



UNIVERSITY OF LA VERNE CAPA NEWS 2017-2018

INFORMATION FOR GRADUATING SENIORS

The priority deadline to apply for graduation and to participate in the winter or spring Commencement Ceremony is **July 31, 2017**. The winter 2018 Commencement Ceremony will be held on February 3, 2018 and the spring 2018 Commencement Ceremony will be held on June 2, 2018.

To apply for graduation, please fill out the Application for Graduation and a Departmental Honors form (if eligible) and submit both to the CAPA Office. The \$140 graduation fee may be paid by check in the CAPA Office or by credit/debit in Student Accounts.

HONORS AT GRADUATION

Departmental Honors

Students should submit an application for Departmental Honors to the CAPA Office. Some majors require the respective department chairperson to submit a nomination to the Office of the Registrar. Departmental Honors will be awarded on the basis of a minimum GPA of 3.6 in the major and a 3.0 overall. (The Major Department may add other requirements.)

Undergraduate Honors

Undergraduate Honors will be determined by the Registrar's Office. A student must have taken at least 84 semester hours with letter grades to be considered for honors. Honors at graduation are based on the student's GPA according to the guidelines below:

- **Cum Laude (Honors).** The student who completes 44 semester hours or more at the University of La Verne, and who earns a minimum GPA of 3.6 in courses taken at the University and a minimum GPA of 3.6 in all work applicable toward the bachelor's degree. Only these students will be considered for the honor of **Cum Laude** upon graduation.
- **Magna Cum Laude (High Honors).** The student who completes 44 semester hours or more at the University of La Verne, and who earns a minimum GPA of 3.75 in courses taken at the University and a minimum GPA of 3.75 in all work applicable toward the bachelor's degree. Only these students will be considered for the honor of **Magna Cum Laude** upon graduation.
- **Summa Cum Laude (Highest Honors).** The student who completes 60 semester hours or more at the University of La Verne, and who earns a minimum GPA of 3.85 in courses taken at the University and a minimum GPA of 3.85 in all work applicable toward the bachelor's degree, Only these students will be considered for the honor of **Summa Cum Laude** upon graduation.

**FALL CLASSES BEGIN
AUGUST 28, 2017**

**SPRING CLASSES BEGIN
FEBRUARY 5, 2018**

Please call the CAPA Front Office or the Major Department to schedule an appointment with your advisor as soon as possible. This is especially important if this is the first time you are registering for classes. Before you meet with your advisor, please review the online Weekend College schedule at:

<http://sites.laverne.edu/capa/>. Make a tentative plan for which courses you plan to register. 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 one of the portals. When searching for classes, please choose the Main Campus and CAPA filter. Finally, when you are ready to register, log onto your Secure Area and click on Registration.

If you are a new student or you have not set up your GMAIL account, please enter the portal entitled:

**STUDENTS WITHOUT A GMAIL
ACCOUNT AND PROFESSIONAL
DEVELOPMENT STUDENTS
LOGON**

User ID:

PIN:

In User ID box, type in your Student ID# and in the PIN box, type in your birthdate in six digits. Then click login.

To Register and Add/Drop Classes:

- Enter the CRN (Course Record Number) in the box/s on the bottom of the page. To add multiple classes, enter each CRN in a separate box and then click on submit.
- Be sure to print out a copy of your Registration Confirmation, Detailed Schedule and Term Balance.



- + CAPA students must be **enrolled in at least six units** to be eligible to receive loans and/or grant monies from Financial Aid.
- + Please call Financial Aid at 1-800-649-0160 if you have any questions or log onto: <http://sites.laverne.edu/financial-aid/>. To apply for Financial Aid, log onto www.fafsa.ed.gov. In order to receive Cal Grant monies for the **2018-2019 year**, you must have ULV or your previous college electronically submit a GPA Verification form to Cal Grant by the deadline of **March 2, 2018**. The Cal Grant priority deadline has passed for the 2017-2018 school year.

Have You Checked Your



La Verne

Today?

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. If you are a new student, please use the email address listed on your Acceptance letter to log onto the "La Verne Portal" to set up your GMAIL account. Read the instructions carefully. You may call the OIT office for information by dialing 909-448-4130. To check your La Verne Gmail more conveniently, you may forward your Gmail to a personal email account.

BLACKBOARD

Once you are registered at the University of La Verne, a Blackboard account will be created.

All new and returning students (who did not take a class during Summer Term) will need to initially re-set their password.

To reset the Blackboard password:

- + Go to bb.laverne.edu
- + Click on Forgot Your Password?
- + Select whether to reset by Username or Email.
- + Enter given First and Last Name
- + And either username (it does not include @laverne.edu, e.g. marie.gomez) or La Verne email.
- + A link will be sent to your email address.
- + Click link and follow the directions.

Note: the link can only be used once.

To login to Blackboard:

- + Username is the first part of your La Verne email (without @laverne.edu), e.g. Jane.smith.
- + Password is the personal password you set up

Note: it is no longer your email password

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 before classes begin. 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.

CAPA STAFF

Central Staff

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