary, the CAPA Office can supply a grade verification letter.

APPEALING FINAL GRADES

If you feel that an incorrect grade has been assigned to you, your first step is to apply to the instructor for re-evaluation. This request must be made in writing within four weeks after the student grade reports have been mailed. For further information, please refer to the 2013-2014 La Verne Catalog under “Final Grades.”

DIRECTED STUDY

Directed studies are to be used only in special situations. For a directed study, a student works with an assigned instructor on a one-to-one basis. Some courses may not be taken by directed study because of the nature of the course. Students requesting a directed study must receive approval from CAPA and the appropriate department chair. Approval forms must be completed by the student and submitted to CAPA. Upon receiving permission from CAPA, the student then contacts the directed study instructor for further information and instructions.
**GRADUATION**

An Application for Graduation and a $125 graduation fee must be submitted to CAPA two semesters prior to expected graduation or at the completion of 90 semester hours. Certain majors (e.g., Music, MSS, Social Science, etc.) may also require the submission of a major contract. Please contact the CAPA Office for specific information. The Application for Graduation form is available in the CAPA Office. Departmental Honors forms are available in the CAPA Office for Business Administration, Liberal Studies, Organizational Management, Behavioral Sciences, Public Administration and Child Development majors. All other majors may apply for Departmental Honors with their “Major Advisor,” in the respective department.

**TEXTBOOK PURCHASE**

La Verne Bookstore
909-593-8962

On-line textbook orders: [www.laverne.edu/bookstore](http://www.laverne.edu/bookstore)
If ordering on-line, please place order at least two weeks prior to start of class.

The La Verne Bookstore, located at 2165 D Street, La Verne, CA is the distributor of textbooks for the University’s on-campus academic programs. Directly above the bookstore are the new Vista dorms.

The Bookstore also has a wide selection of school, art, and computer supplies. In addition, La Verne clothing, gifts and snack food items are available. Please contact the bookstore manager or staff for further information.

Bookstore Hours: (Summer hours vary)
- Monday–Thursday 8:00 a.m. – 7:00 p.m.
- Friday 8:00 a.m. – 5:00 p.m.
- 8:00 a.m. – 6:30 p.m. Weekend College - First night of classes
- Saturday 10:00 a.m. – 2:00 p.m.
- Sunday Closed

*Hours are subject to change*

**OFFICIAL TRANSCRIPTS**

Official University of La Verne transcripts can be requested online or in writing to the Registrar’s Office at 1950 3rd St., La Verne, CA 91750. There is a fee of $6.00. Rush transcripts are $15.00 per copy. Transcript request forms may be accessed on-line at [www.laverne.edu/registrar/transcripts/](http://www.laverne.edu/registrar/transcripts/)

**FINANCIAL AID**

Woody Hall
1-800-649-0160 or log onto [www.laverne.edu/financial-aid/](http://www.laverne.edu/financial-aid/)

The University of La Verne has an extensive financial aid program to assist you in meeting your educational costs. Information describing all grants and loans available to CAPA students is available on-line.

Obtaining financial aid requires time and effort. Financial aid is available, but requires careful attention to details and procedures. Most financial aid information may be accessed on-line at [www.laverne.edu/financial-aid/](http://www.laverne.edu/financial-aid/) / If you have questions that can’t be found on-line, please obtain the answers by speaking with someone in the Financial Aid Office or by calling 1-800-649-0160.

Please note, the application deadline for Cal Grant for the 2014-2015 school year is March 1, 2014. Financial Aid will be able to give you detailed information about the Cal Grant application process.
If you are uncertain about your career goals and wish to take one of the several interest inventories or complete the Campbell Interest and Skills Survey available in Career Services, you may do so by appointment. Career Services will sponsor Career Days during the 2013-2014 school year. Services are free to La Verne students and may include Career Exploration, help with resumes and cover letters, interest and skills assessment, job searches, etc.

Features a wide variety of fresh food designed to satisfy everyone’s appetite with food choices to rival your favorite restaurants.

**Davenport Dining Hall** - (The Red Brick Building on the South side of Third and C.)

- Breakfast: 7:00 am – 9:30 am
- Continental Breakfast: 9:30 am – 11:00 am
- Lunch: 11:00 am – 1:00 pm
- Afternoon Grill: 1:00 pm – 5:00 pm
- Dinner: 5:00 pm – 7:00 pm
- Late Grill: 7:00 pm – 8:30 pm M-F

**Barbara’s Place in the Campus Center**

- Hours: Monday- Thursday: 7:30 am- 11:00 pm
- Friday: 7:30 am-8:00 pm
- Saturday & Sunday: 11:00 am -7:00 pm Grab & Go and coffee only

* Hours are subject to change.

CAPA students and their families are eligible for a full range of counseling services offered at the University of La Verne Counseling Center. These services are designed to assist each person to achieve his or her full human potential. The Center is open during the school year (September through May) Monday through Friday, from 8:30 a.m. to 4:30 p.m. Appointment times outside these normal hours are provided by arrangement with the individual counselor. The emergency on-call number is extension 4650. If you are calling from off campus, it is (909) 448-4650.
The Wilson Library is a full-service facility that includes study rooms, regular subscriptions to periodicals, daily newspapers, video and audio software and inter-library loan services, as well as photocopy machines.

The Wilson Library has a librarian who works full-time fulfilling the needs of CAPA students. Call the toll free number during library hours when you have a question about any subject. If the librarian answering the phone cannot find the answer for you, you will be referred to someone who can give you the answer.

The library is open Fall and Spring during the following hours:

Monday-Thursday 7:00 a.m. – 12:00 a.m.
Friday 7:00 a.m. – 8:00 p.m.
Saturday 9:00 a.m. – 8:00 p.m.
Sunday 12:00 p.m. – 10:00 p.m.
*Hours are subject to change

The Learning Enhancement Center (LEC) is here to help you succeed in college. They offer free academic support of all kinds, including tutoring, academic workshops, and individual assistance. At the LEC you can:

- Improve your math skills
- Receive help with writing
- Practice language skills - English, Spanish, German, French, Japanese
- Use the computer lab for papers and special projects
- Pick up hints on study skills, time management, and effective test taking
- Take required placement tests for Mathematics or foreign languages

Monday - Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 10:00 a.m. - 3:00 p.m.
Sunday 1:00 p.m. - 9:00 p.m.

Hours may be extended during Mid-Terms and Finals.
*Hours are subject to change
WOODY HALL STANDARD HOURS OF OPERATION

We would like to inform you that some departments offer alternative hours during registration, summer session, and holidays observed by the University.

OFFICE OF FINANCIAL AID

Monday  8:00 am - 6:00 pm
Tuesday  8:00 am - 6:00 pm
Wednesday  10:00 am - 6:00 pm
Thursday  8:00 am - 6:00 pm
Friday  8:00 am - 5:00 pm

For additional information regarding hours of operation please call 1-800-649-0160

OFFICE OF THE REGISTRAR

Monday  8:00 am - 6:00 pm
Tuesday  8:00 am - 6:00 pm
Wednesday  10:00 am - 6:00 pm
Thursday  8:00 am - 6:00 pm
Friday  8:00 am - 5:00 pm

For additional information regarding hours of operation please call (909) 448-4001

STUDENT ACCOUNTS

Monday  8:00 am - 6:00 pm
Tuesday  8:00 am - 6:00 pm
Wednesday  10:00 am - 6:00 pm
Thursday  8:00 am - 6:00 pm
Friday  8:00 am - 5:00 pm

For additional information regarding hours of operation please call (909) 448-4060
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<td>Bookstore</td>
<td>909-448-4280</td>
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<td>Center for Advancement of Faculty Excellence</td>
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<td>Learning and Enhancement Center</td>
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<td>Wilson Library</td>
<td>(800) 866-4858</td>
<td><a href="http://laverne.edu/library/">http://laverne.edu/library/</a></td>
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<td>Office of Multicultural Services</td>
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<td>Office of Student Affairs</td>
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<td>Office of Registrar</td>
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<td>Student Accounts</td>
<td>1-888-788-2455</td>
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<td>Services for Students with Disabilities</td>
<td>909-448-4441</td>
<td><a href="http://sites.laverne.edu/students-with-disabilities/">http://sites.laverne.edu/students-with-disabilities/</a></td>
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<td>Veteran’s Certifying Official</td>
<td>909-448-4416</td>
<td><a href="http://sites.laverne.edu/veteran-affairs/">http://sites.laverne.edu/veteran-affairs/</a></td>
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CAPA Calendar - 2013-2014

Fall 2013 (August 26 – December 15)

**Cycle 1**
August 30-31, September 6-7, September 20-21; October 4-5, October 18-19

**ONLINE**
August 26 – November 3

**Accelerated Evening**
September 30 – December 15

**Cycle 2**
October 25-26; November 1-2, November 15-16; December 6-7, December 13-14

**Accelerated Sunday**
October 27; November 3, November 10, November 17; December 1, December 8, December 15

Spring 2014 (February 3 – June 1)

**Cycle 1**
February 7-8, February 14-15; February 28-March 1, March 14-15, March 28-29

**Cycle 2**
April 4-5, April 11-12, April 25-26; May 9-10, May 16-17

**Accelerated Sunday**
April 6, April 13, April 27; May 4, May 11, May 18

**Accelerated Evening**
March 24 – June 1

**ONLINE**
March 24 – June 1

Summer 2014 (June 9 – August 17)

**Cycle**
June 13-14, June 27-28; July 11-12, July 25-26; August 8-9

**Accelerated Sunday**
June 15, June 22, June 29; July 13, July 20, July 27; August 3

**Accelerated Evening**
June 9 – August 17

**Online**
June 9 – August 17
Memorandum

To: ULV Community
From: Clark Hitt - Director of Risk Management and Support Services
Subject: Children in the Classroom

The University of La Verne is a thriving center of education; the ability to concentrate for extended periods is a prerequisite within a healthy academic environment. Students and faculty can expect to attend and teach class, with a minimum of distractions or interruptions. Anyone who is not officially enrolled for credit or to audit a course (including any minor attending class with parents or guardians) is not entitled to be in a classroom at any time. This includes any student who has not yet registered for the class. Faculty has the discretion to include or exclude such students if their registration for the class is pending. No one is allowed to "sit" in class for any length of time as an unofficial audit. The appropriate dean will ensure the appropriate academic environment be maintained and will enforce this rule. For the purpose of this policy, a minor is anyone under the age of 18 who is a dependent of a student or the student is the guardian.

UNIVERSITY OF LA VERNE POLICY DOG POLICY
From the Director of Risk Management and Support Services

The University of La Verne has a policy of no dogs on campus other than those assisting the disabled in accordance with the American Disability Act laws. The liabilities and risks involved with untrained dogs being around large numbers and groups of people in a confined area are too great for the University to assume.

You may bring service dogs onto campus and into an office area if one of these two conditions has been met:
1) You are a blind person, a deaf person or otherwise disabled person
2) You are a trainer of service dogs, signal dogs or guide dogs.

In both cases, your dog would need to be in possession of an identification tag issued by the county clerk or animal control department that identifies your dog as a service dog, guide dog or signal dog.

If you can provide the proper identification tag and documentation to the Office of Risk Management, you are welcome to bring your dog on to the campus and into the classrooms and offices. If this is not possible, please abstain from bringing your dog to the University of La Verne.
MEMORANDUM

TO: ULV COMMUNITY
FROM: THE CAMPUS SAFETY DEPARTMENT

SUBJECT: UNIVERSITY OF LA VERNE FIREARM POLICY

Occasionally questions are asked regarding the possession of firearms on university property. The purpose of this memo is to clarify university policy regarding this issue.

The use or possession of firearms is prohibited, except by authorized personnel, on all property owned, or in the control of, the University of La Verne.

In order to obtain authorization to carry a firearm, the applicant must contact the Director of Campus Safety and submit the following information:

1. Certification of current status of employment as a local, county, state, or federal law enforcement officer.
2. A copy of the officer’s departmental policy, which requires the officer to carry their weapon at all times.
3. A written statement of why the officer believes that it is necessary for them to carry a weapon while attending a ULV class or function on property owned or controlled by the University.

Upon receiving the above information, the Director of Campus Safety will meet with the Dean of Student Affairs to discuss and consider the applicant’s request. The Director will then notify the applicant of the decision.

This policy does not apply to any law enforcement officer who is on university property conducting an official investigation.
WORKPLACE VIOLENCE POLICY
Any and all forms of violence, threatening behavior, and/or harassment that takes place on or affects any ULV site, including any location that is considered an extension of the workplace is prohibited by ULV policy. This includes threatening behavior, violent actions, and harassment between ULV employees; by employees directed against students or visitors; and by students, or visitors directed against ULV employees or students. The University will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus and will respond promptly and decisively to violence, threatening behavior, and harassment. The Director of Campus Safety is responsible for the follow-up investigation on all allegations of workplace violence.

DISORDERLY CONDUCT: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by members of the University community is prohibited.

DRUGS: Use, possession, distribution, or sale of illegal drugs and marijuana is not permitted on campus. Students are not exempt while on campus from state and federal laws regarding the use of drugs, distribution and sale of drugs. Anyone using drugs runs the risk of legal action and court convictions. Possession of drug paraphernalia on campus is also prohibited.

FAILURE TO COMPLY: Failure to comply with directions of University officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

FIRE ALARMS: It is illegal to trigger a fire alarm falsely or to tamper with the fire equipment. The offender is charged a $150 fine, and a citation will be issued by the City of La Verne Police Department. The Fire Department can cite the offender for a misdemeanor, and the matter then becomes a court case.

FIREARMS - EXPLOSIVES: Possession of firearms, BB guns, ammunition, and explosives (including firecrackers) is strictly prohibited on campus. Storage of firearms must be arranged off-campus. NOTE: Any gun that has the same appearance as a firearm is considered illegal. Possession of such is cause for question and warning.

INFRINGEMENT ON THE RIGHTS OF OTHERS: Infringement on the rights of others to pursue their activities as students or employees of ULV is prohibited. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

PERSONAL IDENTIFICATION AND HONESTY

Personal Misrepresentation: Representing oneself as another in person or in writing, with intent to obtain a benefit or to injure or defraud is prohibited.

Unauthorized Representation: Alleging to represent the University or any of its recognized organizations without specific prior consent of the respective officials and with intent to obtain a benefit or to injure or defraud is prohibited.

Inaccuracy of Records and Information: Falsifying, tampering, altering, forging, or misusing any University record or official document or knowingly supplying false or misleading information to University officials is prohibited.

Misconduct in Judicial and Administrative Matters: Misconduct related to judicial and administrative matters such as, but not limited to, dishonesty before judicial review bodies, University boards or committees, or University officials, or knowingly misrepresenting verbally or in writing the nature of events or the identification of persons coming before such persons or bodies is prohibited.

PHYSICAL/VERBAL ABUSE AND HARASSMENT: Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person is prohibited.