



2016–2017 Academic Year

REGIONAL CAMPUSES

## Campus Accelerated Program for Adults (CAPA)



Bachelor's Degree Programs

Accounting  
Anthropology  
Behavioral Sciences  
Business Administration  
Child Development  
Computer Science &  
Computer Engineering  
Criminology  
E-Commerce  
Educational Studies  
Legal Studies  
Liberal Arts  
Music  
Organizational Management  
Psychology  
Public Administration  
Social Science  
Sociology

*Additional majors available for those who can attend day classes.*

### Rob'n Lewis

Associate Treasurer/Director of Accounting  
Claremont Graduate University

*BS Psychology '04*

*MBA '07*

GENERATIONS OF TRANSFORMING LIVES

# What is CAPA?

## Campus Accelerated Program for Adults–CAPA

More than 40 years ago, the University of La Verne recognized that colleges and universities were ignoring the educational needs of adults. CAPA — Campus Accelerated Program for Adults — was designed to address such needs. Three unique characteristics of this program are:

### Personal Attention

We understand that many adult learners are concerned about returning to college after a short break or even after an extended period. The CAPA staff is ready to answer your questions and will assist you in designing a roadmap to achieve your educational goals.

- Pre-Application Advising — Prior to your application, an appointment with a professional Academic Advisor is offered to you without obligation on your part. The advisor will evaluate your prior transcripts, assist in the selection of a major field of study, clarify the graduation and general education requirements needed to complete your bachelor's degree, and explain the self-paced aspects of the CAPA Program.
- An academic advisor is assigned to each student. Your advisor will be with you from admission to graduation.

### Schedule Flexibility

We know job and family responsibilities place a variety of demands on you, and these demands are changing constantly. Our course schedules are designed to accommodate these demands; you choose what works for you:

- Attend either full-time or part-time.
- Attend evening courses that meet once per week, on either a 16-week or a 10-week format.
- Attend Weekend College — courses are held Friday evenings and Saturdays for five alternating weekends.
- Attend Sunday courses that meet for 7 consecutive sessions.
- Attend daytime courses.

Online courses are offered for many general education disciplines.

**“The experiences I had while at the University of La Verne were some of the best of my life...I am so grateful for CAPA and the flexibility of the programs.”**



### **Rob'n Lewis**

**Associate Treasurer/Director of Accounting  
Claremont Graduate University**

*BS Psychology '04*

*MBA '07*



# What is **CAPA**?

## Choose From a Variety of Majors

- Many majors listed in this brochure can be completed by attending classes in the evenings and on weekends.
- Additional majors are available for those able to attend daytime courses.
- You have the flexibility to change your major at any time.



# Why Students Choose the **University of La Verne**

## **Tradition of Academic Excellence since 1891**

For 125 years, La Verne has earned a reputation for producing a vibrant community of engaged scholars with a student-centered focus.

For more than four decades, the University has been providing flexible and effective educational opportunities for adult professionals.

A highly diverse institution, La Verne draws students, faculty and staff from a wide variety of backgrounds, professions, and disciplines.

## **Applied Learning**

- Programs focus on developing professionals who can put their newly obtained knowledge to immediate use.

## **Learning Environment**

- Our experienced faculty, with a unique mix of industry and classroom expertise, are determined to help you succeed.
- Our small classes ensure personal attention, networking, and a high level of interaction among students and faculty.

## **Student Support Services**

- Our student support services guide you through the academic journey and the career beyond.
- A professional academic advisor is assigned to every student.

## **Career Services for Life**

- Our career services department is available to practice interview skills, resumé building, and much more.
- These services are available to La Verne alumni for life.

## **Small College Atmosphere within a Comprehensive University**

- One of the few universities in the Inland Empire offering degrees at the bachelor's, master's, and doctoral levels.
- Nine regional campuses throughout Southern and Central California.

## **On Campus, Online, Hybrid**

- A variety of general education courses are available online.
- Hybrid courses, which blend online and classroom instruction are also available.

## **Library Access For Life**

- Through La Verne's Virtual Library, you have access to electronic library databases with over four million full-text articles online. Tutorial and research help is available in person, by phone, and online. There is even an app for your cell phone.
- La Verne alumni have access to many of the library's services for life.

## **How is La Verne Ranked?**

### **Solid Value and Ranking**

- For 2015, La Verne is the No. 2 ranked California private school in Washington Monthly's "Best Bang for the Buck" National Universities category.
- For the sixth consecutive year, U.S. News & World Report ranked La Verne a top-tier selection in the 2016 America's Best Colleges, National Universities rankings.
- Forbes Magazine once again listed La Verne as one of America's Top Colleges, which annually recognizes the top 20 percent of the nation's universities.

### **Leader in Serving Veterans**

- In its Best Colleges for Veterans rankings, U.S. News named La Verne among the best options in the National Universities Category. Along with being one of the top 160 nationwide, La Verne finished 10th among California schools, public and private, that afford veterans and active duty personnel essential benefits to help them earn a college degree.

### **MBA Students Choose La Verne**

- The Los Angeles Business Journal ranked the affordable La Verne MBA program No. 4 in Los Angeles County, based on degrees awarded, just behind USC, UCLA, and Pepperdine.
- The University's College of Business & Public Management is among the region's biggest, delivering the largest MBA program by a nonprofit university in the Inland Empire.

### **Again, Online Tops in California**

- La Verne's Online Undergraduate Programs were rated best in California for the third consecutive year (18th nationally) in U.S. News' annual Online Education National Rankings.
- In the Online Graduate Business Programs ratings, the MBA program ranked 95th nationally, and No. 2 among Los Angeles County-based schools.

# Achieve More Than You Ever Imagined

La Verne's goal is to challenge students to develop their abilities to think creatively, to master their chosen discipline, to communicate effectively, and to approach both their personal and professional lives with a sense of concern for others and an appreciation for the environment we share.

## Technology Driven

- Through our online system (MyLaVerne), you can register for courses, check grades, verify your GPA, view your transcript, change your address and phone numbers, and view personal financial aid information.
- Many of the faculty augment the traditional classroom experience with the use of Blackboard®, a virtual classroom software application that facilitates electronic communication and online access to documents and resources.

## The Choice of Industry Professionals

- More than 100 major corporations, government agencies, healthcare organizations, and utilities have chosen La Verne to deliver onsite programs for their employees.

### Examples include:

- B. Braun Medical, Inc., Kawasaki Motors USA, Hyundai Motor America, BEHR Process Corporation, Watson Pharmaceuticals, Fountain Valley Regional Medical Center
- County of Riverside, City of Los Angeles, Los Angeles Police and Los Angeles Fire Departments, LA-Ontario International Airport, LA Metro
- Southern California Edison, The Gas Company

## Network of Professionals

With more than 2,800 students, La Verne's College of Business & Public Management delivers the largest MBA Program by a nonprofit university in the Inland Empire.

- The Los Angeles Business Journal ranks the MBA Program No. 4 in L.A. County, after USC, UCLA and Pepperdine based on degrees awarded. Over 7,000 local professionals have earned a La Verne MBA.
- The La Verne MBA has grown more than 13 percent in the past two years.
- Many top-level administrators at numerous Southern California city, county, and other government agencies have earned their advanced degrees from La Verne. Additionally, many healthcare professionals are graduates from our healthcare programs.
- Approximately 30 percent of all school superintendents who have a doctorate earned their Ed.D. from La Verne.

## Financial Aid

- Money should not prevent you from getting your education. Let the La Verne financial aid staff help you secure the best financial aid package.

## Accreditation

The University of La Verne is accredited by:

- Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC).
- National Council for Accreditation of Teacher Education (NCATE), now known as the Council on Accreditation of Educator Preparation (CAEP), and is approved by the California Commission on Teacher Credentialing (CCTC).
- The MPA Program is accredited by the Network of Schools of Public Policy, Affairs, and Administration (NASPAA).
- The Legal Studies Program is approved by the American Bar Association.
- The College of Law is fully accredited by the American Bar Association (ABA) and by the State Bar of California.



# Hybrid Courses

“Not only did my professors teach me the necessary technical skills, they taught me how to think and apply those skills in a variety of scenarios which enables me to perform effectively and successfully in the work place.”



**Leanne Eagleson**

Attorney

*BA Accounting '92*



CAPA offers many courses in a hybrid learning format. Hybrid instruction, also known as blended instruction, is defined as courses that combine face-to-face classroom instruction with online learning, allowing for a reduction in classroom contact.

Why are we doing this? There is a growing body of research which indicates that student performance and student engagement increases when courses combine face-to-face instruction with online activities that reinforce and complement the in-class instruction. The type of online activities will differ from course to course, based on the defined learning objectives. These activities could include online discussion forums, small group projects, simulations, voiceover PowerPoint presentations, or streaming media for students to review. Blackboard, the University's course management system, will be used to facilitate these online activities.

Improving student learning is the primary reason CAPA is offering many courses as hybrids. Moreover, students are telling us that they really enjoy the experience. The reduction of classroom time, replaced by online activities, allows them to work on the course at a time convenient to them and not according to our schedule.

We believe you will enjoy hybrid instruction and that you will get more out of every course.

This type of flexibility, along with CAPA's many different schedule formats — early mornings, evenings, weekends, Sunday classes, and fully online courses — allows you to better fit your education into your demanding work and family schedules.

# A Variety of Ways to Earn College Credit

We understand that learning takes place in a variety of ways, both in and outside of the college classroom. La Verne allows for many options. Students may transfer a maximum of 88 semester hours of transfer credit toward the bachelor's degree.

**Transfer Credit** Credit may be transferred from regionally accredited community colleges, four-year colleges, and universities. Credit is granted according to the policies listed in the La Verne catalog. Technical, vocational, extension, and correspondence courses are considered on a course-by-course basis. For some majors, a transfer course may not substitute for a course in the major, unless it has been completed within a specified time limit.

**DANTES** The DANTES Program is a nationally recognized testing program, in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact your academic advisor to discuss which exams are most appropriate for you.

For additional information on DANTES, please visit their website at [GetCollegeCredit.com](http://GetCollegeCredit.com). La Verne is a DANTES test site center and offers tests once a month at the La Verne Campus, and several times a year at the following campuses; Orange County in Irvine, Ventura County in Oxnard, Naval Base Ventura County, and Vandenberg Air Force Base.

**College Level Examination Program (CLEP)** This is a nationwide program in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact your academic advisor to discuss which exams are most appropriate for you.

**Advanced Placement (AP) Exams** The office of the Registrar articulates a maximum of 44 semester hours of credit in subject matter examinations offered by the College Board's Advanced Placement Program. This credit will only be awarded upon receipt of an official score report provided by the College Board.

**Military Service** Additional credit may be awarded for many courses taken in military service as well as basic training, following the guidelines established by the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services, and according to La Verne policy.

**Company or Government Training Classes** Credit for company or government training may be awarded, if the class is accredited by the American Council on Education.

**Course Challenge** Students with exceptional competence in the subject matter contained in a course may "challenge" the course by examination. Courses that cannot be challenged are marked Not Challengeable in the Courses section of the La Verne catalog. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A maximum of 8 semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirement. A challenge fee will be assessed.



# Bachelor of Arts in Business Administration

La Verne's Bachelor of Arts in Business Administration Program can prepare students to become value-added contributors in any business or industry setting. Today's challenging business environment demands competent individuals with a sound foundation in business principles and current technologies; individuals who can operate responsively and responsibly in these times of dynamic domestic and global change.

This program is designed to enhance the knowledge and effectiveness of students, by linking theory with student's work experience and industry practices for a successful career in business. The themes of critical thinking skills, ethics, interpersonal skills, the impact of cultural differences on business practices, learning to work in group settings, and lifelong learning skills are woven through the program.

Minimum units required for the major – 52 units

## Prerequisites

BUS 270	<b>Business Statistics</b>
BUS 274	<b>Applied Quantitative Analysis</b>
ECON 228	<b>Economic Theories and Issues</b>

## Core Requirements

ACCT 203	<b>Financial and Managerial Accounting</b>
BUS 330	<b>Business Finance</b>
BUS 347	<b>Legal Environment of Business</b>
BUS 360	<b>Principles of Marketing</b>
BUS 410	<b>Management Information Systems</b>
BUS 496	<b>Business Seminar</b>
MGMT 300	<b>Principles of Management</b>
MGMT 355	<b>Leadership in Organizations</b>

## Electives:

Two or more additional 300 or 400 level approved courses in ACCT, BUS, ECON, and/or MGMT.

Or, complete one of the following concentrations:

## Management Concentration

This concentration studies theoretical foundations for understanding how an organization is affected by its environment, how employees are motivated to accomplish organizational goals, practice skills necessary for attracting, encouraging, and retaining human resources, and successful interpersonal skills. It requires the following courses:

MGMT 356	<b>Introduction to Organizational Theory</b>
MGMT 455	<b>Managing Human Resources</b>

One of the following:

BUS 440	<b>Entrepreneurship</b>
MGMT 358	<b>Culture and Gender Issues in Management</b>
MGMT 451	<b>International Management</b>

## Marketing Concentration

This concentration examines the tools and techniques used to determine the needs of individuals or segments of society, to provide the most effective means of informing customers of the availability of the services and goods, and to deliver such services and goods. It requires the following courses:

BUS 368	<b>Integrated Marketing Communication or</b>
BUS 461	<b>Marketing Management</b>
BUS 464	<b>Marketing Research</b>
BUS 466	<b>International Marketing</b>

## Information Technology Concentration\*

This concentration prepares students for successful careers in Information Systems/Information Technology. It also provides an overview and trend analysis for decision making. It requires the following courses:

CMPS 475	<b>Systems Analysis and Design</b>
CMPS 490	<b>Database Management Systems</b>
CMPS 368	<b>Principles of Computer Networks or</b>
CMPS 369	<b>Local Area Networks</b>
BUS 416	<b>Electronic Commerce</b>

*\*This concentration does involve daytime classes.*

## International Business Concentration

This concentration studies how international business practices and customs differ from those in the U.S.

It requires the following courses:

BUS 466	<b>International Marketing</b>
ECON 325	<b>International Economics</b>
MGMT 451	<b>International Management</b>



# Bachelor of Science in Organizational Management

The mission of the Bachelor of Science in Organizational Management Program is to improve management, organizational and interpersonal skills while earning a bachelor's degree.

The program is constructed in two parts: the core requirements stress general management, organizational and interpersonal skills critical in a constantly changing environment, with a focus on immediate application in the work setting, and include an opportunity for student research. The second part of the program allows students the option of selecting a pair of elective courses or the Human Resources Concentration.

## Core Requirements

BUS 343	<b>Foundations of Business Ethics</b>
MGMT 300	<b>Principles of Management</b>
MGMT 355	<b>Leadership in Organizations</b>
MGMT 358	<b>Culture and Gender Issues in Management</b>
MGMT 360	<b>Financial Management &amp; Budgeting</b>
MGMT 388	<b>Statistics</b>
MGMT 459	<b>Organizational Behavior: Theory and Application</b>
MGMT 496	<b>Seminar in Management</b>

## Electives: Two courses from the following

BUS 346	<b>Written Business Communication</b>
BUS 347	<b>Legal Environment of Business</b>
BUS 410	<b>Management Information Systems</b>
MGMT 354	<b>Oral Communication in Organizations</b>
MGMT 356	<b>Introduction to Organizational Theory</b>
MGMT 359	<b>Management of Change &amp; Conflict</b>
MGMT 390	<b>Research Methods</b>
MGMT 451	<b>International Management</b>
MGMT 455	<b>Managing Human Resources</b>

Or, complete a concentration:

## Human Resources Concentration

MGMT 455	<b>Managing Human Resources</b>
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Two of the following:

BUS 347	<b>Legal Environment of Business</b>
MGMT 359	<b>Management of Change &amp; Conflict</b>
MGMT 457	<b>Mediation</b>
MGMT 458	<b>Stress Management</b>
SPCM 332	<b>Interviewing Principles &amp; Practices</b>

Courses in this major are also offered through La Verne Online.

➔ Visit: [univ.lv/online](http://univ.lv/online)

**"La Verne exceeded my expectations from a collegiate experience. Here, I was not just another number or name on the roster."**



**Ronald Lewis**

Customs and Border Protection Officer

*Criminology '05*



# Bachelor of Arts in Accounting

The Accounting Program develops an understanding of the enterprise's primary information system. It builds on the conceptual, analytical and communication skills necessary to succeed in the business world. It prepares students for careers in all areas of accounting, including the necessary preparations and qualifications for professional examination.

## Prerequisites

ACCT 201	<b>Fundamentals of Accounting I</b>
ACCT 202	<b>Fundamentals of Accounting II</b>
BUS 270	<b>Business Statistics</b>
BUS 274	<b>Applied Quantitative Analysis</b>
ECON 228	<b>Economic Theories and Issues</b>

## Core Business Requirements

BUS 330	<b>Business Finance</b>
BUS 347	<b>Legal Environment of Business</b>
BUS 360	<b>Principles of Marketing</b>
BUS 496	<b>Business Seminar</b>
MGMT 300	<b>Principles of Management</b>

## Core Accounting Requirements

ACCT 301, 302	<b>Intermediate Accounting I, II</b>
ACCT 307	<b>Cost Accounting</b>
ACCT 308	<b>Federal Taxation I</b>
ACCT 401	<b>Auditing</b>
ACCT 402	<b>Advanced Accounting</b>
ACCT 414	<b>Accounting Information Systems</b>

# Bachelor of Science E-Commerce

The E-Commerce major is an interdisciplinary program jointly offered by the Department of Mathematics, Physics, Computer Science, and by the College of Business & Public Management to prepare students for careers in electronic commerce.

## Prerequisites

ACCT 203	<b>Financial and Managerial Accounting</b>
CMPS 200	<b>Informational Technology</b>
CMPS 378	<b>C# Programming</b>
ECON 228	<b>Economic Theories and Issues</b>

## Core Requirements

BUS 270	<b>Business Statistics</b>
BUS 360	<b>Principles of Marketing</b>
BUS 416	<b>Electronic Commerce</b>
CMPS 218	<b>Publishing on the Web I</b>
CMPS 368	<b>Principles of Computer Networks</b>
CMPS 375	<b>Systems Analysis and Design</b>
CMPS 392	<b>Project Management</b>
CMPS 410	<b>Management Information Systems</b>
CMPS 490	<b>Database Management Systems</b>
MGMT 300	<b>Principles of Management</b>
CMPS 499	<b>Senior Project</b>

**Electives: one approved elective**



# Bachelor of Science in Public Administration

The University of La Verne's Bachelor of Science in Public Administration degree will assist current or aspiring managers and administrators in gaining insight, skills, and a wide range of human relations and technical abilities for dealing with organizational productivity, performance, and sound decision making. Our faculty will guide students through the exploration of classic and contemporary theories, and demonstrate how to apply these new ideas and strategies for addressing current public issues.

The bachelor's degree in Public Administration is an academic and professional degree program offering basic coursework in the theory, application, and practice of public sector management. Experience in applying these skills will be gained through class participation, research reports, and special projects. This degree will prepare you for careers in local, state, and federal agencies.

The Public Administration major is completed through a combination of online, evening, and weekend college courses. Some of the required courses in the major are only offered online.

## Core Requirements

Minimum units required for major – 40 units

BUS 343	<b>Foundations of Business Ethics</b>
MGMT 388	<b>Statistics</b>
PADM 313*	<b>Urban Environments</b>
PADM 332	<b>Public Administration</b>
PADM 469	<b>Management of Change &amp; Conflict</b>
PADM 470*	<b>Administrative Processes</b>
PADM 499*	<b>Senior Seminar</b>

\*Courses offered online only

## Electives

Students may take any combination of three additional courses from either of the elective areas below to meet their 40 semester hours in the major.

### Area 1: The Policy and Institutional Context of Public Administration

PADM 314	<b>Local Public Administration and Government</b>
or	
PLSC 416	<b>State and Local Government and Politics</b>
PADM 320	<b>Federalism and the Administrative State</b>
or	
PLSC 301	<b>American Government and Politics</b>
or	
PLSC 321	<b>Political Parties and Interest Groups</b>
PADM 436	<b>Policy-Making Process</b>
PLSC 304	<b>Contemporary Legal Issues</b>
PLSC 311	<b>Development of American Democracy I</b>
PLSC 312	<b>Development of American Democracy II</b>
PLSC 375	<b>Contemporary Political Theory</b>
PLSC 378	<b>American Political Thought</b>
PLSC 407	<b>Constitutional Law</b>
PLSC 410	<b>Congress and the Presidency</b>

### Area 2: The Organizational and Management Context of Public Sector Administration

BUS 346	<b>Written Business Communication</b>
BUS 410	<b>Management Information Systems</b>
MGMT 354	<b>Oral Communication in Organizations</b>
MGMT 358	<b>Culture and Gender Issues in Management</b>
MGMT 459	<b>Organizational Behavior: Theory and Application</b>
PADM 330	<b>Labor/Management Negotiations in the Public Sector</b>

Courses in this major are also offered online through La Verne Online.

➔ Visit: [univ.lv/online](http://univ.lv/online)



# Bachelor of Science in Computer Science & Computer Engineering

The Computer Science and Computer Engineering major requires a minimum of 48 semester hours of computer engineering, information science, software, and web computing courses. Students are required to complete the core requirements, one concentration, and a minimum of two elective courses, as well as satisfying the supportive requirements.

## I. Core Requirements

CMPN 280	<b>Computer Organization</b>
CMPS 367	<b>Object Oriented Language C++</b>
CMPS 368	<b>Principles of Computer Networks</b>
CMPS 370	<b>Seminar</b>
CMPS 385	<b>Data Structures</b>
CMPS 471	<b>Internship</b>
CMPS 499	<b>Senior Project</b>
Comprehensive Exam	

## II. Electives

A minimum of two courses from the following or from a concentration outside the chosen one:

CMPN 303	<b>Integrated Electronics</b>
CMPS 362	<b>Numerical Algorithms</b>
CMPS 369	<b>Local Area Networks</b>
CMPS 377	<b>Visual Basic .NET</b>
CMPS 379	<b>Java</b>
CMPS 388	<b>Software Engineering</b>
CMPS 390	<b>Special Topics in Computer Science</b>
CMPS 392	<b>Project Management</b>
CMPS 400	<b>Analysis of Algorithms</b>
CMPS 451	<b>Artificial Intelligence</b>
CMPS 463	<b>Computer Graphics</b>
CMPS 481	<b>Mobile Applications</b>
CMPS 491	<b>Systems Architecture</b>

## III. Concentrations

### Software Concentration

CMPN 371	<b>Assembly Language</b>
CMPS 400	<b>Analysis of Algorithms</b>
CMPS 455	<b>Compiler Design</b>
CMPS 460	<b>Operating Systems</b>
CMPS 490	<b>Database Management Systems</b>

### Engineering Concentration

CMPN 150	<b>Principles of Electronics and Computer Engineering</b>
CMPN 202	<b>Electronic Devices and Circuits</b>
CMPN 330	<b>Microprocessor Systems</b>
CMPN 420	<b>Cyber Security</b>
CMPN 480	<b>Advanced Computer Architecture</b>

Certificates in Website and Internet Application Development and in Systems Engineering are also available

## Information Science Concentration

CMPS 375	<b>Systems Analysis and Design</b>
CMPS 392	<b>Project Management</b>
CMPS 410	<b>Management Information Systems</b>
CMPN 420	<b>Cyber Security</b>
CMPS 490	<b>Database Management Systems</b>

## Internet Programming Concentration

CMPS 218, 319	<b>Publishing on the Web I, II</b>
CMPS 320	<b>Internet Applications</b>
CMPS 378	<b>C# Programming</b>
CMPS 480	<b>Distributed Internet Computing</b>

## IV. Required Supportive Courses

(Excluded from the 48 SH major requirement)

### Required for all Concentrations

CMPS 301	<b>Programming Concepts</b>
MATH 201	<b>Calculus I</b>
MATH 327	<b>Discrete Mathematics</b>

### Additional Supportive Requirements for the Software Concentration

MATH 202	<b>Calculus II</b>
PHYS 201, 202	<b>General Physics I, II or</b>
PHYS 203, 204	<b>Physics I, II</b>

### Additional Supportive Requirements for the Engineering Concentration

CHEM 201	<b>General Chemistry I or</b>
CHEM 103	<b>Intro to Chemistry</b>
MATH 202	<b>Calculus II</b>
PHYS 201, 202	<b>General Physics I, II or</b>
PHYS 203, 204	<b>Physics I, II</b>

### Additional Supportive Requirements for the Information Science Concentration

ACCT 201	<b>Fundamentals of Accounting I or</b>
ACCT 203	<b>Financial &amp; Managerial Accounting</b>
ECON 221	<b>Economic Analysis II or</b>
ECON 228	<b>Economic Theories &amp; Issues</b>
MGMT 300	<b>Principles of Management</b>
PHYS 201	<b>General Physics I or</b>
PHYS 203	<b>Physics I: Mechanics</b>

### Additional Supportive Requirements for the Internet Programming Concentration

MATH 202	<b>Calculus II</b>
PHYS 201, 202	<b>General Physics I, II or</b>
PHYS 203, 204	<b>Physics I, II</b>

# Bachelor of Science in Legal Studies

The Legal Studies Program, approved by the American Bar Association, prepares individuals for careers as paralegals, or for positions where organizational and analytic skills, as well as knowledge of the law and legal procedures are necessary. Paralegals, or legal assistants, work under the supervision of an attorney, or perform work for which an attorney is responsible. This major does not prepare students to practice law.

The U.S. Bureau of Labor Statistics predicts that from 2008 to 2018, paralegal jobs will be one of the occupations showing the fastest growth. Studying to become a paralegal or legal assistant is ideal for someone interested in learning about the law, or for someone looking for a second career. Some students who later decide to go to law school have also found their paralegal education and experience helpful in their studies.

Those interested in the Certificate in Paralegal Studies should contact the Legal Studies Program; those interested in the bachelor's degree may contact CAPA, or the Legal Studies Program. In both programs LS 301 must be taken first; LS 304, second. They may also be taken concurrently. A grade of C or better in each is required for the student to continue. Writing is an integral part of each paralegal course. Students should complete WRT 110 and six additional semester hours of general education prior to taking LS courses.

## Core Requirements

LS 301	<b>American Legal Studies</b>
LS 304	<b>Legal Research and Writing</b>
LS 311	<b>Law Office Computer Applications (2)</b>
LS 355	<b>Advanced Online Research (2)</b>
LS 365	<b>Litigation I</b>
LS 368	<b>Litigation II</b>
LS 380	<b>Torts</b>
LS 390	<b>Contracts</b>
LS 490	<b>Paralegal Internship &amp; Ethics</b>
LS 499	<b>Senior Project</b>

## Electives (10–12 units)

LS 321	<b>Family Law</b>
LS 328	<b>Property &amp; Real Estate Transactions</b>
LS 329	<b>Property/Bankruptcy</b>
LS 330	<b>Business Organizations</b>
LS 331	<b>Bankruptcy</b>
LS 338	<b>Intellectual Property</b>
LS 340	<b>Selected Topics</b>
LS 345	<b>Immigration Law and Procedure</b>
LS 350	<b>Wills, Trusts, and Probate</b>
LS 357	<b>E Discovery (2–4)</b>
LS 358	<b>Trial Technology (2)</b>
LS 370	<b>Criminal Law and Procedures</b>
LS 410	<b>Law in Film and Literature</b>

## Certificate in Paralegal Studies Prerequisites

A bachelor's degree or 60 semester hours (including a minimum of 18 in general education) from a regionally accredited college. The general education must include at least three semester hours in college-level English Composition, and 15 units from at least three of the following academic areas: social and behavioral science, English composition and literature, foreign language, mathematics, humanities, natural science, and appreciation or history of the arts. An elective in an area of interest is encouraged.

## Requirements

Same as the core requirements for the B.S. Legal Studies, except that LS 499 is not required.

# Bachelor of Arts in Social Science

The Social Science Program includes lower and upper-division requirements among the following disciplines: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology\*. This program enables students to acquire understanding of public and private human relationships, their ideals and values, and to acquire basic critical thinking and other skills that will allow growth toward more informed and active citizenship and teaching.

## Lower-Division Requirements

A minimum of 12 semester hours of courses selected from at least three of the following fields.

- Anthropology
- Economics
- Geography
- History
- Political Science
- Psychology
- Sociology

## Upper-Division Requirements

42–44 semester hours from the above fields approved by the departments and distributed as follows:

- 16 semester hours in one of the fields
- 12 semester hours in a second field
- 8 semester hours in a third field
- 4 additional semester hours in one of the three fields

## Culminating Seminar/Project

Senior Seminar/Project in HIST/PLSC

\* Some disciplines involve daytime courses, e.g., Economics.

# Bachelor of Science in Psychology

The Psychology major prepares students for graduate study and careers in psychology and related fields.

Psychology students have the opportunity to join Psi Chi, the national honors society in psychology.

## Courses for Declaration of Major

PSY 101	Principles of Psychology
PSY 305	Statistics
PSY 395	Computer Data Analysis

## Core Requirements

PSY 390	Research Methods
PSY 400	History of Psychology
PSY 497	Internship
PSY 404	Experimental Psychology or
PSY 499	Senior Thesis

## Area of Emphasis

PSY 312	Abnormal Psychology
PSY 405	Brain and Behavior
PSY 407	Life-Span Development
PSY 409	Multicultural Psychology

Two of the following laboratory courses:

PSY 303	Learning and Behavior Change
PSY 306	Cognitive Psychology
PSY 308	Social Psychology

## Electives

A minimum of two of the following:

PSY 215	Personality Theory and Research
PSY 315	Psychological Testing
PSY 327	Health Psychology
PSY 375	Community Psychology
PSY 408	Adolescent Psychology
PSY 422	Substance Abuse
PSY 429	Counseling and Interviewing Skills
PSY 439	Industrial-Organizational Psychology
PSY 450	Selected Topics

# Bachelor of Science Degrees in the Behavioral Sciences

**Anthropology** This major prepares students for graduate study and/or careers in such fields as teaching, research, human services, international business, heritage preservation, forensics, and criminalistics.

## Required Supportive Course

ANTH 305	Quantitative Analysis
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## Core Requirements

ANTH 390	Research Methods
ANTH 400	Anthropological Theory
ANTH 497	Internship
ANTH 499A/B	Senior Thesis

## Breadth Requirements\*

ANTH 320	Cultural Anthropology Series (1 course)
ANTH 340	Linguistic Anthropology Series (1 course)
ANTH 350	Biological Anthropology Series (1 course)
ANTH 360	Archaeology Series (1 course)

Two ANTH Lab Courses

\*Maximum of two transfer courses may be accepted

## Electives (100–400 level)

Three courses (12 SH) approved by Anthropology Advisor.

Note: Most Breadth, Lab, and Elective category courses will be taught as part of the 16-week traditional daytime scheduling format.

**Behavioral Sciences** The major provides an opportunity to study human behavior from the perspectives of anthropology, psychology, and sociology. Two concentration areas are available to students majoring in Behavioral Sciences: General and Ethnic Studies.

## Core Requirements

ANTH 250	Issues in Anthropology, or
ANTH 330	Cultural Anthropology
PSY 101	Principles of Psychology
SOC 250	Introduction to Sociology
ANTH/SOC 305	Quantitative Analysis
ANTH/SOC 390	Research Methods
ANTH/SOC 497	Internship
ANTH/SOC 499	Senior Thesis

## General Concentration

This concentration allows students to experience a broad range of behavioral science perspectives on human behavior.

Two of the following:

ANTH 400	Anthropological Theory
PSY 400	History of Psychology
SOC 400	Sociological Theory

## Electives

8 upper-division semester hours from PSY, SOC and/or ANTH approved by advisor.

## Ethnic Studies Concentration

This concentration permits students to study the contemporary multiethnic society in the U.S:

ANTH/SOC 315	Race and Ethnicity
SOC 330	Social Class and Inequality

# Bachelor of Science Degrees in the Behavioral Sciences

## Behavioral Sciences, continued:

Three of the following:

ANTH/SOC 335	<b>Black Experience in the U.S.</b>
ANTH/SOC 336	<b>Latino Experience</b>
ANTH/SOC 337	<b>Asian American Experience</b>
ANTH/SOC 328	<b>Native American Experience</b>

## Electives

A minimum of four semester hours of upper-division units in any course approved by the advisor.

**Criminology** This major is designed for students planning careers in law or criminal justice, or working with troubled youth.

## Supportive Courses

SOC 250	<b>Introduction to Sociology</b>
SOC 305	<b>Quantitative Analysis</b>
SOC 395	<b>Computer Data Analysis</b>

## Core Requirements

SOC 390	<b>Research Methods</b>
SOC 497	<b>Internship</b>
SOC 499	<b>Senior Thesis, or</b>
SOC 499	<b>A-B Senior Thesis</b>

## Breadth Requirements

SOC 321	<b>Juvenile Delinquency</b>
SOC 322	<b>Introduction to Criminology</b>
SOC 326	<b>Criminal Justice System</b>
SOC 345	<b>White-Collar Crime</b>
SOC 350	<b>Law and Society</b>

## Area 1: Criminological (Choose 2 courses)

SOC 329	<b>Correctional Systems</b>
SOC 360	<b>The Death Penalty</b>
SOC 342	<b>Urban Crime Patterns</b>
ANTH 360	<b>Forensic Anthropology, or</b>
SOC 362	<b>Forensic Investigations, or</b>
ANTH 363	<b>Forensic Archaeology</b>

## Area 2: Sociological (Choose 2 courses)

SOC 315	<b>Race and Ethnicity</b>
SOC 317	<b>Health, Wealth, and Poverty</b>
SOC 320	<b>Sociology of Deviance</b>
SOC 330	<b>Social Class and Inequality</b>
SOC 348	<b>Social Networks of Crime, Health, and Organizations</b>

**Sociology** The major is designed for students planning careers working with people and groups, their social creations and issues

## Supportive Courses

SOC 250	<b>Introduction to Sociology</b>
SOC 305	<b>Quantitative Analysis</b>
SOC 395	<b>Computer Data Analysis</b>

## Core Requirements

SOC 390	<b>Research Methods</b>
SOC 400	<b>Sociological Theory</b>
SOC 497	<b>Internship</b>
SOC 499	<b>Senior Thesis or</b>
SOC 499	<b>A-B Senior Thesis</b>

## Category A (4 of the following)

SOC 210	<b>Sociology of the Family</b>
SOC 270	<b>Social Problems</b>
SOC 320	<b>Sociology of Deviance</b>
SOC 341	<b>Urban Sociology</b>
SOC 348	<b>Social Networks of Crime, Health, and Organizations</b>
SOC 370	<b>Social Change</b>
SOC 371	<b>Birth, Migration, and Aging</b>

## Category B (4 of the following)

SOC 315	<b>Race and Ethnicity</b>
SOC 317	<b>Health, Wealth, and Poverty</b>
SOC 330	<b>Social Class and Inequality</b>
SOC 333	<b>Gender Inequality</b>
SOC 335	<b>Black Experience*</b>
SOC 336	<b>Latino Experience*</b>
SOC 337	<b>Asian-American Experience*</b>
SOC 338	<b>Native-American Experience*</b>

*\*Only one experience class may be used to fulfill this requirement*

# Bachelor of Arts in Educational Studies

## Elementary Teacher Preparation Program

The University of La Verne's Educational Studies major is an undergraduate teacher preparation program for candidates seeking a career teaching K-8 in a multi-subject classroom. Graduates from the Educational Studies Program with a 3.0 GPA in the major and a 2.75 overall GPA will meet the entrance requirements for La Verne's Teaching Credentialing Program.

For more than 75 years, LaFetra College of Education at the University of La Verne has been developing outstanding education professionals. Here, students and faculty are partners in the learning process, pursuing the shared goal of providing the highest quality teachers for our communities. Academic quality, student service, field experience, and CSET preparation are all unique components of the Educational Studies Program at La Verne.

## Student Expectations

Students must be computer literate and have Internet access. Word processing, spreadsheet, and basic math skills are required for the successful completion of some courses in the curriculum. Several classes in the Educational Studies major require observation in schools; therefore fingerprint clearance through the California Commission on Teacher Credentialing (CCTC) is required. Your academic advisor will provide you with the necessary forms for this process.

## Core Requirements (44 units)

EDUC 306	Writing for Educators
EDUC 310	Foundations in Education*
EDUC 325	Children's Literature in the Classroom
EDUC 330	Instructional Approaches to Physical Education*
EDUC 349	Visual and Performing Arts for the Elementary Teacher
EDUC 350	Child Psychology and Development*
EDUC 385	Teaching K-8 Social Studies
EDUC 389	Instructional Approaches to Mathematics*
EDUC 390	Science for Elementary Teachers*
EDUC 407	Learning Technology for Educators
EDUC 499D	Senior Seminar for the Educational Studies Major*

\* Classroom observation and related assignments will vary between 10 and 15 hours based on course requirements.

\*\* Several core requirements may be taught as part of the 16-week traditional daytime (3:30pm start time) and/or online scheduling formats.

## Concentration (optional)

12 upper division semester hours in one of the following areas: English, Fine Arts, Human Development, Languages and Literature, Mathematics, Modern Languages, Kinesiology, Natural and Social Sciences, Special Education and Teacher Education.

## Teaching Credential Prerequisites

Complete prerequisites as an undergraduate by completing the following: Public Speaking, American Government, and Health Education.





# Bachelor of Science in Child Development

The Child Development major is designed for students planning careers in early childhood education in public or private schools and/or social service agencies.

Child Development is a complete four-year program at La Verne, but also complements community college programs in Early Childhood Education. Community college students are encouraged to apply. The degree requires a minimum of 52 semester hours in the major, of which at least 24 must be at the upper-division level.

## Admission Requirements

- A GPA of 2.5 or better in college coursework
- Cleared fingerprints through Community Care Licensing
- Interview with Child Development faculty
- Assessment of writing ability
- A signed CEOL Disposition Agreement Form

## Prerequisites

WRT 110	<b>College Writing A</b>
WRT 111	<b>College Writing B</b>
EDUC 251	<b>Curriculum Development for Early Childhood Education</b>
EDUC 253	<b>Child, Family, and Community</b>

## Core Requirements\*\*\*

EDUC 350*	<b>Child Psychology &amp; Development</b>
EDUC 352**	<b>Writing for Child Development</b>
EDUC 354A	<b>Child Observation Practicum</b>
EDUC 354B**	<b>Assessment in Early Childhood</b>
EDUC 445	<b>Adult Supervision and Communication Skills</b>
EDUC 448**	<b>Math for Young Children</b>
EDUC 449**	<b>Early Childhood Literacy</b>
EDUC 451	<b>Infant/Toddler Development, Group Care and Curriculum</b>
EDUC 452**	<b>Parenting Theory in Cultural Contexts</b>
EDUC 453A	<b>Supervision and Administration of Programs for Young Children</b>
EDUC 453B	<b>Advanced Supervision and Administration of Programs for Young Children</b>
EDUC 454P**	<b>Early Childhood Student Teaching</b>
EDUC 499**	<b>Senior Project</b>
SPED 455**	<b>Introduction to Early Childhood Special Education: Policies and Practices</b>

## Recommended Courses

EDUC 252	<b>Childhood Learning Environments: Culture, Education and Media</b>
EDUC 402	<b>Experiencing an International Culture: Discovering the History, Educational Philosophies and Ethics</b>
EDUC 444	<b>Adolescent Development and Education</b>
EDUC 470	<b>Theories and Methods of Education for Linguistically Diverse Students</b>

\* EDUC 350 or an approved equivalent must be taken no more than 5 years prior to the completion of your degree requirements.

\*\* This course must be completed at La Verne.

\*\*\*Several core requirements may be taught as part of the 16-week traditional daytime (3:30pm start time) scheduling format.

**“As a CAPA student and then a Psy.D. student, I was encouraged to learn and grow both personally and professionally.”**



**Traci Lowenthal**

Licensed Clinical Psychologist

BS Psychology '92

Psy.D. '07



# Bachelor of Arts in Liberal Arts



The Liberal Arts major gives students the opportunity to design an individualized, interdisciplinary major around a focus, theme, or issue area of the student's choosing. It is ideal for students planning to pursue graduate work in disciplines that require a broad-based bachelor's degree.

## **Core Requirements\***

- LA 200 Foundation of Interdisciplinary Studies
- LA 390 Research Seminar
- LA 499 Senior Seminar/Project

## **Electives**

A minimum of 22 semester hours selected from a list of approved upper division courses available from the program coordinator.

At least one course in each of the following four areas, and no more than two courses in any one area:

- Fine Arts
- Humanities
- Natural Sciences
- Social Sciences

## **Concentration**

The concentration consists of a minimum of 20 semester hours, focusing on the student's theme or issue area, chosen by the student in consultation with an academic advisor. A concentration is defined as a social/political/cultural issue or theme that can be studied from an interdisciplinary perspective. Students must have at least three areas represented in their concentration, and must include at least 12 units of upper division coursework.

\* All core requirements will be taught as part of the 16-week traditional daytime scheduling format. Additionally, the chosen concentration could require further daytime attendance.

# Bachelor of Arts in Music

The mission of the Music Department is to provide students the opportunity to experience a broad spectrum of music, from the Western fine art tradition, the many genres of American music, and the music of other cultures. Through the courses and performances offered by the department, students will develop an understanding of artistic expression as an essential part of life, and learn skills essential to musicians today. Students may choose a major or minor with a concentration in performance, history, or theory/composition.

The department has a unique relationship with the total educational experience in that students majoring in other areas are invited and encouraged to participate in all classes, ensembles, and applied lessons. Students are given the opportunity to initiate and/or continue development of their musical interest and talents.

*Note: Major curriculum is primarily taught as part of the 16-week traditional daytime scheduling format.*

## Core Requirements

MUS 230	<b>Theory I</b>
MUS 232	<b>Theory II</b>
MUS 330	<b>Theory III</b>
MUS 332	<b>Theory IV</b>
MUS 351	<b>Medieval, Renaissance, Baroque Music</b>
MUS 352	<b>Classic, Romantic Music</b>
MUS 353	<b>Music Since 1900</b>

**Theory, History, or Conduction (300–400 level) (8 SH)**

**Applied Music (8 SH)**

**Ensemble (6 SH)**

**Piano proficiency**

**Concert attendance**

MUS 499            **Senior Project/Recital**



## 2016 – 2017 Tuition and Fees

**Bachelor's Degree Tuition:** \$645 per unit

**Application Fee:** \$50

**Academic Services Fee:** \$30 per course

**Graduation Fee:** \$140

**Deferred Payment\*:** \$75

**Late Financial Arrangement Fee:** \$100–\$300

**CEOL Assessment Fee:** \$9 per course

**Legal Studies (LS) Research Fee:** \$20 per course

### \*Deferred Payment Plan

Students can choose the deferred payment plan where a percentage of the balance, including fees, are due at the time of registration, with the remaining balance paid in three to five monthly installments during the semester. Students whose employers have company reimbursed tuition benefits are eligible to enroll in a deferred payment plan where 25% of the balance, including fees, are due at the time of registration, with the remaining balance due 45 days after the end of the term. Please contact the Office of Student Accounts at 909-448-4060 with questions. There is a \$75 fee for either of these two plans. Refer to the University's online catalog for a complete listing of tuition, fees, and other financial matters: [univ.lv/catalog](http://univ.lv/catalog).



## Changes in Policy, Tuition and Fees

The information provided in this brochure reflects an accurate picture of the University of La Verne at the time of publication. The University reserves the right to make necessary changes in policies, requirements, tuition, fees and calendars contained in this brochure at any time without prior written notice.

## Financial Aid Programs

Students are encouraged to apply for Financial Aid before they are accepted to the University. However, admission to the University is required before the financial aid application can be processed. There is funding available from the Federal Government for working adults who want to continue their education. There are a variety of financial aid programs available, depending on an individual's financial situation, income level, and academic standing.

Students who wish to receive financial aid for their education should begin the application process at the time they apply for admission to the University of La Verne. We encourage you to apply online at [univ.lv/finaid](http://univ.lv/finaid). This will give you access to the Free Application for Federal Student Aid (FAFSA). Please review the Steps to a Successful Financial Aid Process on page 23.

## Course Schedules

Evening courses meet once a week over a 10-week period (accelerated semester) or 16-week period (standard semester). Weekend College courses are held Friday evenings and Saturdays for five alternate weekends, and are divided into cycles. Two different cycles are offered per semester. Additionally, the University offers Sunday courses (meeting seven consecutive Sundays) as well as online education.

## Admission Requirements

Applicants 25 years of age or older, with or without previous college experience, are eligible for admission to the CAPA Program. Applicants will be considered for admission based on several factors: number of college-level semester hours completed, cumulative college GPA, work experience, and the degree program being pursued.

# Tuition, Fees and Academic Calendar

The University of La Verne acknowledges that there are many ways in which a student can earn undergraduate degree credit. The following describes the many different transfer credit options that are acceptable at La Verne toward fulfilling undergraduate degree requirements. There is a limit of 88 transfer credits that will be evaluated by the University of La Verne.

## Graduation Requirements – Bachelor’s Degree

To earn a bachelor’s degree from La Verne, a student must complete:

- 1) A declared major–academic majors are described in this brochure.
- 2) The University’s general education requirements.  
General education reflects a university’s identity. Consequently, La Verne’s general education requirements aim at fulfilling two primary objectives:
  - a) To communicate the central values of the University as expressed in its Mission Statement, and
  - b) To expose students to the traditional liberal arts fields of study. General education and elective units can be acquired through a combination of community college courses, CLEP and DANTES tests, etc.
- 3) General Electives
- 4) Meet the following unit requirements:
  - a) A minimum of 128 semester hours.
  - b) A minimum of 44 semester hours at La Verne for the residency requirement.
  - c) A minimum of 44 semester hours at the upper division level, including a minimum of 24 in the major, and 5 in general education. At least 16 semester hours at the upper division level in the major, and 5 in general education must be taken at La Verne.

*Please note: All bachelor’s degree courses listed in this brochure are 4 units unless otherwise noted.*

A La Verne academic advisor will assist you in identifying a specific major, general education, and elective units required for your degree.

*Please note: It is not mandatory to complete general education or elective units prior to enrolling in courses at the University of La Verne. However, College Writing A must be completed within the first 12 semester hours at La Verne.*

The following majors require a second semester of a college level foreign language as one of the two Humanities General Education requirements: Legal Studies, Social Science, Behavioral Sciences, Anthropology, Criminology, Sociology, Child Development, and Liberal Arts.

## CAPA Calendar 2016–2017

**Fall 2016** August 29–December 18, 2016

### Cycle I

September 2–3, September 9–10, September 23–24;  
October 7–8; October 21–22

### Cycle II

October 28–29; November 4–5, November 18–19;  
December 2–3, December 16–17

### Accelerated Sunday

October 30, November 6, November 13, November 20;  
December 4, December 11, December 18

**Online** August 29–November 6

**Accelerated Evening** October 3–December 18

**Spring 2017** January 30–May 28

### Cycle I

February 3–4, February 10–11; February 24–25;  
March 10–11, March 24–25

### Cycle II

March 31–April 1, April 7–8, April 21–22; May 5–6, May 19–20

### Accelerated Sunday

April 2, April 9, April 23, April 30; May 7, May 14, May 21

**Online** March 20–May 28

**Accelerated Evening** March 20–May 28

**Summer 2017** June 5–August 13

### Cycle

June 9–10, June 23–24; July 7–8, July 21–22; August 4–5

### Accelerated Sunday

June 11, June 18, June 25; July 9, July 16, July 23, July 30

**Online** June 5–August 13

**Accelerated Evening** June 5–August 13



## Step 1 – Questions?

To learn more about the Campus Accelerated Program for Adults (CAPA), call to schedule a personal appointment with an admission representative – 877-GO-TO-ULV or email [degreeinfo@laverne.edu](mailto:degreeinfo@laverne.edu).

## Step 2 – Application Process

An application for admission may be submitted at any time preceding the term for which admission is sought. However, applicants are encouraged to apply early to ensure a place in the entering class. Please fill in all the information on the application and submit it along with the \$50 application fee (payable to the University of La Verne). Be sure to sign and date the application or, you can

➔ apply online at [univ.lv/admission](http://univ.lv/admission).

You will receive additional application materials upon receipt of your initial application. Upon receipt of all of your admission materials, your file will be reviewed for admission. Applicants whose cumulative GPA is less than what is published in the current program brochure must consult with an Academic Advisor to determine admission status before enrolling in any courses.

**Academic Advising:** An Academic Advisor will be assigned to you when we receive your application. Your advisor can provide the answers to any academic questions (such as an appropriate first class to begin your studies), and the university support services that are available to you.

## Step 3 – Financial Aid

If you are planning to apply for financial aid, this should be done at the same time you have submitted your application for admission. Please review the Steps to a Successful Financial Aid Process on page 23.

## Step 4 – New Student Orientation

For assistance in selecting your first course or ordering your textbooks, please contact your Academic Advisor or attend a New Student Orientation at CAPA.

## Step 5 – Registration

Approximately a month prior to the beginning of the start of a new term, the schedule of classes will be posted online. Online registration starts a few weeks prior to the start of the term. You will receive registration instructions along with your admission materials.

## Step 6 – Order Your Textbooks

A few weeks before the start of the semester, you can purchase your textbooks by going to the La Verne Bookstore, located on the corner of D and 2nd Streets in downtown La Verne.

## Step 7 – See You in Class!

# Steps to a Successful Financial Aid Process

## Start the Financial Aid Process by Applying Online

To begin the financial aid process, visit La Verne's Financial Aid web page: [univ.lv/finaid](http://univ.lv/finaid). This will give you online access to the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov). We recommend that you allow yourself at least one hour to complete the application. You will need your previous year's tax forms to answer some of the questions.

## School Code (001216)

You must provide the University of La Verne's SCHOOL CODE (001216) in order for the results of your FAFSA to be forwarded to La Verne's Office of Financial Aid.

## Student Aid Report (SAR)

Not more than one week after you have submitted your FAFSA online, a notice will be sent to your email address from the Federal Processor that your Student Aid Report (SAR) is available to be viewed at [fafsa.ed.gov](http://fafsa.ed.gov). Please print and review your SAR to be sure it is accurate. Make sure the University of La Verne is listed to receive this report. If any corrections are necessary, make them at that time.

## The Review Process

- Before your application can be processed for financial aid at La Verne you must be officially admitted to a degree program at the University of La Verne
- At least 30% of all financial aid applicants are randomly selected by the federal government for verification, or further review. Should you be selected for verification, it will be necessary for you to provide additional documentation, such as a tax transcript from the IRS, all w-2 forms and a verification worksheet, to the Office of Financial Aid. This process must be completed before financial aid can be awarded. Please allow up to 14 days from the date all of the verification forms are received in the Office of Financial Aid for them to complete their analysis

*Note: Once you have received your student ID, and PIN, you will be able to log into the Secure Area of MyLaVerne that can be accessed through La Verne's home page at [www.laverne.edu](http://www.laverne.edu). However, your personal information is not populated in the Financial Aid Menu until you have been officially admitted to the University.*

Find out more about the time to completion for your Program visit [univ.lv/completion](http://univ.lv/completion)

## Financial Aid Award Letter

Once the admission and financial aid application review processes have been completed, you will receive a financial aid award letter (via mail or an e-mail notification to your La Verne e-mail account). Please read all instructions carefully. You will need to follow all of the steps outlined in the financial aid award packet in order to have funds sent to your account here at La Verne. If this is the first time you have been awarded a student loan at the University of La Verne, as part of your award, you must follow the instructions to complete a Direct Loan Master Promissory Note and the entrance counseling requirement. Student loan funds cannot be disbursed unless these processes are completed.

## Registration and Financial Aid

In addition, financial aid loan money cannot be disbursed until after the add/drop period for the semester/term has ended. Be sure you have officially registered for the appropriate number of units for the appropriate semester/term as indicated in your financial aid packet. Remember, only those units required to complete your degree will be counted.

## Questions

If you have any questions regarding the financial aid process please call 800-649-0160 to speak to a financial aid advisor, or visit: [univ.lv/finaid](http://univ.lv/finaid)



# We Have a Campus Near You

La Verne is a national, comprehensive university offering excellence in higher education since 1891.

For more information call 877-GO-TO-ULV or visit us at [laverne.edu](http://laverne.edu)

## Main Campus

1950 Third Street  
La Verne, CA 91750  
909-593-3511

## Orange County

2855 Michelle Drive, Suite 250  
Irvine, CA 92606  
714-505-6936

## Naval Base Ventura County

162 N. Mugu Rd.  
Point Mugu NAWC, CA 93042  
805-986-6900

## High Desert

15447 Anacapa Road, Suite 100  
Victorville, CA 92392  
760-955-6440

## San Fernando Valley

4001 W. Alameda Avenue, Suite 300  
Burbank, CA 91505  
818-295-6500

## Vandenberg Air Force Base

P.O. Box 5578  
Vandenberg AFB, CA 93437  
805-734-6220

## Inland Empire

3237 Guasti Road, Suite 300  
Ontario, CA 91761  
909-937-6985

## Ventura County

500 Esplanade Drive, Suite 1000  
Oxnard, CA 93036  
805-981-6020

## Kern County

1201 24th Street, Suite D-200  
Bakersfield, CA 93301  
661-861-6800

## La Verne Online - Virtual Campus

[univ.lv/online](http://univ.lv/online)  
800-695-4858, x4961



UNIVERSITY OF  
**LA VERNE**

1950 Third Street, La Verne, CA 91750  
[univ.lv/capa](http://univ.lv/capa)  
877-GO-TO-ULV  
[degreeinfo@laverne.edu](mailto:degreeinfo@laverne.edu)