

Logging in to MyLaVerne

Welcome to the University of La Verne. Now that you have selected La Verne as your choice to continue your education, you can access your records via our online student information system. The system, known as MyLaVerne, gives you access to your personal, financial, and academic records. This brochure will help you log into MyLaVerne, and guide you through some of its features.

Launch Browser

For Windows users, Internet Explorer or Firefox is the preferred browser. For Mac users, Firefox or Safari are the preferred browsers.

Go to the La Verne Website

Go to the La Verne website at laverne.edu and click the MyLaVerne link located in the top right-hand corner of the page.

Select either the LaVerne Portal link (sign in using your student e-mail account password) or the “My LaVerne Directly” link and follow the below steps.

Enter User ID and PIN

In the User ID field, enter your eight-digit student identification number. Your initial PIN is set to your six-digit birthday (MMDDYY).

Account Setup

Once you log in, you will see a message that your PIN has expired. You will be required to select a new six-digit (alpha, numeric or combination) PIN. You will also be asked to set up a Security Question in the event you forget your password.

Terms of Usage

New users will need to read and accept the “Terms of Usage” agreement before continuing through the website.

Contact Information

Office of the Registrar

(909) 448-4001

reg@laverne.edu

CAPA

(909) 448-4151

capa@laverne.edu

Articulation & Transfer Center

(909) 448-4002

evaluations@laverne.edu

Office of Academic Advising

(909) 448-4510

advising@laverne.edu

Graduate Academic Services

(909) 448-4011

gas@laverne.edu

Learning Enhancement Center

(909) 448-4342

lec@laverne.edu

Office of Student Accounts

(909) 448-4060

stuaccts@laverne.edu

Student Housing

(909) 448-4052

housing@laverne.edu

Office of Financial Aid

(800) 649-0160

finaid@laverne.edu

Help Desk

(909) 448-4130

help@laverne.edu

Undergraduate Admissions

(909) 448-4026

admission@laverne.edu

Blackboard Help

(909) 448-4089

bbhelp@laverne.edu

Graduate Admissions

(909) 448-4444

gradadmission@laverne.edu



Knowledge • Service • Vision

MyLaVerne

Online Student Information System

 UNIVERSITY OF LA VERNE

MyLaVerne Functions and Features

Personal Information

- **Change Security Question:** Set-up or change your security question, which is a prompt to assist you if you forget your six-digit PIN.
- **View/Update Address(es) and Phone(s):** View and change selected address(es) associated with your student record.
- **View/Update Emergency Contacts:** View and change your emergency contact information
- **Marital Status Change Information and Name Change Information:** Information on how to change your name and marital status.
- **View/Update Ethnicity and Race:** Provides information on how to change your Ethnicity and Race.
- **Social Security/Tax Identification Number:** Provides information on how to change your Social Security Number.
- **Change MyLaVerne PIN:** Change your PIN periodically to keep your account secure.
- **Emergency Notification System:** Sign up to receive emergency alerts from La Verne in case of a natural disaster or other emergency situation.

Student Services & Financial Aid

Registration

- **Register/Add/Drop/Withdraw Classes:** Add, drop, and register for classes.
- **Look-up Classes to Add:** Browse the current schedule for available courses.
- **Change Class Option:** Change the number of units for current classes, where appropriate.
- **Student Detail Schedule:** View your current schedule, including meeting times and classroom assignments.

- **Registration Fee Assessment:** Information about your tuition and fees for a selected term
- **Check Your Registration Status:** Check for holds or other restrictions that would prevent you from registering for courses.
- **View AAC Code**—View your registration pin after you have met with your academic advisor (main campus undergraduates only)

Bookstore

Direct link to the bookstore to order textbooks for the current term.

Student Accounts

- **Account Summary by Term:** See your balance by specific terms of attendance
- **Term Balance (Pay your tuition, set up payment plan):** Displays current account balances, including charges and anticipated credits
- **View Holds:** View financial holds on your account that would prevent you from receiving official transcripts or registering for classes
- **Tax Notification:** View your 1098-T information as reported to the Internal Revenue Service
- **Payment Agreement and Promissory Note:** Access and complete the University's Promissory Note requirement
- **My Student Account Center:** Make payments on your account, set up payment plans, sign up for direct deposit for any refunds you may be due, and set up an authorized user

Student Records

- **View Holds:** View non-financial holds on your account that would prevent you from registering for classes or receiving official transcripts
- **Final Grades (Current Academic Year):** View your course grades for a specific term or semester

- **View Unofficial Transcript:** View and print an unofficial transcript that displays all academic coursework applied to your degree (transfer courses and La Verne courses)
- **Order Official Transcript:** Request an official academic transcript (fees apply)
- **View Student Information:** View your current program, major and advisor
- **Degree Evaluation**—Run a DPE degree evaluation to determine outstanding degree requirements (See the DPE brochure for further instructions)

Course Evaluation Survey(s)

Allows you to complete surveys about your current courses (typically available beginning two weeks before the end of a given term)

Financial Aid Information Menu

- **My Overall Status of Financial Aid**—View your financial aid award information, including your current award and financial aid history
- **My Eligibility**—View any holds, outstanding requirements and your academic progress as it relates to financial aid.
- **My Award Information**—View your financial aid awards by year, including scheduled payments and your history of awards and disbursements, and accept your award
- **E-Mail University of La Verne Financial Aid Office**—E-mail the Office of Financial Aid with any questions you might have

Apply for Housing

- **Submit Housing Application**—Apply for on-campus housing in one of the residence halls
- **View Application Status**—Check the status of your housing application