Before your name can be cleared to participate in the Winter 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!

Graduates should check the Commencement web site at [http://sites.laverne.edu/winter-commencement/winter-commencement-information/](http://sites.laverne.edu/winter-commencement/winter-commencement-information/) to get information about upcoming graduation events. Students may order their cap and gown and announcements at the Commencement Fair on November 23. In late December, please make sure that your name appears on the Commencement List.

Graduating seniors may apply for Departmental Honors if they have at least a 3.6 GPA in the major and a 3.0 GPA overall. Forms are available in the CAPA Office for all “CAPA Majors.”

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.

### CAPA News

**Welcome to**

Abraham Campus Center

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School: am I Ready?</td>
<td>Monday, October 7, 2013 1:00 pm – 2:30 pm</td>
<td>ACC, Ludwick B/C &amp; D</td>
</tr>
<tr>
<td>Graduate School: Can I Afford it?</td>
<td>Tuesday, October 8, 2013 1:00 pm – 2:30 pm</td>
<td>ACC, Ludwick B/C &amp; D</td>
</tr>
<tr>
<td>Graduate and Professional School Fair</td>
<td>Wednesday, October 9, 2013 10:00 am – 2:00 pm</td>
<td>Sneaky Park</td>
</tr>
<tr>
<td>Graduate School: Awe Them Crafting a Winning Personal Statement</td>
<td>Thursday, Oct, 10, 2013 1:00 pm – 2:30 pm</td>
<td>ACC, Ludwick B/C &amp; D</td>
</tr>
<tr>
<td>Meet The Firms</td>
<td>Friday, Oct. 18, 2013 6:00 pm – 9:00 pm</td>
<td>ACC Ludwick B/C &amp; D</td>
</tr>
<tr>
<td>Speed Networking and Etiquette Dinner</td>
<td>Thursday, November 14, 2013</td>
<td>ACC Ballroom RSVP Required</td>
</tr>
<tr>
<td>Interview Skills – Creating the Best First Impression</td>
<td>Monday, Nov. 25, 2013 1:00 pm – 2:30 pm</td>
<td>ACC Ludwick B/C &amp; D</td>
</tr>
</tbody>
</table>

### Financial Aid Information

- CAPA students must be [enrolled in at least six units](http://sites.laverne.edu/financial-aid/) in order to be eligible to receive loans and/or grant monies.
- 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](http://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 Cal Grant 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.
Seniors begin priority registration on November 25, 2013. Please check MyLaVerne for your own assigned registration date and time.

Please call the CAPA Front Office to schedule an appointment with your advisor during late October or during the month of November in order to plan your class schedule.

Before you meet with your advisor, please review the on-line schedule on our CAPA website, http://sites.laverne.edu/capa/, or on MyLaVerne and make a tentative plan about which courses you plan to take. Please take into consideration any prerequisites that are required for the classes you have chosen.

If you would like to search for all classes offered day, night and weekend, you will need to search in MyLaVerne 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, when you register, log onto your Secure Area and click on Registration.

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

Click on Submit

Be sure to print out a copy of your Registration Confirmation, Detailed Schedule and Term Balance for your file.

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.)

Priorities for Web Registration

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- Click on Submit
- Be sure to print out a copy of your Registration Confirmation, Detailed Schedule and Term Balance for your file.

Tutoring Appointments
Tutoring appointments can be made by dropping by the LEC in person, or by calling: (909) 593-3511 ext. 4342.

FALL 2013 STUDENT CHECKLIST

- Be sure to pay 25% of the tuition for your classes or accept your financial aid package in MyLaVerne at least one week prior to start of the semester. This is to avoid being charged a $100.00 late financial arrangement fee. An additional $200.00 will be charged if you haven’t made financial arrangements thirty days after the beginning of the semester.
- Please complete add/drops in MyLaVerne by the end of the first week of the semester. Students will receive a 100% tuition refund only during this time period.
- You may 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 located on the SW corner of D and 2nd Street on the bottom floor of the Vista La Verne Residence Hall.
- When calling the CAPA Office with a question, please have your ID number ready to give to the academic advisor. It will save time in the long run.
- Re-confirm classroom locations in MyLaVerne prior to class start date.
- Take a deep breath and enjoy the semester!