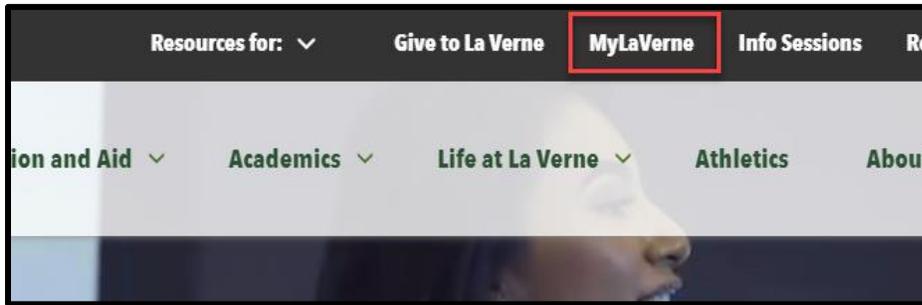


# PDC – How to Pay your Appeal Fee through the My Student Accounts Center

1. Start at the main University of La Verne website: <https://laverne.edu/>
2. Click on “MyLaVerne” at the top of the page:



3. Scroll to the bottom of the page and click on “MyLaVerne/Banner”:

A screenshot of the University of La Verne website showing the MyLaVerne portal information. The top navigation bar is visible, with 'MyLaVerne' highlighted. Below the navigation bar is a large banner image of hands typing on a laptop keyboard, with the text 'MyLaVerne' overlaid in large white font. Below the banner is a section titled 'The La Verne Portal' with the following text: 'Login [here](#) to view or update your personal and academic information, access your email and Blackboard, register for classes, complete your financial aid, and make payment arrangements.' Below this text are two bullet points: '• **Username:** your @laverne.edu email username (e.g. jdoe or john.doe NOT [john.doe@laverne.edu](mailto:john.doe@laverne.edu)). For alumni who graduated prior to 2008, [click here](#) to request your @laverne.edu email username.' and '• **Password:** your @laverne.edu email password.' Below these bullet points is a yellow-bordered box containing the text: 'Students without a Gmail account and Professional Development Students' followed by three bullet points: '• To [access](#), you must have your Student ID and PIN to login.', '• Professional Development Students who need assistance with their Student ID or PIN can contact (800) 695-4858.', and '• First time students who need assistance with their Student ID or PIN can contact the Service Desk at (909) 448-4130, or [help@laverne.edu](mailto:help@laverne.edu).' At the bottom of the page are three green buttons: 'FACULTY AND STAFF WEBMAIL', 'BLACKBOARD', and 'MYLAVERNE/BANNER' (highlighted with a red rectangular box).

# PDC – How to Pay your Appeal Fee through the My Student Accounts Center

4. Use your 8 digit student ID and pin number to log in:

**University of La Verne**

## User Login

The University of La Verne abides by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The FERPA. Disclosure of this secured information to unauthorized persons violates federal law. University employees accept complete official duties.

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). For additional information, click [here](#).

When you are finished, please Exit and close your browser to protect your privacy.

When you access our sites we may collect information about your operating system, IP address, access to us. This information is collected using information gathering tools such as cookies, web beacons, and analytics. By continuing to use our sites, you agree to these terms. If you do not consent, do not use these websites.

Most official communication from the University will be sent via your assigned @laverne.edu email address, My Student Accounts, and the Registrar. To access your La Verne email account click [HERE](#)

If you are a new student and would like login instructions, please click [here](#).

**User ID:**

**PIN:**

5. Click on “Student Services & Financial Aid”

**University of La Verne**

**Personal Information** **Student Services & Financial Aid**

Search

6. Click on “Student Accounts”

**University of La Verne**

**Personal Information** **Student Services & Financial Aid**

Search

## Student Services & Financial Aid

[Registration](#)  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

[BookStore](#)  
Select a term to display your registered courses and purchase books online.

[Student Accounts](#)  
View holds, Pay your tuition, Review your account charges and payments, Tax Notification, Promissory Note.

# PDC – How to Pay your Appeal Fee through the My Student Accounts Center

7. Click on “My Student Account Center”:

The screenshot shows the University of La Verne website. At the top, the university name is displayed in a large green font. Below it, there are two navigation tabs: 'Personal Information' and 'Student Services & Financial Aid'. A search bar is visible with a 'Go' button. Under the 'Student Services & Financial Aid' tab, the 'Student Accounts' section is highlighted with a yellow bar. Within this section, the 'My Student Account Center' link is highlighted with a red box. Below this link, a list of services is provided:

- 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
- View your balance and recent payments
- Set up text messaging alerts.

8. Click on “Make Payment”

The screenshot shows the 'My Student Account Center' page. The navigation bar includes 'Account Balance', 'Make Payment' (highlighted with a red box), 'Cart', 'Help', and 'Sign Out'. A search bar is also present. The main content area is titled 'My Student Account Center' and contains three sections:

- Account Balance:** A table showing the current account status.
 

Account Balance	
Account Balance	\$ .00
Account Credits	\$ .00
Total Amount Due	\$ .00
- Payment Plans:** Two links are provided: 'Enroll in a Spring 2019 Company Reimb. Payment Plan.' and 'Enroll in your Spring 2019 Term Payment Plan.'
- Saved Payment Methods:** A section with an 'Add New' link.

- If your appeal fee is \$50, select “Appeal Fee – Graduate”.
- If your appeal fee is more than \$50, select “Pending Charge”.

The screenshot shows the 'My Student Account Center' page with a message: 'Your account does not currently have any outstanding charges. Please select one or more of the optional fees below:'. Below this message is a table of optional fees:

Description	Price	View
<b>Appeal Fee - Graduate</b> Paid when academic appeal has been approved.	\$50.00	<a href="#">View Details</a>
<b>Appeal Fee - Undergraduate</b> Paid when academic appeal has been approved.	\$50.00	<a href="#">View Details</a>
<b>Pending Charge</b> To be used by students who do not currently have an open tuition balance.		<a href="#">View Details</a>

# PDC – How to Pay your Appeal Fee through the My Student Accounts Center

9. Add the fee to your Cart:

**Appeal Fee - Graduate**  
Paid when academic appeal has been approved.  
Payment Amount  
: \$50.00

To pay for this item, click the button below.

- a.
- b. *You will need to select the term and enter the dollar amount of your appeal fee before adding to your cart.*

**Pending Charge**  
To be used by students who do not currently have an open tuition balance.

**\*\*NOTICE\*\* Pending Charge should only be used by students who do not currently have an open tuition balance.**

\*Term:

Payment Amount  
:

To pay for this item, click the button below.

10. Check out and finalize payment

## University of La Verne

Account Balance   Make Payment   Cart   Help   Sign Out   Search

### My Student Account Center

Cart

Item Code	Edit	Delete	Amount
Appeal Fee - Graduate	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$50.00
<b>Total Amount</b>			<b>\$50.00</b>

Once payment is finalized, please email [rshutts@laverne.edu](mailto:rshutts@laverne.edu) and copy [stuacct@laverne.edu](mailto:stuacct@laverne.edu) so that your appeal can be processed.