Banner 9 Student Self-Service

Introduction to Registration, Action Item

Processing and the Pay Now Feature

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

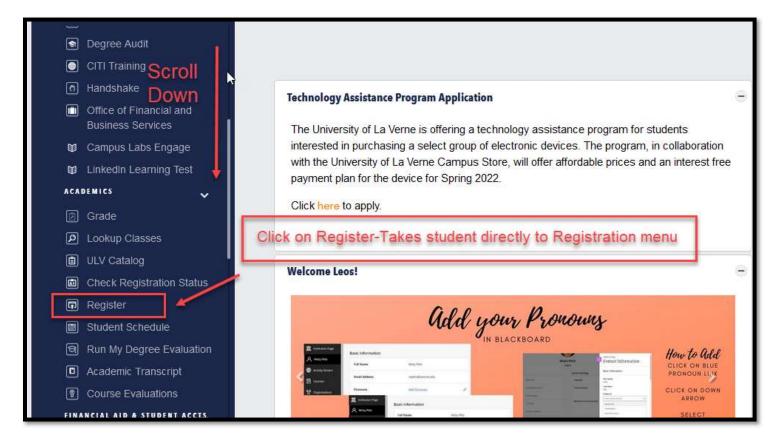
There are be 2 options to get to registration:

Option 1-Scroll down on menu and select Registration

This will take student directly to the registration menu

Option 2-Click on MyLaVerne

This will take student to additional menu options before registration



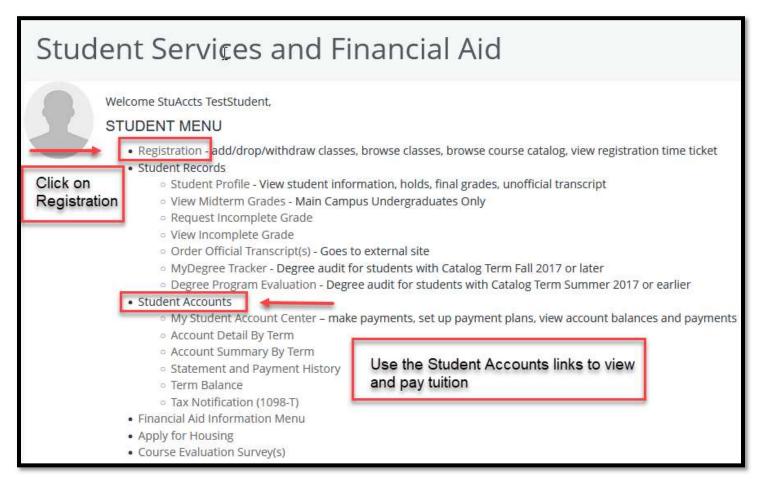
Option 2: Click on MyLaVerne For all Menu options, including registration

OUICKLAUNCH OUICKLINKS	Click on MyLaVerne
II MyLaVerne	Technology Assistance Program Application -
ASULV Town Hall My Application for Admission Banner 9 Test Blackboard	The University of La Verne is offering a technology assistance program for students interested in purchasing a select group of electronic devices. The program, in collaboration with the University of La Verne Campus Store, will offer affordable prices and an interest free payment plan for the device for Spring 2022.
Leo Preview La Verne Email	Click here to apply.
Online Service Desk	
 GivePulse Digication, 	Welcome Leos!

Click on either option in a red box below: Student Services & Finacial Aid

University of LaVerne										
Personal Information Student Services & Financial Aid 9 Search Go										
Single sign on access to a variety of university services is available to users who have a La Verne Graven et al Verne Portal. Please verify and/or create your personal email information from the University will be sent via your university email address. This is Registrar's offices. MyLaVerne and your email address continues to be available to students after leaving the University Login or set up your La Verne Portal account by clicking HERE										
Email Information View or update your e-mail address(es). Personal Information Students, Faculty, and Starr - view or update your address(es). Student Services & Financial Aid Student Services & Financial Aid										

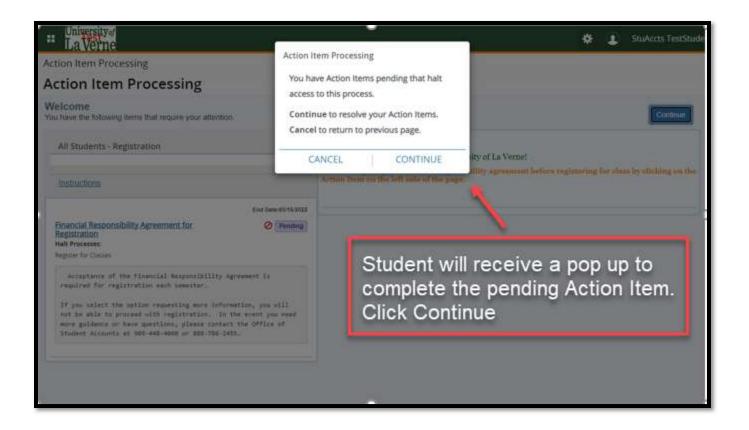
The student will click on **Registration** to go to the registration menu.



Student	Registration		
Registrat	ion		
What wo	uld 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
	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 c	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.

::	University of 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 course catalog, view registration ti 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 ea Student Accounts My Student Account Center - make payments, set up payment plans, view account balances a 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) 	n rlier
	Advising Student Profile "	
	FACULTY/ADVISOR MENU	



A	ction Item Processing	
A	Action Item Processing	
- 21	Velcome ou 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!
	Instructions	Please complete your financial responsibility agreement before registering for class by clicking on the Action Item on the left side of the page.
2	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.

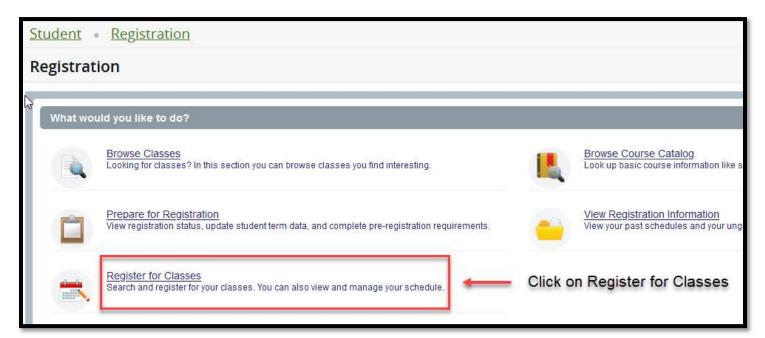
Action Item Processing

Welcome You have the following items that require your attention.	Return
All Students - Registration O of 1	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 necessaries." 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
End Date:03/17/2022 Financial Responsibility Agreement for Registration 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.	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 Save Then click save

■ LaVerne		🗱 💽 StuAccts TestStudent <mark>1</mark>
Action Item Processing Action Item Processing		Save Successful
Welcome You have the following items that require your attention.		Continue
All Students - Registration	Payment of Fees/Promise to Pay:	ck.ActionItemContentDetail.ActionItemNameHeader.value
Instructions	"University"), whether through self-service online, or an	institutional office, I accept full responsibility to pay all associated costs
End Date:03/17/2022 Financial Responsibility Agreement for Registration Response saved on: 03/17/2022 Current Response: 1 acknowledge, understand and agree 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.	and prior registration) and acceptance of these terms co of an educational loan as defined by the U.S. Bankruptcy educational services, deferring some or all of my paymer fees and other associated costs by the published or assig I understand and agree that if I drop or withdraw from s a portion of tuition and fees in accordance with the publi published tuition refund schedule and understand those failure to attend class or receive a bill does not absolve m Billing Errors: Administrative, clerical or technical billing errors do not a fees and other associated financial obligations assessed of	ome or all the classes for which I register, I will be responsible for paying all or shed tuition refund schedule. I have read the terms and conditions of the terms are incorporated herein by reference. I further understand that my

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

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

SMTWTFS 06:00 PM - 09:25 PM	1 of 20 seat 5 of 5 waitlis C LINKED	Mai	Hyland, Ja			GELS Life LVLS Life S Lecture	iral Scien al Scienc Science Science	ce-Life Sci e Laboratory	Q View Linked	Add	~
sday Thursday Friday	Saturday		CRN 1415	Once registration is complete, click on Tuition and Fees link Summary CRN Details Title Sem H Status Action							

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

								* 2
ion • <u>Select a Term</u> • Register f S	Tuition and Fees for January/Spri The total here does not represent everythi a detailed view of your account.		e see your <u>account ir</u>	n <u>formation</u> or	to be	e rout	ount Infoi ed to Acc	count
Schedule and Options	Description	Amount	(USD)		Now		Term or t	lo Pay
	Reg Fee - Undergraduate			\$30.00				
es Subject: Biology	Tuition- Traditional Ugrad		\$5	,200.00				
			Total: \$	5,230.00				
Life Science: The Hu 4 SMTWTFS	Total Credit Hours: 4	ar with tuitio	on and fees	listed		ural Scien ral Scienc Science	ce-Lab ce-Life Sci e Laboratory	Q View Linked
etails		🖾 Summa	гу					
2022		CRN	Details	Title		Sem H	Status	Action
onday Tuesday Wednesday Thursda	y Friday Saturday	^ 1415	MUS 100, 001	Music History ar	nd Appreciat	4	Registered	None

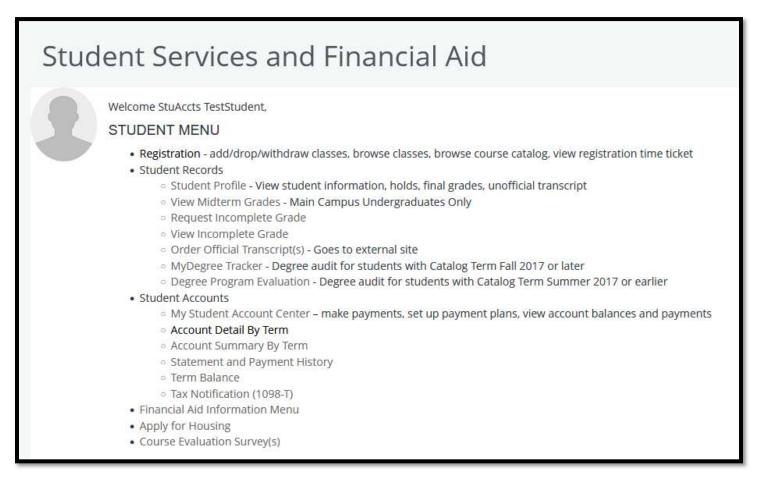
Account Detail for Te	rm		🔒 Holds	Pay Now
Select Term	v +	Select a term to view Account Detail	Click on Pay Now to the payment Center Payment Arrangeme	to set up

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

SMT	WTFS 06:00	PM - 09:25 PM ⁻	1 of 20 seat 5 of 5 waitils C LINKED	Mai	Hyland, J	asmine (ural Scien ral Scienc Science	ce - Lab ce-Life Sci e Laboratory	Q View Linked	Add
				. .	• • •	ary						Tuition and Fees
					CRN	Details	Title	_	Sem H	Status	Action	*
sday	Thursday	Friday	Saturday	^	4 1415	MUS 100, 001	Music History and A	Appreciat	4	Registered	None	*
story dation					•						ill return to the I d Financial Aid	Menu page:
				~	Total Hou	s Registered: 4 Billin	g: 4 CEU: 0 Min: 0 Max	: 23			`	Submit

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 student.edu or 909-448-4060