Please call the CAPA Front Office to schedule an appointment with your advisor during late October in order to plan your class schedule before registration begins.

Before you meet with your advisor, please review the on-line schedule on the 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 pre-requisites that are required for the classes you have chosen.

If you would like to search for all classes offered day, night and weekend, you can search in MyLaVerne in the “Class Schedule” area or in the Secure Area. Finally, when you are ready to register, log onto your Secure Area and click on Registration.

If you are a new student, enter the Registration module through the “First Time Users and Professional Development Students” logon. Then click on Secure area and you will see:

| User ID: | [Enter Student ID#] |
| PIN: | [Enter birthdate in six digits] |

In “User ID” box, type in your Student ID# and in the “PIN” box type in your birthdate in six digits.

Then click on login.

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 the page. To add multiple classes, enter each CRN in a separate box then click on submit.

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

- Be sure to pay 25% of the tuition for your classes or accept your financial aid package in MyLaVerne at least two weeks 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 card in Woody Hall (free of charge.) If the ID card has to be replaced, a fee will be assessed.

- 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.
The winter graduation application deadline has already passed! However, if you hurry, we will still accept your application. The cost of applying for graduation has been changed to $140.00.

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 to get information about upcoming graduation events. Students may order their cap and gown and announcements at the “Grad Finale,” which is being held on November 22. 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.”

The WINTER 2015 GRAD FINALE WILL BE HELD SATURDAY NOVEMBER 22 FROM 10-2PM

What to Expect: Representatives will be on hand to provide information and services essential for a successful commencement experience for you and your family. Win Prizes! Free Refreshments! Make it special...come prepared to take Graduate Portraits and receive your prints the same day.

Who Should Attend: Potential winter 2015 graduates from all programs, on and off-campus, who want a head start on planning their graduation. Important: If you are unable to attend the Grad Finale, please check the official Commencement web site for pertinent graduation info.

| Cap & Gown Regalia Sales (No shipping fee) | Ceremony Information |
| Career Advising | Class Ring Ordering |
| Custom La Verne Regalia Ordering | Graduation Announcements |
| Graduation Ceremony Photography | Graduate Portraits (Same day) |
| Registrar’s Office Grad Information | Diploma Plaque/Frames Ordering |

Cap & Gown Regalia Sales (No shipping fee)
Career Advising
Custom La Verne Regalia Ordering
Graduation Ceremony Photography
Registrar’s Office Grad Information

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 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.

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.)