Handbook for Graduate Students

Produced by Graduate Academic Services
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ADMISSION INFORMATION

Terms of Admission: Graduate students are responsible for reading their admission letters carefully. Students admitted provisionally, with prerequisites, or with ESL coursework, must take responsibility for satisfying those requirements.

Students who believe they have completed their admission conditions may contact Graduate Academic Services to verify their full-admit status. Full admission in a Master’s program is required for gaining Advanced Standing.

Student Identification Cards: Student Identification cards are available from the Registrar. You may obtain an ID card from the Registrar’s Office during their office hours. A student ID card may be required to access services, events or buildings on campus.

ACADEMIC INFORMATION

Academic Advising: Central campus graduate students are advised by the faculty program chairperson for their respective programs. Graduate students seeking academic advising should contact their academic advisor.

Academic Progress: Graduate students are considered to be making normal academic progress when a cumulative GPA of 3.0 or higher is maintained.

Academic Probation: Academic probation is a serious warning to the student that his/her scholastic record is unsatisfactory. Continued failure to improve this record will result in academic disqualification. Students on probation may also have restrictions imposed by the Deans regarding their programs of study. A graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation.

Academic Disqualification: Graduate students on Academic Probation who fail to earn a 3.0 La Verne GPA in any term/semester will be academically disqualified. Academic disqualification will be recorded on the student’s transcript. Extenuating circumstances may be reviewed by the Dean of the student’s college, if the Dean reinstates a student, the date of reinstatement will also be recorded. If a reinstated student does not meet the conditions specified at the time of reinstatement, academic disqualification will result.

General Information on Courses

Incomplete (INC): Students must initiate a request for an incomplete, and if able complete the incomplete Contract available on MyLaVerne. The contract can be found on the Student Record Menu. The contract must be submitted prior to the last day of the term. The contract will be reviewed by the instructor at the time of grade submission. The instructor can amend the contract, list outstanding course requirements and approve or deny the request for an Incomplete. By requesting an INC, the student agrees to complete the coursework specified on the contract. It is the student’s responsibility to check his or her MyLaVerne account to view the status of the incomplete contract.

In Progress (IP): In Progress grades are reserved for directed studies, independent studies, field work courses, senior projects, and graduate culminating activities wherein the contract at the time of registration specifies a date of completion that is beyond the end of the term of registration. The intent
of the IP policy is to provide for individualized study which, in its inception, requires more than the normal term or semester to complete. Students who receive IP grades are considered to be maintaining satisfactory academic progress for financial aid purposes. An IP grade will automatically be converted to a failing grade of NCR or F, if not cleared within one year following the term of registration. A grade of IP is not considered as enrollment. (Please see ULV catalog for required completion dates.)

What Happens on a Transcript When a Course is Repeated: When a course is repeated for a higher grade or because an INC or IP has lapsed, the original course, the grade, and semester hours remain on the transcript but are computer-coded to reflect the change. The old information is no longer applied to the student’s GPA or degree program: only the grade and the semester hours of the repeated course are counted. Students should note that the most current grade will be the one counted in the GPA, regardless if the current grade is lower than the first grade.

Appeals

Graduate Appeals Committee: The Graduate Appeals Committee meets approximately every three weeks for graduate/doctoral student appeals. Completed petitions must be received by 12pm (noon) three working days prior to each scheduled meeting to be included in the upcoming appeals meeting. Failure to complete all sections or obtain all signatures will prevent the appeal from being processed.

If an appeal is granted, the student will be charged a minimum $50 appeal fee. It is the student’s responsibility to check with Student Accounts and Financial Aid (if applicable) to determine how their appeal may affect their account. For requests to waive appeal fees, tuition charges and/or other fees, the student will need to submit a separate appeal to the Student Accounts office.

Statement of Request: Students statement of request must include:
(1) specific details of the course(s) for which you are requesting an add, drop, withdraw or extension of time, (2) the reason you missed the registration deadline, and (3) the extenuating circumstance you feel an exception to University policy should be granted. All supporting documentation must be submitted with the appeal. Examples of documentation may include, but are not limited to, a doctor’s note, accident report, and verification of change in employment from employer.

Return the completed appeal form and any supporting documents to:
Graduate Academic Services, via fax: (909) 392-2756 or in person to Woody Hall.

All petitions for appeals and supporting documents must be received in our office by 12pm (noon) with all requisite signatures by three working days prior to each scheduled meeting.

How do I file an appeal?

An appeal may be filed through the office of Graduate Academic Services. The appeal form, titled, “Appeal for Waiver of University Policy” can be downloaded from the Graduate Academic Services webpage under forms.

Doctoral students must contact Tiffany Mendez at 909-448-4434 or via email at tmendez@laverne.edu for appeal information.
How do I pay my appeal fee?

Once an appeal is granted, payment can be made in person at Student Accounts or online through MyLaVerne. Students will be notified, via their ULV email addresses, by Graduate Academic Services of the status of the appeal request.

**FAILURE TO PROCESS GRANTED APPEALS WITHIN 30 DAYS OF THE APPEAL DECISION WILL RESULT IN THE APPEAL BEING NULL AND VOID.**

Online – From MyLaVerne, click on Student Accounts – student account history – payment. You will need to input the appeal payment amount. Once you have completed this transaction, Graduate Students must contact Tiffany Mendez at 909-448-4434 or via email at tmendez@laverne.edu

**Appealing a Final Grade:** A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after grades are issued. A student dissatisfied with the instructor’s response may appeal to the program chair and department chair. Subsequently, an appeal may be made to the appropriate college Dean and finally to the Provost. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the Dean.

**Statute of Limitations:** All appeals must be submitted in a timely manner to be considered. Appeals requesting an action affecting registration or grades for a previous semester/term will be accepted as follows:

- **Retroactive Registration, Add, or Drop for a previous Semester/Term:**
  All requests in reference to a Registration, Add, Drop for a previous semester/term must be submitted with all supporting documentation within one (1) calendar year from the end of the semester/term being appealed.

  Exceptions may include appeals for retroactive Continuous Enrollments. Continuous Enrollment appeals will be considered on a case by case basis.

- **Retroactive Withdrawals for a previous Semester/Term:**
  All requests in reference to a retroactive withdrawal for a course in a previous semester/term must be submitted will all supporting documentation within one (1) calendar year of the ending date of the semester/term being appealed.

- **Appeals for Extension of Time to Complete expired Grades:**
  Appeals to request an extension of time to complete an expired INC/IP must be submitted within one (1) calendar year from the end of the semester/term the grade expired.

**Graduation Requirements**

**Advanced Standing:** Master’s degree candidates must have received Advanced Standing prior to the beginning of the term/semester for which they plan on registering for their culminating activity. To obtain Advanced Standing, candidates must meet the following, but are not limited to, requirements:
• Completed 21 SH, or have completed 18 SH and currently enrolled in 6 SH in a degree program less than 38 SH
• Completed 30 SH in a 39-50 SH degree program
• Completed 43 SH in a 61 SH degree program
• Completed all prerequisites
• Completed ESL courses
• Fulfilled any conditions or provisions
• Be in good academic standing, attaining a minimum 3.0 cumulative GPA

When all the requirements are met, students must submit an Application for Advanced Standing with the approval of their academic advisor, along with an Application for Graduation, a Program of Study, and the Graduation Fee to Graduate Academic Services.

**Commencement Clearing:** In order to be cleared to participate in Commencement, you must be registered in all of your final courses, and these courses must correspond to a term or semester that will be complete prior to the date of commencement. For example, if you wish to participate in Spring commencement, you must be registered in Spring courses only – early summer registrations will not be considered for eligibility.

**Degree Dates and Diplomas:** The University of LaVerne has three diploma dates. Those dates are 1/31, 5/31 and 8/31. Your degree date will determine your diploma date. Your diploma date will be 1/31 for all degree dates of 9/1-1/31, 5/31 will be the diploma date for all degree dates 2/1-5/31 and 8/31 will serve as a diploma date for all degree dates 6/1-8/31. The actual completion date of a degree will be determined when the student has completed all requirements. The completion date will be noted on the student’s transcripts.

Please note that the degree completion date and diploma date in most cases will not be the same.

**Time Limit to Complete a Graduate Degree Program:** All requirements for the master’s degree are to be completed within five years from the first course registration for the graduate program at La Verne. All requirements for the doctorate degree are to be completed within eight years. Appeals for extensions of time limitations must be made in writing to the Graduate Appeals Committee.

**Registration**

**Registering for Classes:** All La Verne students register and make program changes through their MyLaVerne account. The La Verne Course Catalog and all schedules of courses are available on MyLaVerne. All students can verify the courses they have enrolled in for a specified term and the amount they will be obligated to make payment arrangements on their MyLaVerne Account. A student who registers and decides not to attend the course(s) must follow the Drops and Withdrawals policy printed in this section. Complete registration information and procedures are available at laverne.edu/registrar.

**Late Registrations/ Adds:** Students must have permission of the instructor of the class to appeal for late entry into a class. Students cannot assume an instructor will allow entry to a class if they do not attend the first class meeting. Students must obtain and complete the appropriate appeal form and submit to the Undergraduate or Graduate Academic Appeals Committee. Further information can be obtained in the Appeals section in the ULV catalog.
Students desiring to register or add in any of the following circumstances can only do so through appeal to the Graduate Appeals Committee, as appropriate, receiving Committee permission, and paying a late fee:

1. Enrolling the 8th workday of a semester or term or thereafter.
2. Enrolling in a January Interterm course on the 5th workday of class or later.
3. Enrolling in a 5-6 week term course on the 6th workday of class or thereafter.
4. Enrolling a weekend cycle class on the Saturday of the first full weekend or later. Appeal is not required on the Saturday of the first full weekend, but payment of the late fee is.

**Dropping a class:** Dropping a class is the process through which students officially notify the Registrar or Regional Campus of their intention to not attend a class or classes. Classes that are officially dropped are not posted on the student’s official transcript. Failure to drop a class will result in a failing grade.

Drops can be processed via the students MyLaVerne account. Students should view the academic calendar for their semester/term to determine the last day to drop. The time period to drop a class is indicated below:

1. To drop a class a term or semester that is 10 weeks or greater a student can initiate the Drop beginning the first day of open enrollment through the first seven work days (Monday through Sunday) of the term or semester, excluding university holidays. CAPA Weekend Cycles and Accelerated term students must also drop classes within the first seven work days of the term.
2. To drop a class for January Interterm or a term 4 weeks or less in length a student can initiate a Drop beginning the first day of open enrollment through the 4th workday of the term.
3. To drop a class from a term that is 5 – 6 weeks in length a student can initiate a Drop beginning the first day of open enrollment through the 5th workday of the term.

**Withdrawals:** Withdrawal is the process through which a student officially notifies the Registrar or regional campus of the intent to not attend a class or classes after the drop period is over. The withdrawal period for terms and semesters that are five weeks in length or longer, begins the 8th work day of the term or semester and continues through the 60% point of the term or semester. The withdrawal period for terms and semesters that are four weeks in length or shorter, begins the 5th workday of the first week. Students enrolled in a class that meets 2-6 consecutive days must withdraw before the second class meeting commences. Students enrolled in a class that meets for one day only cannot withdraw. Withdrawals are recorded on the official transcript as a W.

Notification from the student to drop or withdraw can be submitted in person or by phone, e-mail, letter, or fax to the Registrar or regional campus. A student who fails to withdraw or drop officially from a registered course will receive a grade of NCR, WF, or F depending on the grade option and the student’s last date of attendance. The University assumes that the student who drops or withdraws during a term or semester will return the following term or semester. A student not intending to return to La Verne in the following term or semester needs to follow the Withdrawal process from the University or Leave of Absence procedures outlined in the appropriate section below.

Complete Drop and Withdrawal procedures can be found at laverne.edu/registrar/, including applicable deadlines.
Tuition Credits/Refunds: To be eligible for tuition credit(s), a student must drop/withdraw online or complete a Program Change Form before the tuition credit deadline for the semester or term. The date of withdrawal for purposes of tuition credit shall be the date on which the Office of the Registrar (or the office of the student’s regional campus) receives the official Program Change Form. Tuition credits will only be granted for students who officially drop or withdraw in writing before the deadline. If eligible, a refund will be generated within 14 days of the date the student’s account reflects a credit status. Checks are mailed to the student’s mailing address.

Student Refunds: A student who is eligible for a refund due to excess financial aid and who used a credit card to pay any and all of his or her tuition and fees will have a refund processed to his or her credit card up to the amount of the payment. This policy applies to all credit card transactions, regardless of the order of payment. Any credit over the amount paid by credit card will be processed through direct deposit or paper check.

Tuition Refund/Credit Policy
Withdrawal during: Refund %
First week of classes 100%
Second week of classes 75%
Third week of classes 50%*
Fees are not refundable.
*Courses that are seven weeks or longer are eligible for a 50% refund, if the student withdraws during the third week of classes. Courses that are less than seven weeks are not eligible for a 50% refund.

Taking a Leave of Absence: A leave of absence is a temporary leave from the University of La Verne. It may be necessary for you to take a temporary leave during your academic career.

Why should I take a Leave of Absence: A student may elect to take a leave of absence for a variety of reasons to handle life issues that might interfere with his/her academics. Examples of life issues are:
- Family or personal reasons or hardships
- Religious obligations
- Financial or work-related issues
- Medical emergencies due to illness or accident
- Military or volunteer service

How long can I leave La Verne under a Leave of Absence?
University policy grants graduate students the right to take a leave of absence for up to two years. If you anticipate not being able to return immediately after a leave of absence expires, please contact Graduate Academic Services, to find out if you will be required to apply for readmission.

Is it easy to return to the University of La Verne?
A leave of absence is specifically designed to help students transition back to La Verne immediately after the leave of absence expires, without reapplying for admission. Following these guidelines will assure your rights are granted to you by the catalog in which you are governed by and it will ease your access to financial aid. Finally, your smooth transition back to La Verne will help you complete your degree.
Can I take a Leave of Absence if I am a first semester/term student?

Yes, you may take a leave of absence after the 2nd week of classes. If you need to file a leave of absence before the start of your first semester/term, you should contact the Graduate Admissions Office to update your admissions application to postpone your anticipated start date.

Does a Leave of Absence automatically cancel my courses?

No, a leave of absence does not automatically cancel your courses. The first step is to meet with your academic advisor, followed by the Office of the Registrar, to inform them of your leave of absence.

I plan to withdraw from La Verne and do not plan to return, do I need to file a leave of absence?

No, if you are certain that your departure from La Verne will be permanent, then you do not need to file a leave of absence. Make sure you mark the appropriate section on the form, indicating that you will withdraw from the University (and do not plan to return). However, if you are not certain, it is advisable to file a leave of absence for up to two years in case you return to La Verne within the two years. Otherwise, you will need to apply for readmission.

If I withdraw without taking a leave of absence, am I eligible to use the Library?

Access to University services, including the Library, is a privilege that is reserved only for enrolled students. If you file a leave of absence, you may continue to access university libraries, but only with the consent of the Registrar and Library in cases where you might be working on an incomplete (INC) for a course. However, access to the library terminates if you withdraw or abandon your studies.

International Students

Meet with your academic advisor to discuss the reason for a leave of absence. Next, you will need to meet with the Director of International Study Abroad Center to determine how your leave of absence will impact your student visa. U.S. Immigration requires all persons with student visas to be enrolled as a full-time status. Thus, a leave of absence for reasons other than medical should be seriously considered given its potential implication on your immigration status. If you file a leave of absence for any reason other than medical, you will be required to return to your country of origin until you are ready to return to school.

Visit the Registrar

You will need to drop all of your courses; you may drop courses in person at the Office of the Registrar, or via MyLaVerne (but only within the normal timeframe to drop/withdraw). It is your responsibility to officially notify the University if you plan to withdraw or file a leave of absence. Failure to attend classes or inform your instructor(s) does not constitute official withdrawal from a course. If you have pending incomplete (INC) grades and are not able to complete them, then you must file a petition for extension with the Graduate Appeals Committee. Failure to obtain an extension on incompletes may result in their expirations, which count as an “F” and negatively impacts your GPA and academic standing.

Once you have dropped your courses and have filled out the Withdrawal/Leave of Absence form, you will need to go to the Registrar’s Office, to obtain clearance and signature. Next, you will have to go over to Student Account and the Financial Aid office to obtain clearance and signatures.
**Student Accounts, Financial Aid and Parking**

Visit Student Accounts to inform them that you are no longer enrolled in classes. Make sure to give Student Accounts the form for a signature. Tuition credit is determined by the academic calendar and will be granted based on the date you officially drop or withdraw from courses by the published deadlines. Approved refunds are processed within 14 days that a credit is reflected in your account. Checks are mailed to your mailing address.

Return the parking permit and clear any parking fines. If you fail to clear your account, it may result in a financial hold on your record which will negatively impact your ability to return to campus after the leave of absence has expired.

Next, you will need to visit the Financial Aid office to obtain clearance and signature. Once you have all three signatures, you will need to submit the form to Graduate Academic Services.

**Student Health Insurance**

Contact Student Accounts that you have dropped courses and have filed a leave of absence. Health insurance refunds will be determined by Student Accounts based on their policies regarding refunds.

Presently, the University Student Medical Insurance is required for all full time (12 or more credit hours) undergraduate students and international graduate students. Full-time undergraduate students are enrolled in the plan automatically. If a student drops below full-time status, coverage is not provided automatically and must be purchased separately by the student through the University. All other students who wish to purchase the Student Medical Insurance must do so prior to the last day of the Add/Drop period for each Term. CAPA students who are not enrolled in the first session of each Term must wait until the next Term, if eligible, to purchase the Student Medical Insurance plan.

Please call the Director of Student Health Services at Ext -4441 for further information or clarification.

**University Library**

Return all library books and clear any outstanding fines.

**Update your Address**

Update your local address and telephone number via MyLaVerne or in person with the Office of the Registrar to ensure you receive important correspondence from us.

**FINANCIAL INFORMATION**

**Financial Arrangements:** Graduate students must complete their financial arrangements by the beginning of each term or semester. Even students who have financial aid must make payment arrangements with Student Accounts at time of registration. Until payment arrangements have been made, registration is not confirmed. Unconfirmed registrants are dropped from the class roster prior to the first class.

Students must complete their financial arrangements no later than one to two weeks prior to the start of the term/semester. Students who do not make financial arrangements two weeks prior to the start of the term/semester will be assessed a fee of $100. Students who have not made financial arrangements
after 30 days from one to two weeks prior to the term/semester will be assessed an additional $200.

Financial arrangements include payment in full or enrollment in a payment plan. The University offers the payment options listed below, which must be completed at the time of registration.

**Payment Options:**

**Payment in Full:** Tuition, room, board, and any other fees are payable at the time of registration.

**Deferred Payment Plans:** Payment plans are available for courses lasting six weeks or more. Short-term courses of up to five weeks in length must be paid in full one week prior to the start of the term.

All deferred payment plans require the completion of a formal written agreement. If the student is listed as a dependent on another’s income tax return, or is under 18 years of age, a cosigner is required on the agreement. No student is allowed to register for a semester/term if there is an overdue debt from a previous semester or term.

All deferred payment plans require the payment of a fee at the time of registration or at the initiation of the monthly payment contract. The fee is based on the program in which the student is enrolled.

To enroll in a payment plan follow these steps:

- Click on: *MyLaVerne directly* and (login using your student ID# and pin)
- Click on Student Services and Financial Aid
- Click on Student Accounts
- Click on My Student Account Center
- Click on the Payment Plan tab and follow the directions

- Click on MyLaVerne 2.0, login with your user name and email password
- Click on Student Account Info on the left
- Click on My Student Account Balance
- Click on My Student Account Center
- Click on the Payment Plan tab and follow the direction

All students electing a deferred payment plan who do not meet their payment dates will also be assessed a monthly late payment fee. The University reserves the right to impose finance charges on all unpaid balances.

Students who are reimbursed by their employer are eligible for a payment plan where a 25% down payment is required plus the deferment fee. The remainder of the balance is due 45 days after the class ends. To participate in this plan, students must submit a Company Reimbursement Form each academic year. This form must be completed by the student and their employer and submitted to Student Accounts. Once the form is received, the student can log into MyLaVerne and sign up for a Company Reimbursed Payment Plan.

**Payment Methods:** The University accepts payments by cash, check, money order, traveler’s check, wire transfer, or by electronic check through the web at MyLaVerne.
Credit card payments are accepted online through MyLaVerne. Accepted forms of credit card payments are VISA, Mastercard, American Express and Discover. Credit card payments will not be accepted in person, over the phone, or by mail for tuition.

The tuition charged a student will be the rate that is current for the program in which the student is enrolled, regardless of the course in which the student enrolls. The University reserves the right to make changes to all published rates of tuition and fees at any time without prior written notice.

**How do I make a payment online?**

At www.laverne.edu, click on MyLaVerne at the top of the page

- Click on: *MyLaVerne directly* and (login using your student ID# and pin)
- Click on Student Services and Financial Aid
- Click on Student Accounts
- Click on My Student Account Center
- Click on MyLaVerne 2.0, login with your user name and email password
- Click on Student Account Info on the left
- Click on My Student Account Balance
- Click on My Student Account Center

In My Student Account Center you can:

- Make a credit card or electronic check payment
- Set up a payment plan
- Sign up for Direct Deposit (eRefund)
- Set up an Authorized User account
- Review your account

**Pay by Mail:** Make all checks and money orders payable to the University of La Verne. Your student ID number must be clearly printed on the check. Please mail to:

University of La Verne  
Attn: Student Accounts  
1950 Third Street  
La Verne, CA 91750

**Pay in Person:** Students who pay in person should bring their cash or checks to the Office of Student Accounts located in Woody Hall on the Main Campus. You may also drop off your payment after hours in the drop box located outside of Woody Hall. Please do not deposit cash in the drop box.

**Pay via wire transfer:** Please contact the Office of Student Accounts for instructions: stuaccts@laverne.edu

**Financial Aid:** All students admitted to a degree or certificate program may apply for financial assistance. The student’s financial aid (institutional, federal, and state aid) will be determined and awarded by the Office of Financial Aid
Financial Aid Disbursement: Financial aid funds are disbursed through the Office of Student Accounts. The total amount of financial aid for the academic year is divided among semesters or terms for which the student is enrolled, as reflected on the financial aid award letter. Students must meet eligibility requirements before financial aid is disbursed. For more information, please visit http://sites.laverne.edu/financial-aid/

Graduate Scholarships and Assistantships: Based on merit, these awards are made to graduate students who have been nominated by their departments and approved by the Dean. These scholarships cannot exceed 25% of any semester’s tuition. Application must be made each semester through the department.
## Resources

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<th>Days/Hours</th>
<th>Location</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Graduate Academic Support &amp; Retention Services</td>
<td>M-Th 7am-6pm</td>
<td>Inside of Woody Hall</td>
<td>(909) 448-4011</td>
</tr>
<tr>
<td></td>
<td>F- 7am-5pm</td>
<td>La Verne, CA 91750</td>
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</tr>
<tr>
<td>Registrar</td>
<td>M, T, Th, F- 8am-6pm</td>
<td>Inside of Woody Hall</td>
<td>(909) 448-4000</td>
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<td>W- 10am-6pm</td>
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<td>Summer-varies</td>
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<td>Student Accounts</td>
<td>M, T, Th- 8am-6pm</td>
<td>Inside of Woody Hall</td>
<td>(909) 448-4060</td>
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<td>Financial Aid Office</td>
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<td>Inside of Woody Hall</td>
<td>(909) 448-4042</td>
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<tr>
<td>Graduate Success Center</td>
<td>M-F 8am-10pm</td>
<td>Campus Center 2nd Floor</td>
<td>(909) 448-4357</td>
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<td>Career Services</td>
<td>M-F 8am-5pm</td>
<td>Campus Center 2nd Floor</td>
<td>(909) 448-4054</td>
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<tr>
<td>Counseling &amp; Psychological Services</td>
<td>Call for hours</td>
<td>2215 2nd Street La Verne, CA 91750</td>
<td>(909) 448-4105</td>
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<td>Student Health Services</td>
<td>M, T, W, Th- 8am-4pm</td>
<td>2147 E Street La Verne, CA 91750</td>
<td>(909) 448-4619</td>
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<td>F 8am-2pm</td>
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<tr>
<td>International Student Services</td>
<td>M-F 9am-12pm</td>
<td>Campus Center 1st Floor, East Wing</td>
<td>(909) 448-4331</td>
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<td>Commencement Office</td>
<td>M-F 8am-12pm</td>
<td>Campus Center 1st Floor, East Wing</td>
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<td>M-F 1pm-5pm</td>
<td></td>
<td>(909) 448-4765</td>
</tr>
<tr>
<td>Housing</td>
<td>M-F 8am-5pm</td>
<td>2150 First Street La Verne, CA 91750</td>
<td>(909) 448-4052</td>
</tr>
<tr>
<td>Wilson Library</td>
<td>M, T, W, Th 7am-12am</td>
<td>2040 Third Street La Verne, CA 91750</td>
<td>(909) 448-4301</td>
</tr>
<tr>
<td></td>
<td>F 7am-8pm</td>
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<tr>
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<td>S 9am-8pm</td>
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<td>Su 12pm-10pm</td>
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<tr>
<td></td>
<td>Summer-varies</td>
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<tr>
<td>Bookstore</td>
<td>M- Th 8am-7pm</td>
<td>2165 D Street La Verne, CA 91750</td>
<td>(909) 593-8962</td>
</tr>
<tr>
<td></td>
<td>F 8am-5pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S 10am-2pm</td>
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<tr>
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<td>Summer- varies</td>
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</tr>
<tr>
<td>Transportation</td>
<td>M-F 8am-5pm</td>
<td>Sports Science Athletics Pavilion (Room-E110)</td>
<td>(909) 448-4725</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>24 hours/7days</td>
<td>Sports Science Athletics Pavilion (Room-E110)</td>
<td>(909) 448-4950</td>
</tr>
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