Undergraduate students should submit an Application for Graduation and pay the $125.00 graduation fee in CAPA by March 4 for the spring 2014 commencement ceremonies. 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 2014 graduates should check the Spring Commencement web site in mid-March. This web site will hold all the information regarding the Spring Commencement Ceremony.

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 apply for Cal Grant and have your previous school electronically submit a GPA Verification form to the Commission by the March 2, 2014 deadline. If you miss the deadline, you will not receive CAL Grant for the 2014-2015 school year. You may still be considered for a Pell Grant.

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 can be accessed by logging into MyLaVerne secure area.

To make checking your Web Gmail more convenient, you may forward your La Verne Gmail to a personal email account.
Seniors begin registering on April 29th and juniors, sophomores and freshman will register the following week. Please confirm your registration date via MyLaVerne.

Please schedule an appointment with your Advisor during the month of April in order to plan your class schedule for summer and fall 2014. 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 for classes, choose the summer or fall 2014 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
Finally view your Registration Confirmation, Student Detail Schedule, and Term Balance and print out each of these pages for your records.

In order for a student to receive a 100 percent refund of their tuition, they must drop their class via MyLaVerne by the end of the first week of the term. For more information about adding and dropping classes, please read the back of the CAPA schedule carefully.

Pay for your classes or accept your financial aid package on-line prior to the first week of the term. This is to avoid being charged a late financial arrangement fee of $100.00. (You need to pay at least 25% of the tuition at least one week before the semester begins, and an additional $200.00 if you haven’t made financial arrangements thirty days after the start of the semester.) First time students, who have already been admitted and have applied for financial aid, should work with Student Accounts to see if they are eligible to pay $375.00 down while they wait for their financial aid package to be processed.

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!

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**Blackboard**

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 “announcements” 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.)

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**Learning Enhancement Center**

Tutoring appointments may be made by dropping by the LEC in person, or by calling (909) 448-4342.