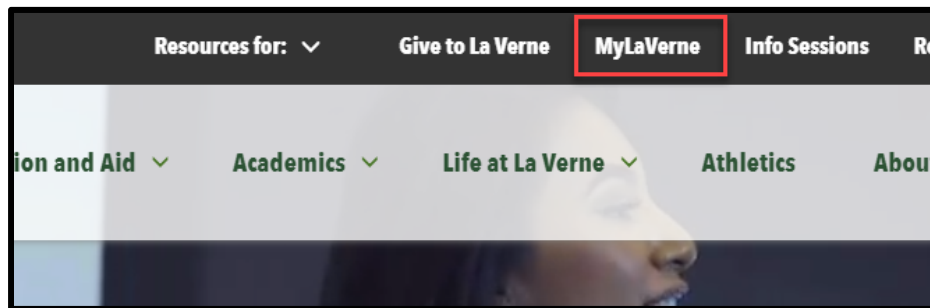
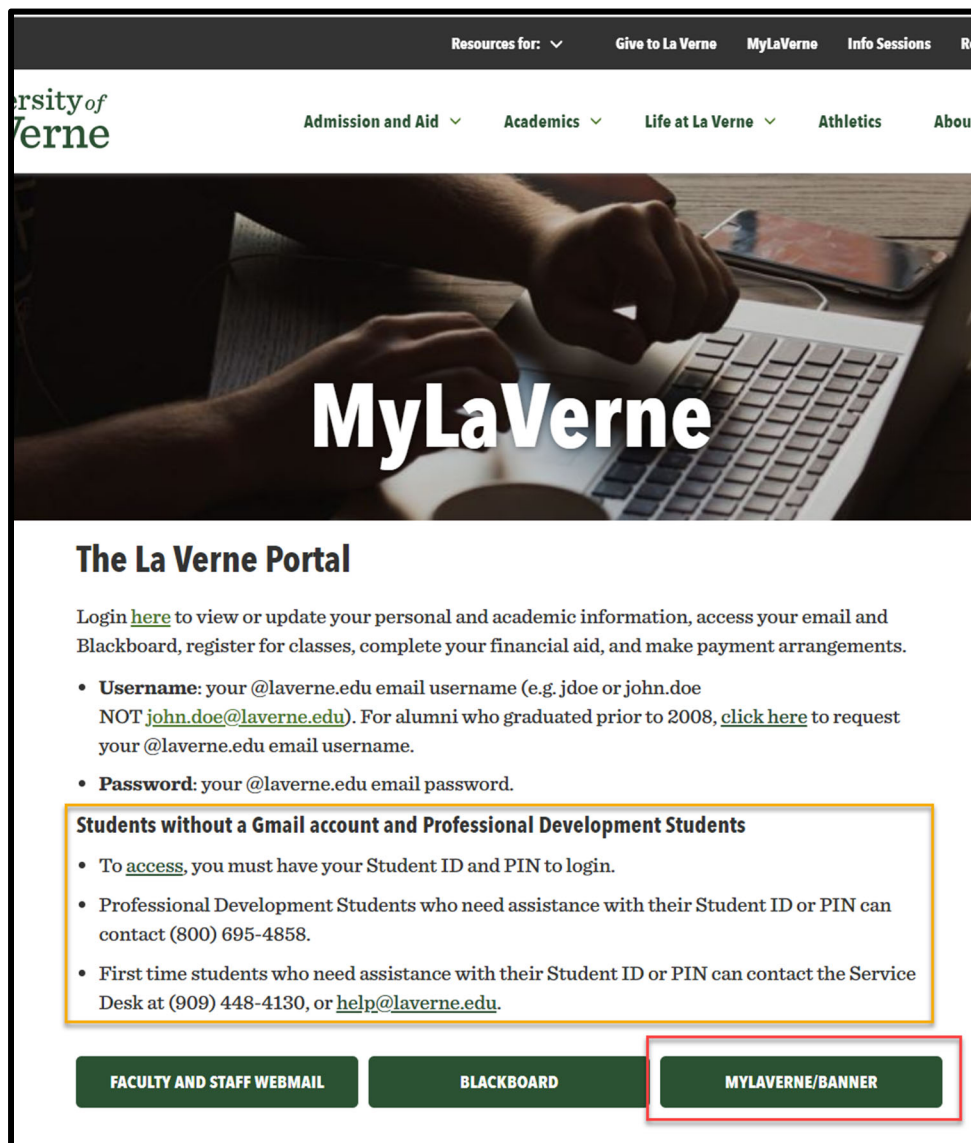


PDC – How to Pay your Appeal Fee through the My Student Accounts Center

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

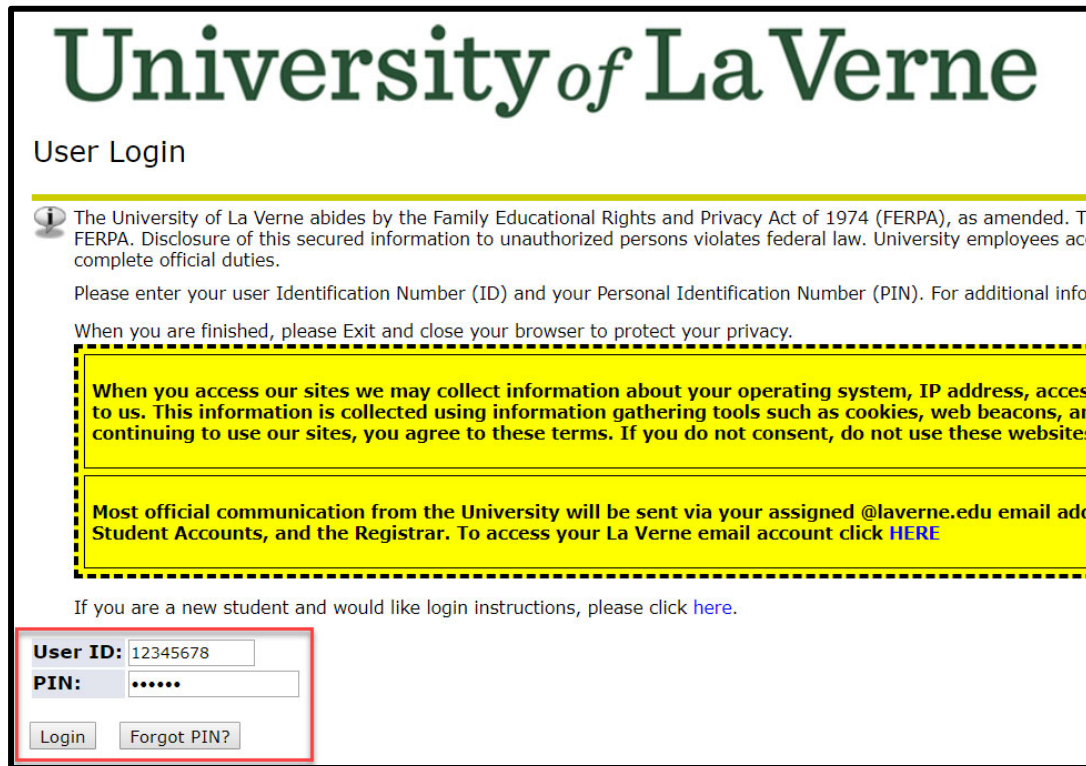


3. Scroll to the bottom of the page and click on “MyLaVerne/Banner”:



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:



The screenshot shows the University of La Verne User Login page. At the top is the university's name in a large green serif font. Below it is the heading "User Login". A yellow banner contains a privacy notice and a login instruction: "Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). For additional information, click here." Below the banner is a red-bordered box containing the login fields: "User ID:" with the value "12345678", "PIN:" with masked dots, and buttons for "Login" and "Forgot PIN?".

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 University of La Verne is committed to protecting the privacy of its students and employees. Disclosure of this secured information to unauthorized persons violates federal law. University employees are required to protect 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 our sites, and other information. This information is collected using information gathering tools such as cookies, web beacons, and other technologies. 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. 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: 12345678

PIN:

Login Forgot PIN?

5. Click on "Student Services & Financial Aid"



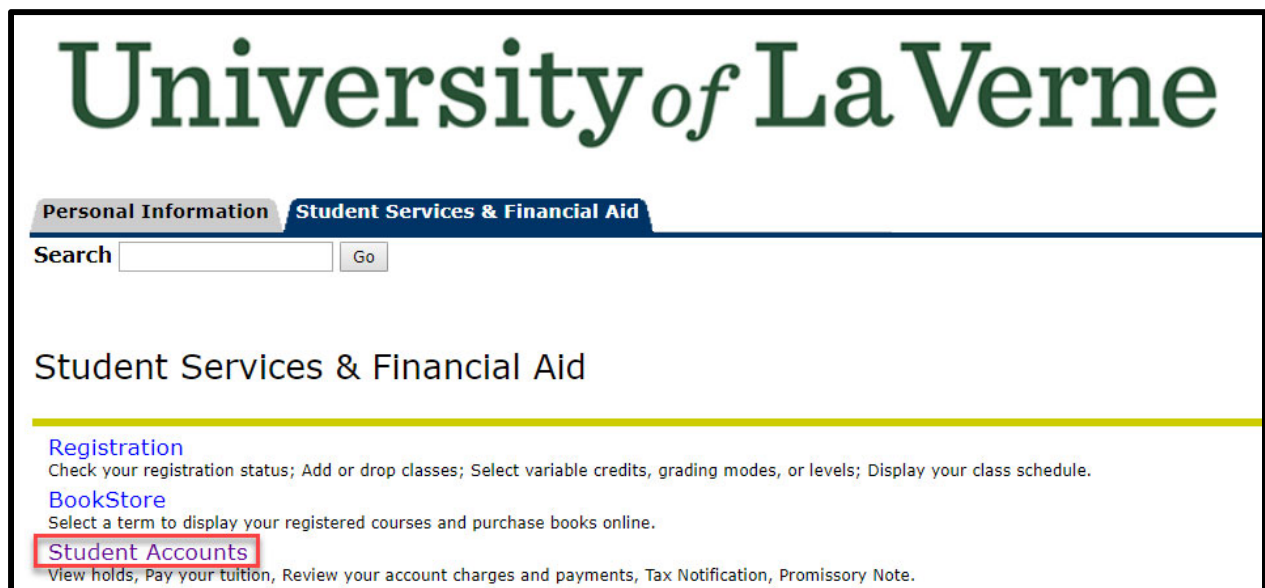
The screenshot shows the University of La Verne navigation bar. It features the university's name at the top. Below it are two tabs: "Personal Information" and "Student Services & Financial Aid". The "Student Services & Financial Aid" tab is highlighted with a red border. Below the tabs is a search bar with the text "Search" and a "Go" button.

University of La Verne

Personal Information Student Services & Financial Aid

Search Go

6. Click on "Student Accounts"



The screenshot shows the University of La Verne Student Services & Financial Aid page. It features the university's name at the top. Below it are two tabs: "Personal Information" and "Student Services & Financial Aid". The "Student Services & Financial Aid" tab is highlighted. Below the tabs is a search bar with the text "Search" and a "Go" button. The main content area is titled "Student Services & Financial Aid" and contains a list of links: "Registration", "BookStore", and "Student Accounts". The "Student Accounts" link is highlighted with a red border. Below the links is a description of the services: "View holds, Pay your tuition, Review your account charges and payments, Tax Notification, Promissory Note."

University of La Verne

Personal Information Student Services & Financial Aid

Search Go

Student Services & Financial Aid

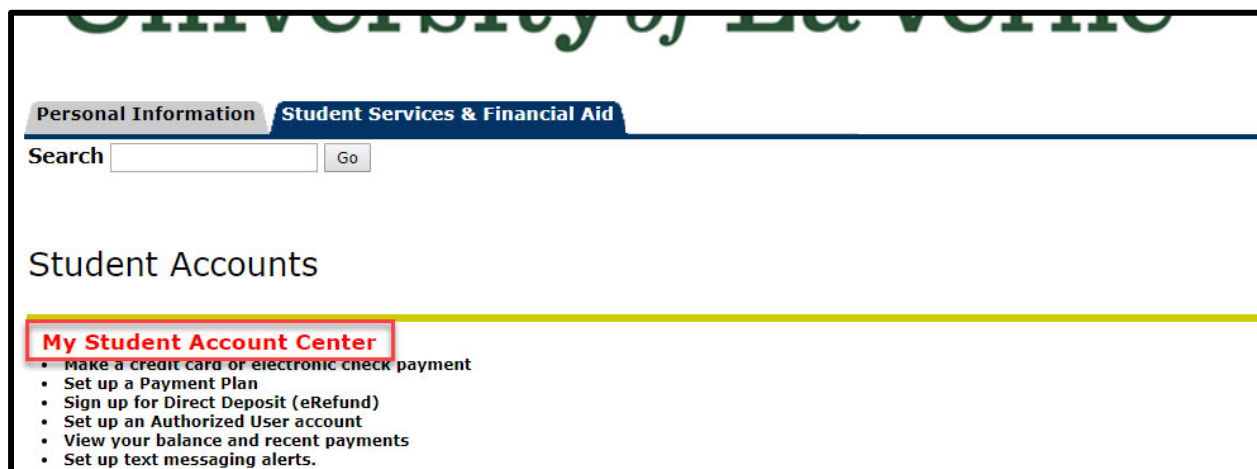
[Registration](#)
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

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

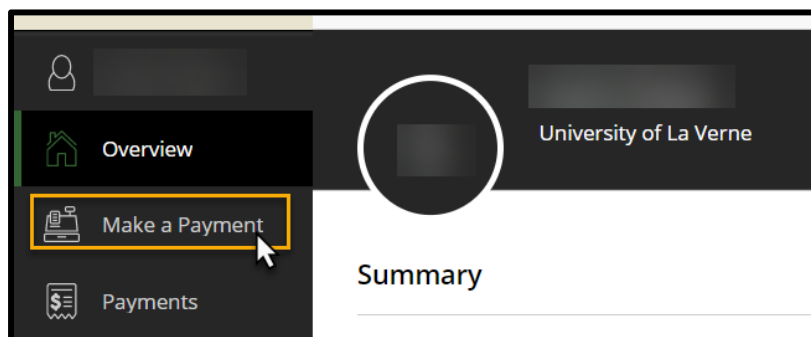
[Student Accounts](#)
View holds, Pay your tuition, Review your account charges and payments, Tax Notification, Promissory Note.

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

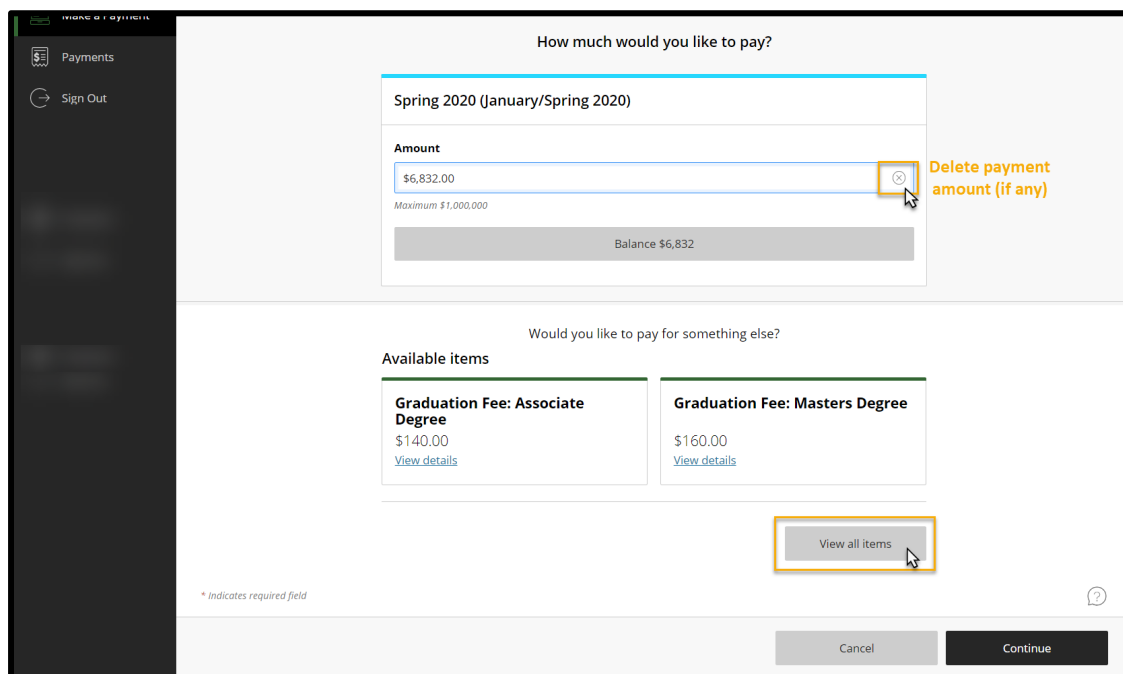
7. Click on “My Student Account Center”:



8. Click on “Make a Payment”



9. Delete the payment amount (if any). Click on the **View all items** box to see all options for paying your appeal fee.



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

Items

If your appeal fee is \$50, select "Appeal Fee - Graduate".

Appeal Fee - Graduate \$50.00 View details	Appeal Fee - Undergraduate \$50.00 View details
Graduation Fee : College of Law \$300.00 View details	Graduation Fee : Doctoral Degree \$300.00 View details
Graduation Fee: Associate Degree \$140.00 View details	Graduation Fee: Masters Degree \$160.00 View details
Graduation Fee: Undergraduate Degree \$140.00 View details	Pending Charge \$0.00 View details

If your appeal fee is more than \$50, select "Pending Charge"

- a. If your appeal fee is \$50, select "Appeal Fee – Graduate".
- b. If your appeal fee is more than \$50, select "Pending Charge".
 - a. You will need to add the dollar amount and term that the appeal fee applies to.

Available items

Item details

Appeal Fee - Graduate
\$50.00
Paid when academic appeal has been approved.

Cancel Add to payment

10. Add the selected charge to your account by clicking "Add to payment".
11. Click "Continue" on the bottom right of the screen to continue finalizing your payment.

Available items

Item details

Pending Charge
\$0.00
Maximum \$1,000,000

To be used by students who do not currently have an open tuition balance or payment for a Course Challenge Fee. Please email stuacct@laverne.edu after payment is made.

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

*** Term**
Winter 2020

Cancel Add to payment

Once payment is finalized, please email rshutts@laverne.edu and copy stuacct@laverne.edu so that your appeal can be processed.