Banner 9 Student Self-Service

Introduction to Registration, Action Item

Processing and the Pay Now Feature

University*of* La Verne

University of LaVerne

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.

" LaVerne	🗱 📿 StuAccts TestStudent 1
	A You have active action item(s) available for your review.
Student Services and Financial Aid	View Action Item(s) Dismiss
Welcome StuAccts TestStudent, " STUDENT MENU • Registration - add/drop/withdraw classes, browse classes, browse cou. • Student Records • Student Profile - View student information, holds, final grades, to • View Midterm Grades - Main Campus Undergraduates Only • Request Incomplete Grade • Order Official Transcript(s) - Goes to external site • MyDegree Tracker - Degree audit for students with Catalog Terr • Degree Program Evaluation - Degree audit for students with Catalog Terr • My Student Accounts • My Student Account Center - make payments, set up payment • Account Detail By Term • Statement and Payment History • Term Balance • Tax Notification (1098-T) • Financial Aid Information Menu • Apply for Housing • Course Evaluation Survey(s) FACULTY/ADVISOR MENU • Advising Student Profile	Irse catalog, view registration time ticket In Fall 2017 or later talog Term Summer 2017 or earlier plans, view account balances and payments

# La Vorne		🖉 🧕 StuAccts TestStude				
Action Item Processing Action Item Processing Welcome You have the following items that require your attention.	Action Item Processing You have Action Items pending that halt access to this process. Continue to resolve your Action Items.					
All Students - Registration	CANCE	EL CONTINUE ity of La Verne!				
Instructions	Actio	illity agreement before registering for class by clicking on the				
End Data Financial Responsibility Agreement for Registration Halt Processes Register for Classes Acceptance of the financial Responsibility Agreement is required for registration each samester. If you select the option requesting more information, you w not be able to preceed with registration. In the event you more guidance or have questions, please context the Office Student Accounts at 909-448-4000 or 888-788-2455.	AX152922 Pending	Student will receive a pop up to complete the pending Action Item. Click Continue				

Action Item Processing	
Action Item Processing	
Welcome You have the following items that require your attention.	Continue
All Students - Registration	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.
End Date:03/15/2022 Financial Responsibility Agreement for Registration Halt Processes: Register for Classes Acceptance of the Financial Responsibility Agreement is	Student can click any where in the box on the left labeled 'Financial Responsibility Agreement for Registration" to display the agreement.
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.	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

All Students - Registration	Student Age: If I am younger than the applicable age of majority when I execute this agreement that the educational
0 of 1	services provided by the University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessaries."
Instructions	Withdrawal: If I decide to completely withdraw from the University, I will follow the instructions at https://laverne.edu/advising/fag/leave-of-absence/ which I understand and agree with are incomprated been by
End Date:03/17/2022	reference.
Financial Responsibility Agreement for Registration Pending Halt Processes: Register for Classes	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,
Acceptance of the Financial Responsibility Agreement is required for registration each semester. If you select the option requesting more information, you	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. Student will read the agreement & click Lacknowledge.
you need more guidance or have questions, please contact the Office of Student Accounts at 909-448-4060 or 888-788-2455.	I do not understand this agreement and would like additional guidance from staff

University of LaVerne

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Save Successful

Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention.	Continue
All Students - Registration 🖉 🔺	$\label{eq:AIPMasterTemplateSystemRequired.PolicyBlockActionItemContentDetailActionItemNameHeader.value \end{tabular}$
1 of 1	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
Instructions	"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
End Date:03/17/2022	and prior registration) and acceptance of these terms constitutes as a promissory note agreement (i.e., a financial obligation in the form
Registration	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
Response saved on: 03/17/2022	educational services deferring some or all of my navment obligation for those services and I promise to hav for all assessed trition
Current Response: I acknowledge, understand and agree	cacational services, accorning some of an of my payment obligation of chose services, and I promise to pay for an assessed talloin,
Halt Processes:	fees and other associated costs by the published or assigned due date.
Register for Classes	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
Acceptance of the Financial Responsibility Agreement is required	a portion of tuition and fees in accordance with the published tuition refund schedule. I have read the terms and conditions of the
for registration each semester.	published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my
If you select the option requesting more information, you will not	failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.
be able to proceed with registration. In the event you need more	Billing Errors:
guidance or have questions, please contact the Office of Student	Administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition,
Accounts at 909-448-4060 or 888-788-2455.	face and other accepted financial obligations accessed as a result of my registration at the University. Dills and statements are centred
	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

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.

<u>St</u>	udent •	Registration		
R	egistrat	ion		
63	What wou	Ild you like to do?		
		Browse Classes Looking for classes? In this section you can browse classes you find interesting.	L	Browse Course Catalog Look up basic course information like s
	Ê	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 o	n Register for Classes

Student • Registration • Select a Term										
Select a Term										
Terms Open for Registration January/Spring 2022 Continue Click on Continue										

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

S M T W T F S 06:00 PM - 09:25 PM ¹ of 20 seat 5 of 5 waitlis ♂ LINKED			<u>Hyland. Jasmine</u> (ALAB Natural Science - Lab ANSL Natural Science-Life Sci GEL Natural Science Laboratory GELS Life Science LVLS Life Science Lecture		Q View Linked		Add						
sday	Thursday	Friday	Saturday		CRN	Once reg ry Details MUS 100 0	01	Title	plete, cl	ick or Sem H	Status	d Fe	es link Action	Tuit	ion and Fees
story diation					Total Hours	Registered: 4	Billing: 4	; CEU: 0 Min: 0 Ma	x: 23						
				-	-										Submit

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

								* (1)	
ion • <u>Select a Term</u> • Registe	Tuition and Fees for January/Spring The total here does not represent everything a detailed view of your account.	Tuitron and Fees for January/Spring 2022						mation ount	
Schedule and Options	Description	Amount	(USD)	₩.	Now.				
	Reg Fee - Undergraduate			\$30.00					
es Subject: Biology	Tuition- Traditional Ugrad		\$5	,200.00					
			Total: \$5	5,230.00					
Life Science: The Hu 4 SMTWT	Total Credit Hours: 4	Total Credit Hours: 4			ALAB Natural Science - Lab ANSL Natural Science-Life S GEL Natural Science Labora GELS Life Science LVLS Life Science Lecture		ce - Lab ce-Life Sci e Laboratory	Q View Link	Linked
				Close		=			
etails		🗉 Summar	у						
2022	ndan Delan	CRN	Details	Title		Sem H	Status	Action	
onday Tuesday Vvednesday Thu		^ 1 415	MUS 100, 001	Music History and	nd Appreciat	4	Registered	None	
		•							

Account Detail for Term		Holds Pay Now
Select Term	Select a term to view Account Detail	Click on Pay Now to be routed to the payment Center to set up Payment Arrangements

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

S M T W T F S 06:00 PM - 09:25 PM - 5 of 5 waitis Mai		Mai	<u>Hyland, Jasmine</u> (ALAB Natu ANSL Natu GEL Natur GELS Life LVLS Life Lecture	rral Scienc ural Scien al Science Science Science	ce - Lab ce-Life Sci e Laboratory	Q View Linked	Add	~		
				• •	Summar	у						<u>Tuition a</u>	nd Fees
	Thursday	P-14-0	2 days days		CRN	Details	Title		Sem H	Status	Action		☆.
saay	Thursday	Friday	Saturday	^	1415	MUS 100, 0	01 <u>Music History</u>	and Appreciat	4	Registered	None	•	
<u>story</u> tiation				· ·	Total Hours	Registered: 4 F	Billing: 4 CEU: 0 Min: 0	Click Stude	Subm ent Se	it and it will rvices and	l return to the Financial Aid	Menu pag	e:

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





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