

Banner 9 Student Self-Service

Introduction to Registration, Action Item

Processing and the Pay Now Feature

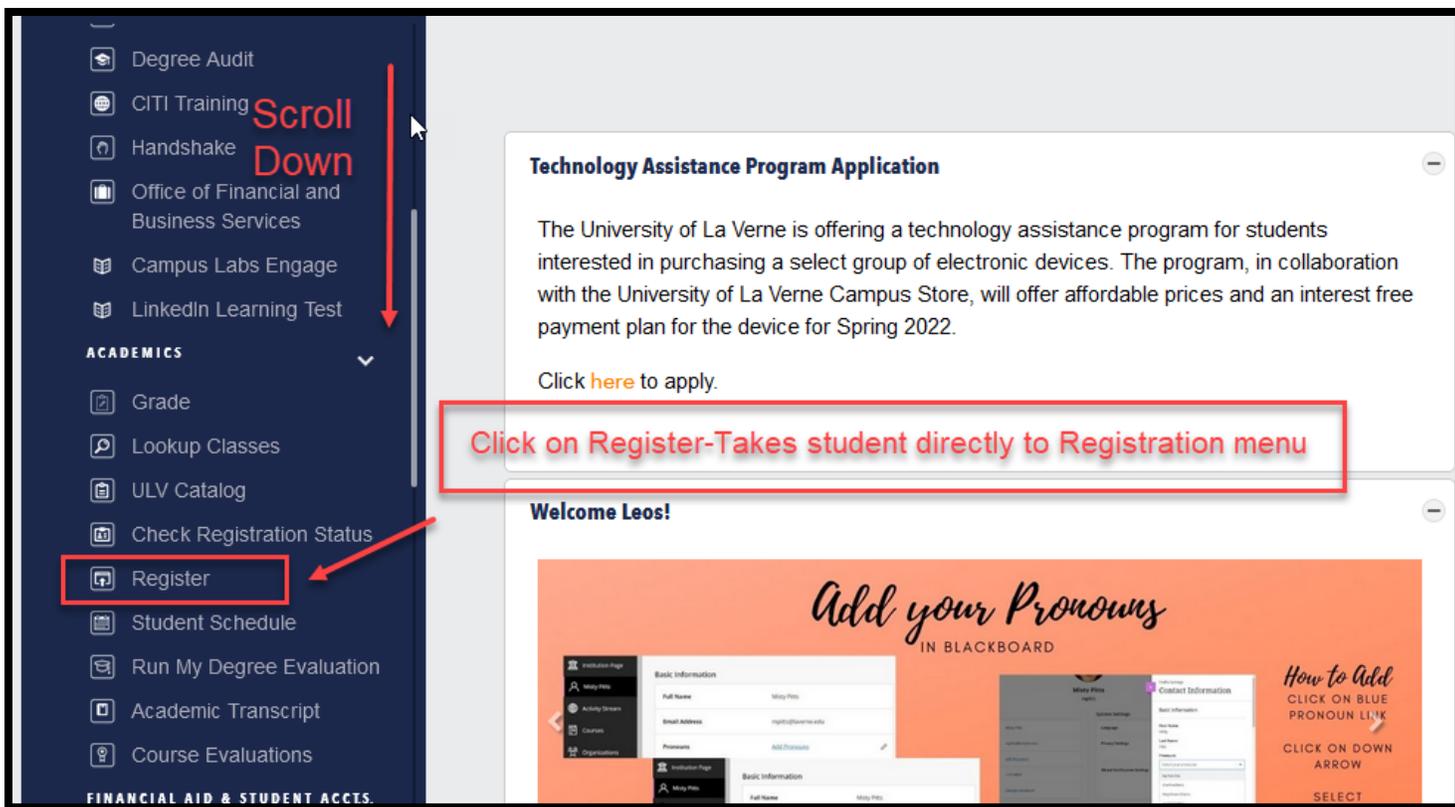
University of La Verne

Go to myportal.laverne.edu and student will log in with their student credentials

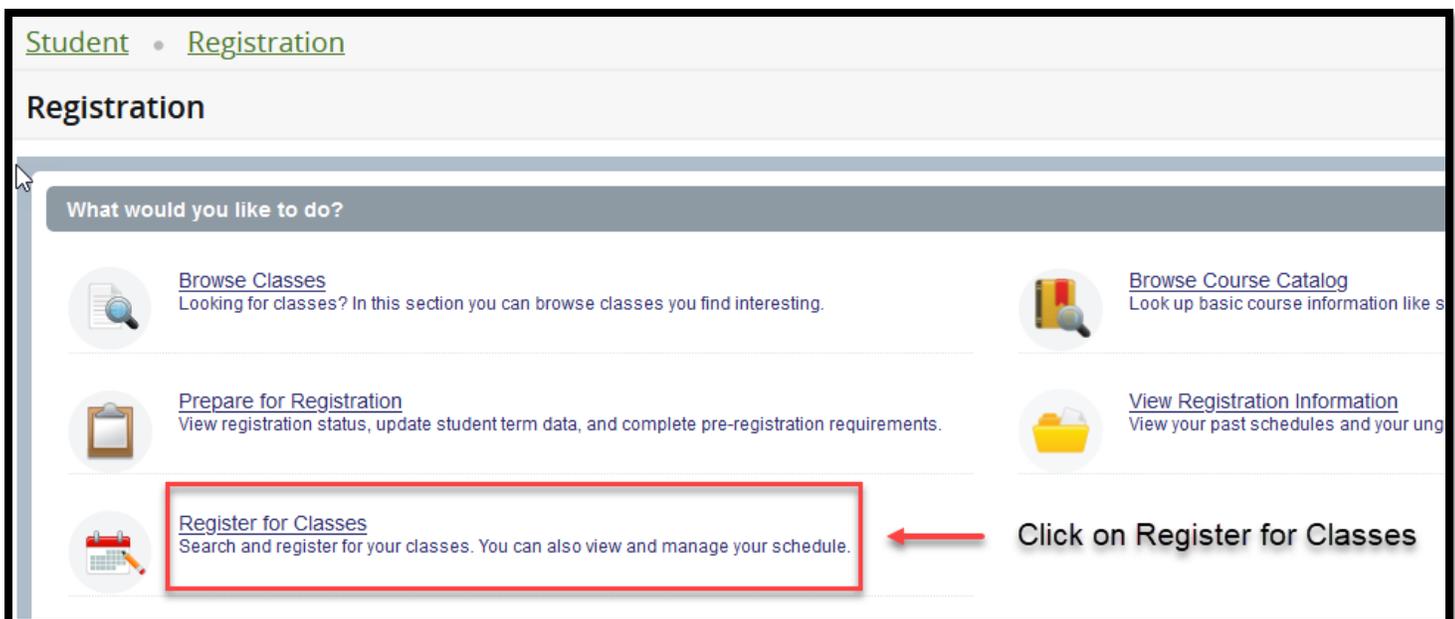
There are be 2 options to get to registration:

Option 1-Scroll down on menu and select Registration

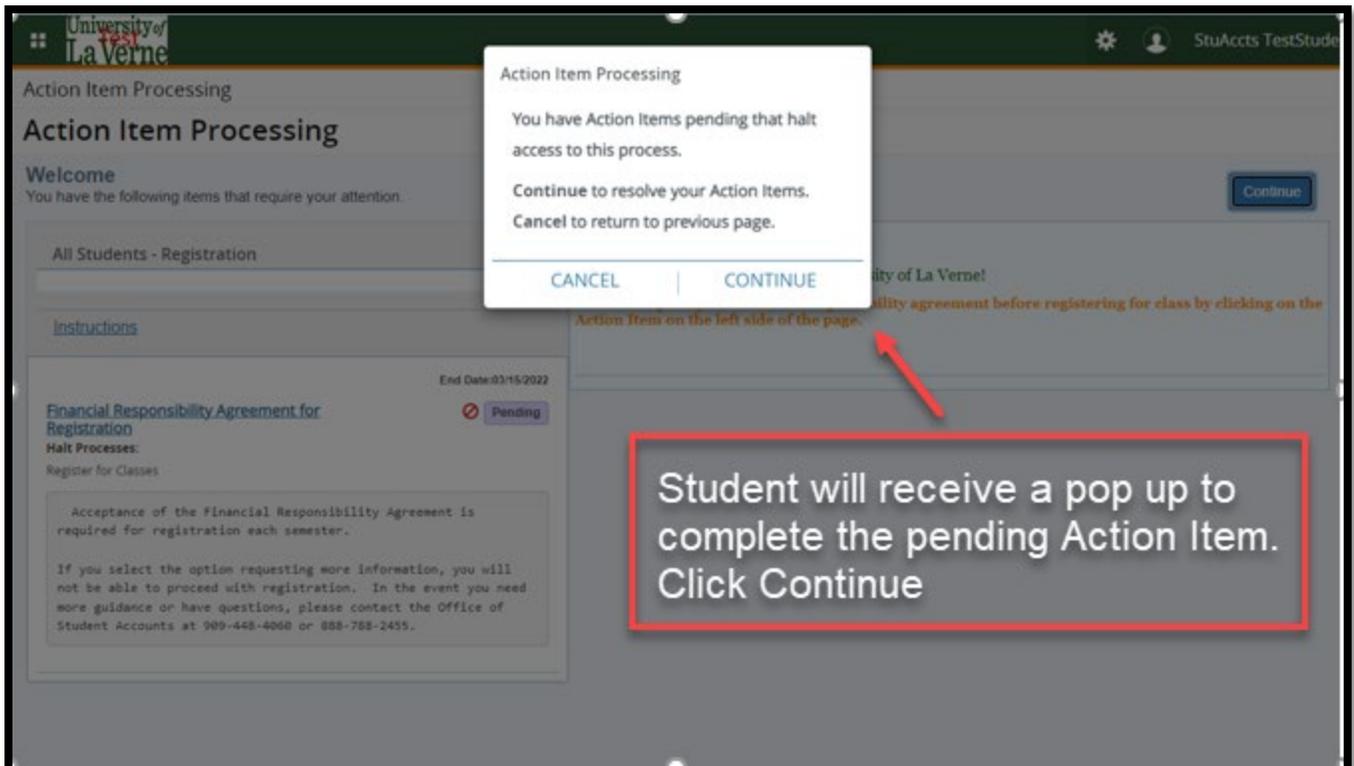
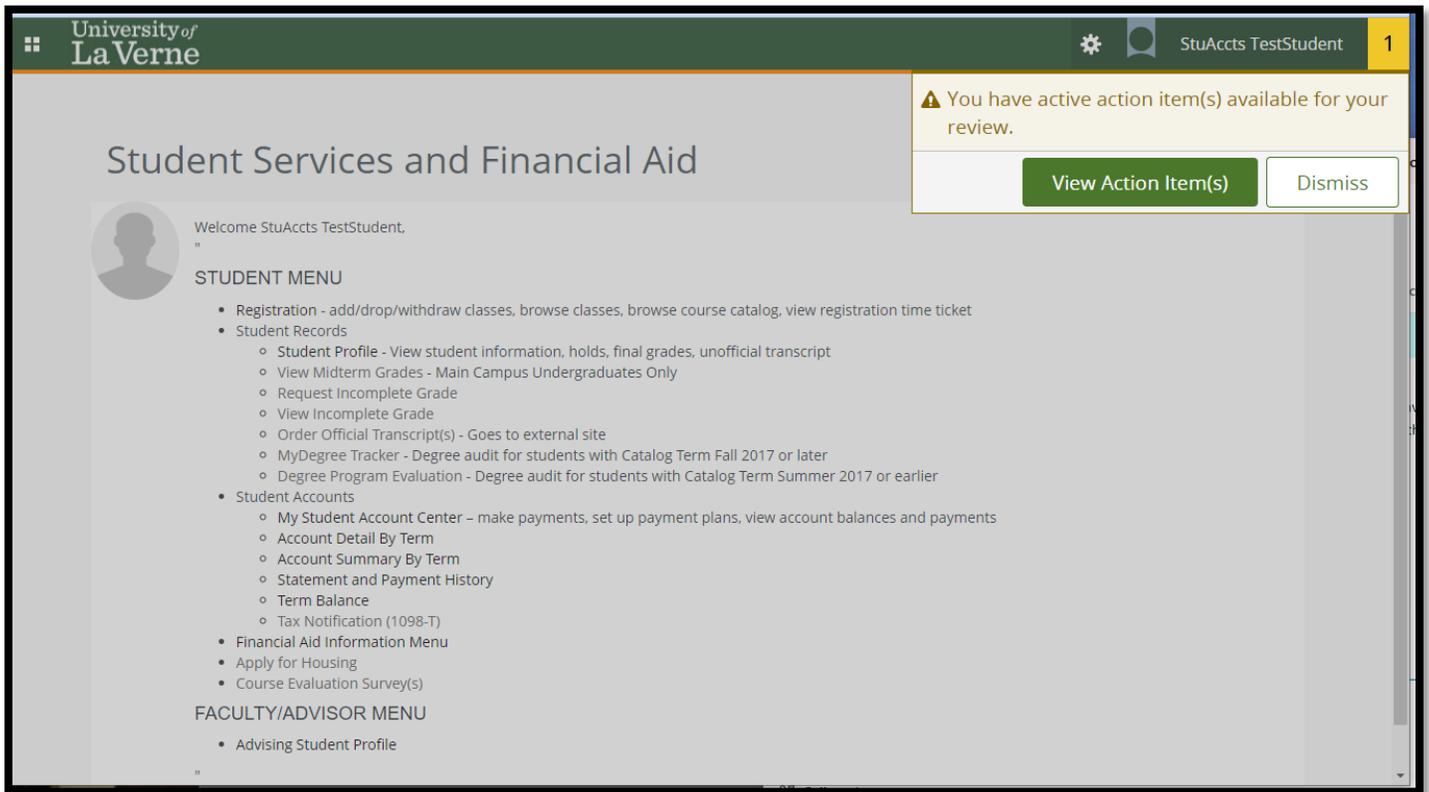
This will take student directly to the registration menu



Click on Register for Classes



An Action Item notification will appear for the student to view. If the student clicks View Action Item, they will be taken to the Financial Agreement. If the student clicks Dismiss, they will not be able to register.



Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

[Continue](#)

All Students - Registration 1

[Instructions](#)

End Date: 03/15/2022

Financial Responsibility Agreement for Registration Pending

Halt Processes:
Register for Classes

Acceptance of the Financial Responsibility Agreement is required for registration each semester.

If you select the option requesting more information, you will not be able to proceed with registration. In the event you need more guidance or have questions, please contact the Office of Student Accounts at 909-448-4060 or 888-788-2455.

All Students - Registration

Let's have a great semester at the University of La Verne!

Please complete your financial responsibility agreement before registering for class by clicking on the Action Item on the left side of the page.

Student can click any where in the box on the left labeled "Financial Responsibility Agreement for Registration" to display the agreement.

Once the action item is completed, they will not see this prompt until the student is ready to register for next semester. Student can now make other enrollment changes without any further prompt.

Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

[Return](#)

All Students - Registration 0 of 1

[Instructions](#)

End Date: 03/17/2022

Financial Responsibility Agreement for Registration Pending

Halt Processes:
Register for Classes

Acceptance of the Financial Responsibility Agreement is required for registration each semester.

If you select the option requesting more information, you will not be able to proceed with registration. In the event you need more guidance or have questions, please contact the Office of Student Accounts at 909-448-4060 or 888-788-2455.

Student Age: If I am younger than the applicable age of majority when I execute this agreement that the educational services provided by the University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessities."

Withdrawal: If I decide to completely withdraw from the University, I will follow the instructions at <https://laverne.edu/advising/faq/leave-of-absence/> which I understand and agree with are incorporated herein by reference.

Entire Agreement:
This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

I acknowledge, understand and agree

I do not understand this agreement and would like additional guidance from staff

Student will read the agreement & click, I acknowledge.

Then click save

University of La Verne

StuAccts TestStudent

Action Item Processing

Save Successful

Action Item Processing

Welcome
You have the following items that require your attention.

All Students - Registration 1 of 1

Instructions

Financial Responsibility Agreement for Registration
End Date: 03/17/2022
Response saved on: 03/17/2022
Current Response: I acknowledge, understand and agree
Halt Processes:
Register for Classes

Completed

Acceptance of the Financial Responsibility Agreement is required for registration each semester.

If you select the option requesting more information, you will not be able to proceed with registration. In the event you need more guidance or have questions, please contact the Office of Student Accounts at 909-448-4060 or 888-788-2455.

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Payment of Fees/Promise to Pay:
I understand and agree that when I register for any coursework or receive any services from the University of La Verne (hereinafter "University"), whether through self-service online, or an institutional office, I accept full responsibility to pay all associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration (includes current and prior registration) and acceptance of these terms constitutes as a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. 523(a)(8)) in which the University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. I understand and agree that if I drop or withdraw from some or all the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Billing Errors:
Administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at the University. Bills and statements are sent as a courtesy, and the lack of such a notice does not constitute the cancellation of the debt. Complete details of my account are available to me on-line through the MyLaVerne portal. Delinquent Account/Collection

Continue

The agreement will display 'completed' in green on the left. Click the Continue button to return to the select a new term screen or click on Registration to get back to the Registration Menu.

Now the student can continue to register.

Student • Registration

Registration

What would you like to do?

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

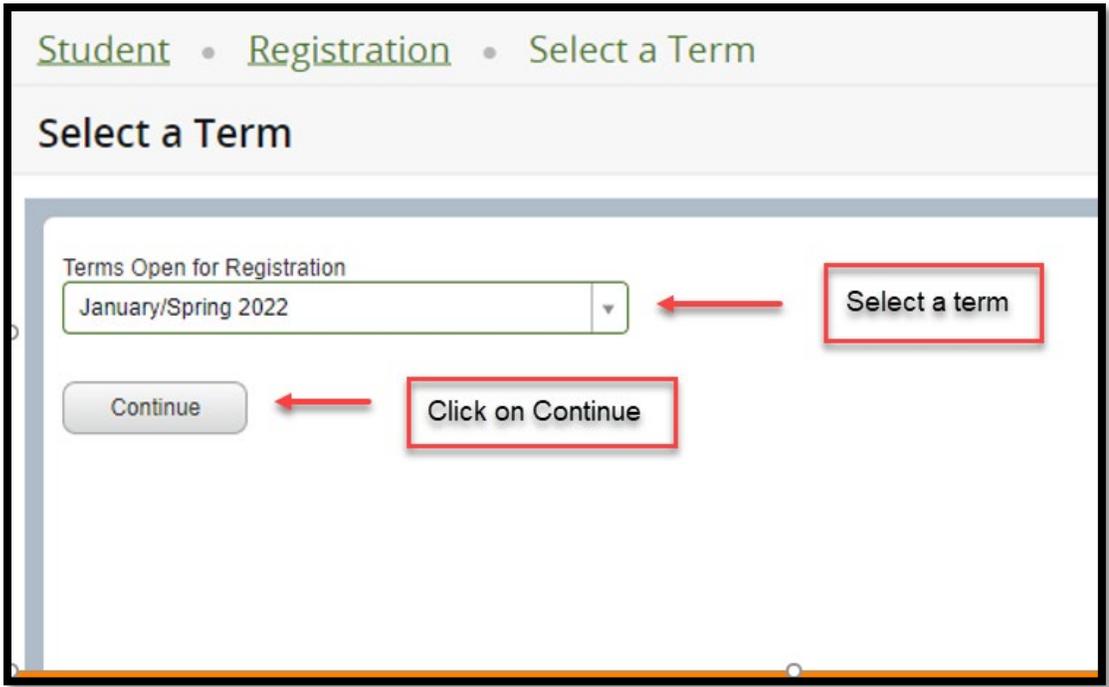
Browse Course Catalog
Look up basic course information like s

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

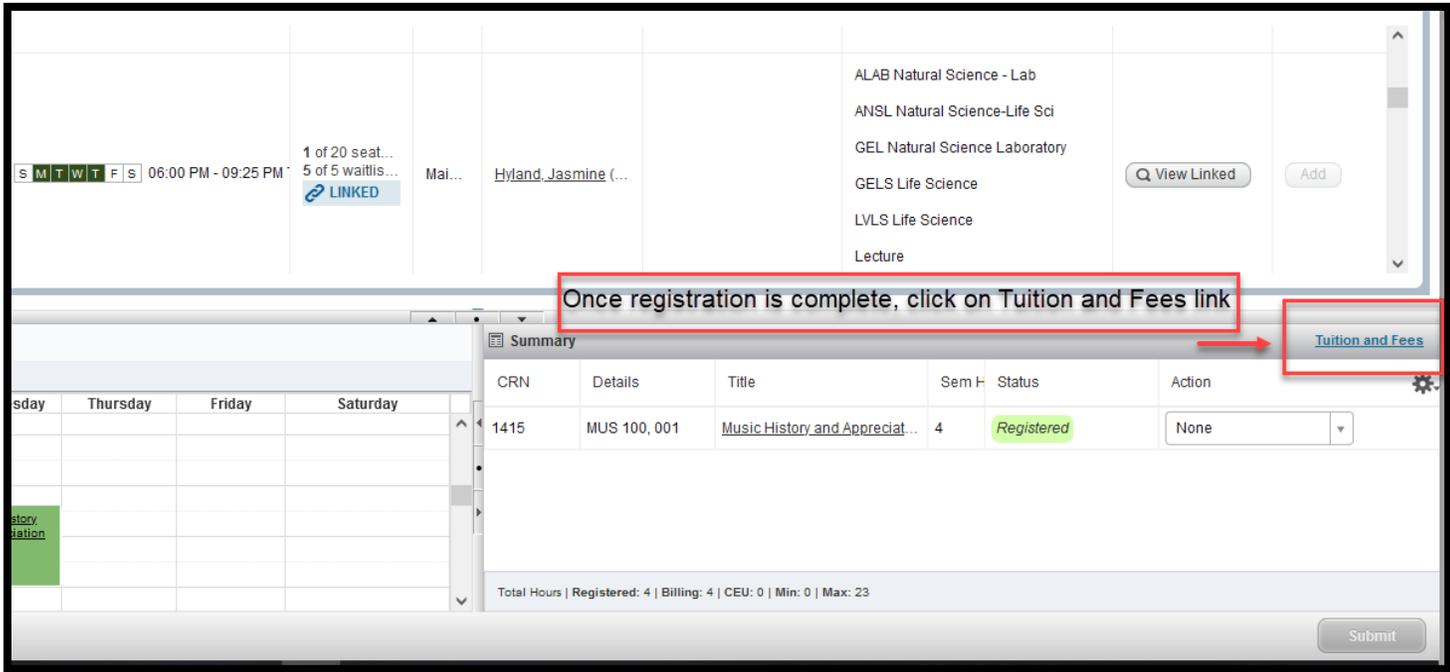
View Registration Information
View your past schedules and your ung

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Click on Register for Classes



Once student has successfully registered, they can click on the Tuition and fees link to view current charges.



Pop up box will appear, they can click on Account Information to be routed to Account Detail for Term or to Pay Now.

Tuition and Fees for January/Spring 2022

The total here does not represent everything you owe. Please see your [account information](#) for a detailed view of your account.

Description	Amount	(USD)
Reg Fee - Undergraduate		\$30.00
Tuition- Traditional Ugrad		\$5,200.00
		Total: \$5,230.00

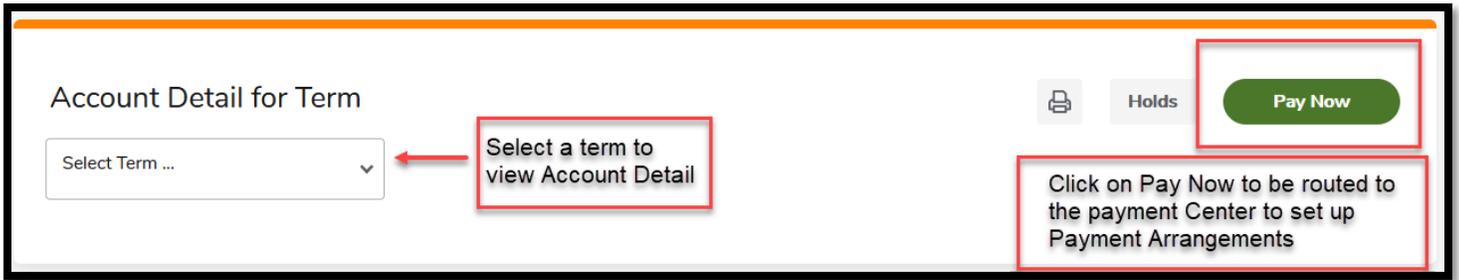
Total Credit Hours: 4

Close

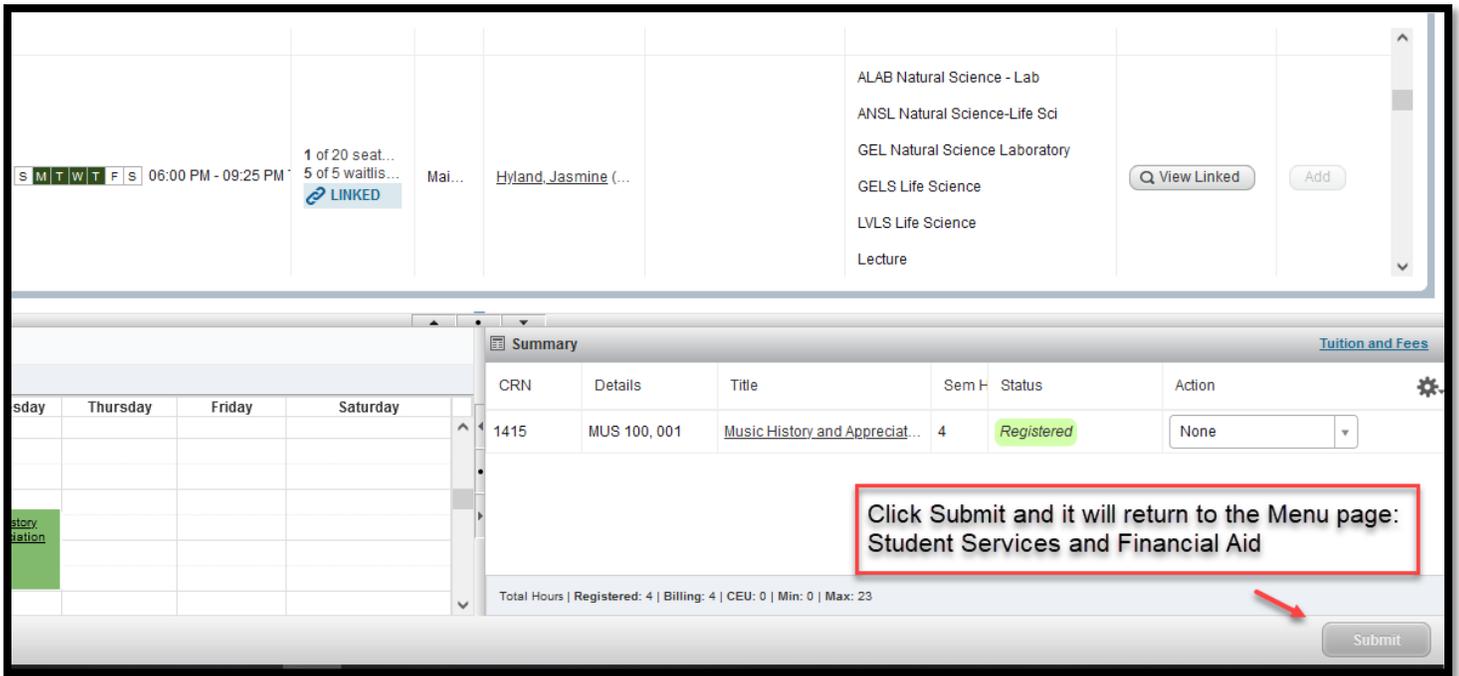
Click Account Information to be routed to Account Detail for Term or to Pay Now.

Pop up box will appear with tuition and fees listed

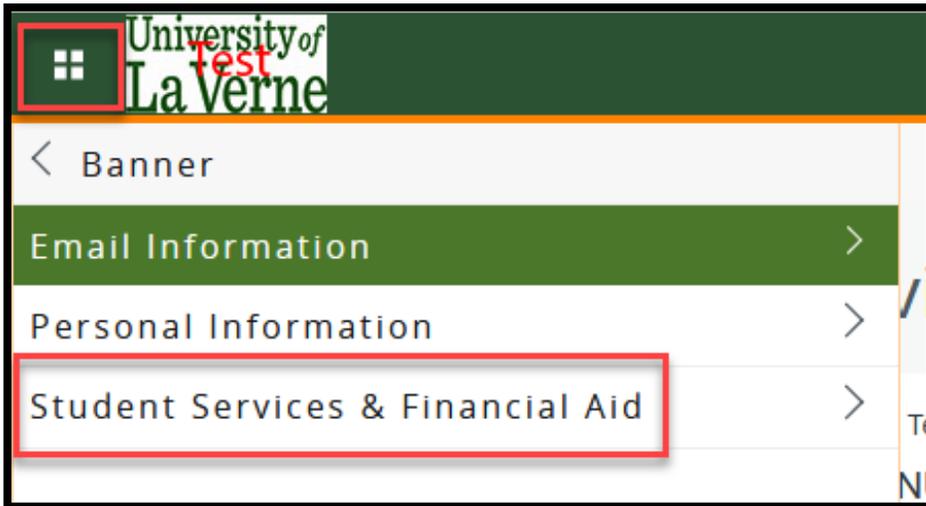
Background text: Select a Term, Register, Schedule and Options, Subject: Biology, Life Science: The Hu... 4, S M T W T F S, Summary, CRN, Details, Title, Sem H, Status, Action, 1415, MUS 100, 001, Music History and Appreciat..., 4, Registered, None



Or the Student can close pop up box and continue with other menu items



Click on the top left-hand corner (4 squares to display menu) Select Student Services and Financial Aid to return to other menu.



Main menu:

Student Services and Financial Aid



Welcome StuAccts TestStudent,

STUDENT MENU

- Registration - add/drop/withdraw classes, browse classes, browse course catalog, view registration time ticket
- Student Records
 - Student Profile - View student information, holds, final grades, unofficial transcript
 - View Midterm Grades - Main Campus Undergraduates Only
 - Request Incomplete Grade
 - View Incomplete Grade
 - Order Official Transcript(s) - Goes to external site
 - MyDegree Tracker - Degree audit for students with Catalog Term Fall 2017 or later
 - Degree Program Evaluation - Degree audit for students with Catalog Term Summer 2017 or earlier
- Student Accounts
 - My Student Account Center - make payments, set up payment plans, view account balances and payments
 - Account Detail By Term
 - Account Summary By Term
 - Statement and Payment History
 - Term Balance
 - Tax Notification (1098-T)
- Financial Aid Information Menu
- Apply for Housing
- Course Evaluation Survey(s)

If you need additional assistance please contact us at:

- Registration questions please see Registrar at reg@laverne.edu or 909-448-4000
- Student Account questions please contact us at stuaccts@laverne.edu or 909-448-4060