

REGISTRATION PROCEDURES

Students are expected to complete registration procedures by the first day of classes. General registration continues through the seventh business day of classes for each semester and the third day of classes for January Interterm. [When the 6th day falls on a holiday, the seventh business day extends by one day].

NEW STUDENTS - Each summer the Office of Academic Advising and the Office of Student Affairs co-sponsor SOAR (Summer Opportunity for Advising & Registration) where newly admitted freshmen and transfer students are invited on campus for curricular and co-curricular activities culminating in academic advising and registration in fall classes. If students cannot attend SOAR then they will be assisted by the Office of Academic Advising with alternative arrangements leading to advising and registration.

Spring admitted and confirmed freshmen and transfer students are assisted in setting up individual academic advising appointments with academic advisors to discuss and register for spring semester courses.

Academic advisors are encouraged to visit the SOAR page (<http://www.laverne.edu/soar>) to familiarize themselves with the summer's premiere event for all confirmed freshmen and transfer students.

RETURNING STUDENTS – Registration appointment dates for continuing students are determined by academic standing. Academic standing is based on earned units (transfer and in-residence combined), with seniors and special student populations leading all groups, followed by juniors, sophomores, and freshmen and newly confirmed students. Certain student populations, as determined by the University Registrar and Dean of Students, are also granted advanced standing for priority registration (ie. ASULV Officers, Honors students, and students with disabilities, among others). Generally, advising season generally starts in mid-October and mid-March and continues for two-three weeks prior to the first day of registration by appointment day and time. Registration, without appeal, continues through the first week of every semester.

The Office of Academic Advising, with the help of academic advisors, make every effort to encourage students to make appointments and meet with academic advisors prior to the first day of registration. Our goal is that all continuing students are registered on-time during their scheduled days and times, reducing the number of students that need to be followed-up with when they've been identified as not having been advised or registered. If students do not take advantage of early registration, they may register for classes up until the deadline published on the academic calendar on the Registrar's website.

NORMAL ACADEMIC PROGRESS - A full-time undergraduate student will be considered making normal academic progress when he/she completes the requisite semester hours listed below while maintaining a cumulative grade point average of 2.0 or above. **However, to graduate within four years, we recommend that students complete a minimum average of 32 semester hours per year. [Students can register in a maximum of 18 semester hours each semester without appeal and to qualify for flat tuition rates].**

Undergraduate students who fall below a 2.0 cumulative GPA or complete less than 24 semester hours within one year may be placed on academic probation and/or financial aid probation. Academic standing is determined by earned units:

Freshman:	0-27 semester hours		Sophomores:	28-59 semester hours
Juniors:	60-91 semester hours		Seniors:	92+ semester hours.

COURSE LOAD - A student must be officially accepted for admission prior to registering as a full-time student. Students may accumulate only 11 semester hours at La Verne before completing the admissions process. A bachelor's degree candidate must complete an average of 32 semester hours per year to earn the bachelor's degree within a four-year period. In order to maintain full-time status, a student must enroll in a minimum of 12 semester hours each semester. If a student is a financial aid recipient, he/she must maintain full-time standing to meet eligibility requirements. Student athletes and residential students must also maintain a full-time course load. Refer to the "Financial Aid" and the "150%-rule" portions of Section III for financial aid limits to earning a degree.

SCHEDULE CHANGES - Students must complete schedule changes by the deadline published on the academic calendar on the Registrar's website. If the student wants to make schedule changes beyond the "deadline for dropping", he/she must petition the Undergraduate Appeals Committee and will be assessed a fee if the appeal is approved. Students may also be assessed a late registration fee.

UNDECIDED STUDENTS

DECIDING ON A MAJOR AND A CAREER

Many students begin their La Verne experience without knowing the major and/or career that they are interested in pursuing. It is not unusual for students to have an undetermined major during their freshman year and the first semester of their sophomore year; however, it is important to encourage students to take steps toward making an excellent choice every semester. However, university policy requires that all continuing students who are undeclared must select a major prior to their junior year. In addition, students who are admitted with junior standing must have a declared major at admission, excluding undeclared. In both cases, students with junior standing cannot drop their major unless they have another major to replace it. Also, students with junior standing cannot select the undecided major. Students who continue to be undecided as they enter their sophomore year may need special assistance and intervention before reaching junior standing.

Students may need to be reminded that the *General Education requirements provide an excellent opportunity to explore majors and careers*, and that they should be intentional in selecting their General Education courses. In many respects, the process through which students go to determine their major is like the career decision making process. To help direct students to possible majors and careers, we have developed a handbook for selecting a college major and can be downloaded from our website. For discussion's sake, you can use the following questions as you counsel undecided students:

1. INTERESTS

- a. Read through the La Verne catalog and check the courses that sound interesting to you. Why do they sound interesting to you?
- b. Which classes did you enjoy and do well in during high school? Which activities and clubs did you enjoy? Ask yourself why you enjoyed them.
- c. What are your hobbies and strong interest areas? (Have the student list everything that comes to mind, then assist him/her with making connections to majors/careers, if appropriate).

2. SKILLS

- a. What do you do well?
- b. Do you have any specialized skills?
- c. What skills do you enjoy using?
- d. Do you enjoy working with your hands, analyzing situations, assisting people with their problems, etc.?

3. ABILITIES AND APTITUDES

- a. What kinds of things do you do well that come "naturally" to you, that you can do without much effort?
- b. Are there certain subject areas or topics that are easier for you to learn than others?

1. PERSONALITY

- a. Do you prefer working with people or by yourself?
- b. What kinds of people do you like to work with? What kinds of people would you rather not work with?
- c. How would you describe yourself?

2. VALUES

Getting a sense of the student's value system and assisting him/her in determining his/her own versus his/her family values. The student may be strongly interested in a major or career, which the family does not deem valuable, thereby hindering the student from making the choice for him/herself. It is also valuable for the advisor to recognize cultural considerations and values that may aid in the relationship and communication.

INTERNATIONAL STUDENTS

What is SEVIS?

SEVIS stands for Student and Exchange Visitor Information System. SEVIS is an internet-based information system that the U.S. Government uses to maintain information about non-immigrant students who have been granted educational visas (F and M visas) to attend American schools, colleges or universities. SEVIS also tracks educational exchange visitors (J visas), and dependents of primary (educational) visa holders. SEVIS access and maintenance is the responsibility of designated university officials when I-20 records are created and issued by a designated university official upon admission to the university or program of study. An I-20 is a Certificate of Eligibility for Nonimmigrant (F-1) Student Status for Academic and Language

Students that includes school and program information, start date, and other relevant information that facilitates the issuance of a student visa and entry to the country through a US port of entry.

Visas - Students who wish to study in the United States must first obtain or already be in possession of a valid F-1 status.

Full-time Enrollment and Exceptions - Federal regulations mandate that international students must be enrolled full-time throughout his or her academic career. Undergraduates are required to be registered in and to complete 12 semester hours. Side note: graduate students are required to be enrolled in and complete six credits/units per term or semester.

There are exceptions to full-time enrollment:

First Semester/Term – Only if student is having initial difficulty with the English language, improper course level placement, or unfamiliarity with English teaching methods.

Last Semester/Term – Student is in his or her last semester/term prior to graduation and needs less than a full load to fulfill graduation requirements.

Medical Reason – Student may take less than a full course of study for a documented medical condition. Students can be certified in SEVIS as less than full-time for a documented medical condition for a period not to exceed one academic year (two semesters for undergraduates and three terms for graduates). Medical leaves must be approved by Office of International Services & Engagement.

Satisfactory Academic Progress (SAP)

International Students are subject to University standards that govern GPA requirements and satisfactory academic progress (SAP). F-1 status remains valid for students who might be on academic probation (AP) but are not yet subject to academic dismissal.

Students who are dismissed from the university for academic deficiencies can be terminated in SEVIS and lose their F-1 status.

Grades

A grade of F does not place a student in immediate jeopardy because the credit value of the course can still be applied to a student's F-1 full-time requirements (12 credits for undergraduate, 6 credits for graduate students).

Grades of W and Incomplete (Inc) can place international students out of status because they drop the student below the full-time requirements as mandated by policies that govern F-1 status (12 credits for undergraduate, 6 credits for graduate students).

Authorized Periods of Vacation

International students are eligible to take a vacation period. For both graduate and undergraduate students, summer sessions are traditionally defined as vacation periods during which enrollment is optional. During this period, a student may choose to enroll in less than a full-load of courses as defined above or in no courses at all.

Undergraduate students can only take the summer as a legal designated vacation period.

Graduate Students, who wish to take a vacation term other than summer, will have to complete three consecutive terms to be eligible for a vacation term other than summer. *Example: Student A wishes to take spring 2018 term as a vacation term. Student A must have registered full-time and completed spring 2017 term, fall 2017 term, and winter 2018 term.*

Leave of Absence (LOA)

International students can be granted a leave of absence in accordance with university policies. During the granted leave, international students must depart the United States. If the leave of absence exceeds five months, the student must reapply for a new F-1 visa prior to reentry into the United States.

Employment

International students are eligible for the following kinds of employment:

On campus Employment: International Students are eligible to work on campus immediately following their registration. To maintain their employment eligibility, international students must be registered full-time and maintain satisfactory academic progress as defined by university policy. This employment is authorized by the Office of International Services & Engagement.

Curricular Practical Training (CPT): CPT is defined as internship-based employment authorized by the students' specific academic department. Under CPT students can work part-time or full-time off campus. Undergraduate and graduate students are eligible for CPT after completing two semesters or three terms respectively. This employment is authorized by the students' academic advisor and the Office of International Services & Engagement.

Economic Hardship: This type of employment can be applied only if the student has completed one full academic year and has suffered a sudden and unexpected financial hardship caused by the sponsor's loss of income or a sudden devaluation of the student's home country currency.

STUDY ABROAD

Each year, the University of La Verne offers students the opportunity to study in a foreign country. Traditional undergraduates are not required to study abroad. However, many students decide to study abroad each year through the University of La Verne or on their own through agencies or directly with other colleges and universities. La Verne students who choose to study abroad should be aware about the differences between studying through the University of La Verne or with an outside entity. *La Verne-approved programs should be prioritized over non-La Verne programs to secure financial aid and academic residency benefits.*

Non-University of La Verne Programs

Non-La Verne study abroad programs will be treated as transfer courses and are subject to all university academic, residency, and transfer policies and restrictions. Students are not eligible for financial aid. Students must secure pre-approval of all [potential] courses by the University Registrar and/or major or minor academic advisors. Students who study abroad during the fall or spring semester should submit a leave of absence form to the Office of Academic Advising. The Leave of Absence form is downloadable online.

University of La Verne Study Abroad Programs

La Verne students who study abroad through La Verne-approved programs are afforded all the residency privileges they have at our campus. Abroad courses are treated as “in residence”—as if they took these courses at our campus—and are eligible for full subject and unit credit as determined by the University Registrar and academic advisors. Courses taken abroad may fulfill major, minor, general education, or elective credit. Of course, students are held to all applicable academic policies.

Students can select sites from BCA Abroad or the Council for International Educational Exchange (CIEE). Listed cities and countries (as amended) can be viewed online: <https://laverne.edu/abroad/>. Students who are interested should contact the Study Abroad Office and attend information sessions each semester. The student must attend an information session offered through the Study Abroad Office held every semester. Students should meet with their academic advisors early and often, and stay in touch as noted below.

Steps to Take Prior to Studying Abroad

Students should review the program site online and try to find the courses that are available. The amount of information the student can obtain online will vary depending on the

program and the university. All programs should have study abroad staff (in the United States or abroad) who can answer questions about the courses that are taught at a site abroad.

Students should consider sites with as much “academic flexibility” as possible. It is usually best if they can find 6-7 possible courses at La Verne that can be met during the semester abroad. They should focus on courses that will earn subject credit for the major, minor, or general education.

Students should meet with major and/or minor academic advisors before departure to determine which courses to consider for subject credit. They should maintain open and frequent contact with academic advisors until a schedule abroad is selected. Students should be advised (and registered) while abroad ahead of their return to La Verne to continue their studies.

Students should ensure that transcripts are sent from the host site to La Verne to receive appropriate academic credit. They should ensure that the academic advisor(s) has submitted appropriate substitution forms to the Registrar and that appropriate units and subject credit are accurately represented in degree evaluations.

SUPPORT SERVICES AVAILABLE ON CAMPUS

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is an educational resource for students. The services help students to successfully attain their educational goals at La Verne by providing tutoring services in math, writing, foreign languages, and other subject areas. ASC also provides:

- a. study skills assistance such as note taking and reading comprehension,
- b. test taking skills such as objective and essay examinations,
- c. tutoring services,
- d. computer assisted instruction,
- e. AV tapes for help in specific courses,
- f. time management seminars,
- g. cooperative programs with the library,
- h. memory training.

OFFICE OF CAREER SERVICES

The Office of Career Services offers the following services:

- a. Assessment instruments: Strong-Campbell Career Interest Inventory, Self-Directed Search Career Interest Inventory, Myers-Briggs Type Indicator (personality), and worksheets to examine skills, abilities and values,
- b. Major and Career Counseling,

- c. Resources: books and magazines on occupations as related to careers and career-specific information,
- d. Provides assistance with resumes, cover letters, mock interviewing, “thank you” letters, business and dining etiquette tutorials.

CRISIS INTERVENTION DIRECTORY -PRIMARY RESOURCES

Life-Threatening Situations: Call 911 immediately.

Campus Security: Parking Structure, 2021 D Street, La Verne, CA 91750
Emergencies: (909) 448-4950.

Counseling & Psychological Center (CAPS): 2215 E Street, La Verne, CA 91750
Business Hours: (909) 448-4105 | After Hour Crisis: (909) 448-4650

BIT Team (Behavioral Intervention Team).

Please report any person of concern by using the website at: <https://laverne.edu/bit/> and accessing the form provided on the site.

CARE Team (Campus Assessment, Response, and Evaluation).

Student Health Services, <http://www.laverne.edu/health>. CARE Team Chair: Cindy Denne, Director of Student Health Services, cdenne@laverne.edu, or by telephone at (909) 448-4441.

Title IX Concerns or Complaints.

Please see the <https://laverne.edu/title-ix> for additional information on the University’s Sexual Misconduct Policy and Complaint Procedure.

You may report any incidents of Sexual Misconduct to the Title IX and Employee Relations in Human Resources.

Dean of Students: Campus Center Room 137.

Ruby Montano-Cordova: (909) 448-4770.

Juan Regalado (Housing & Judicial Affairs): (909) 448-4448.

Campus Advocates:

Undergraduate Academic Support & Retention Services:

Dr. Carlos Cervantes, (909) 448-4676.

Dr. Amanda Miller, (909) 448-4574.

Registrar: Adam Evans, (909) 448-4001.

University Chaplain: Zandra Wagoner, (909) 448-4446.

Student Health Services: Cindy Denne, (909) 448-4441.

International Student Services and Engagement: Pressian Nicolov, (909) 448-4330.

Multicultural Affairs: Daniel Loera, (909) 448-4321.

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