

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

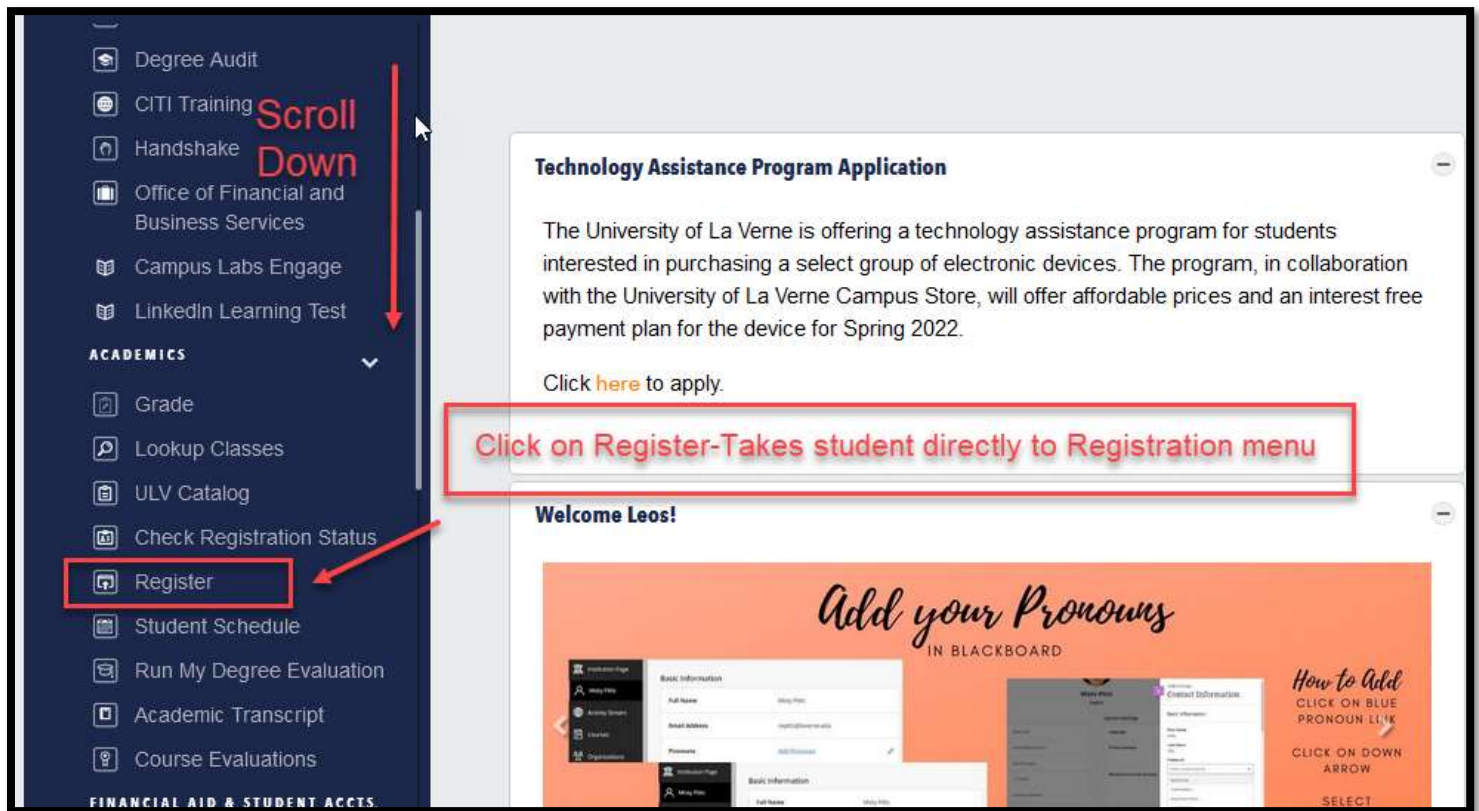
There are be 2 options to get to registration:

Option 1-Scroll down on menu and select Registration

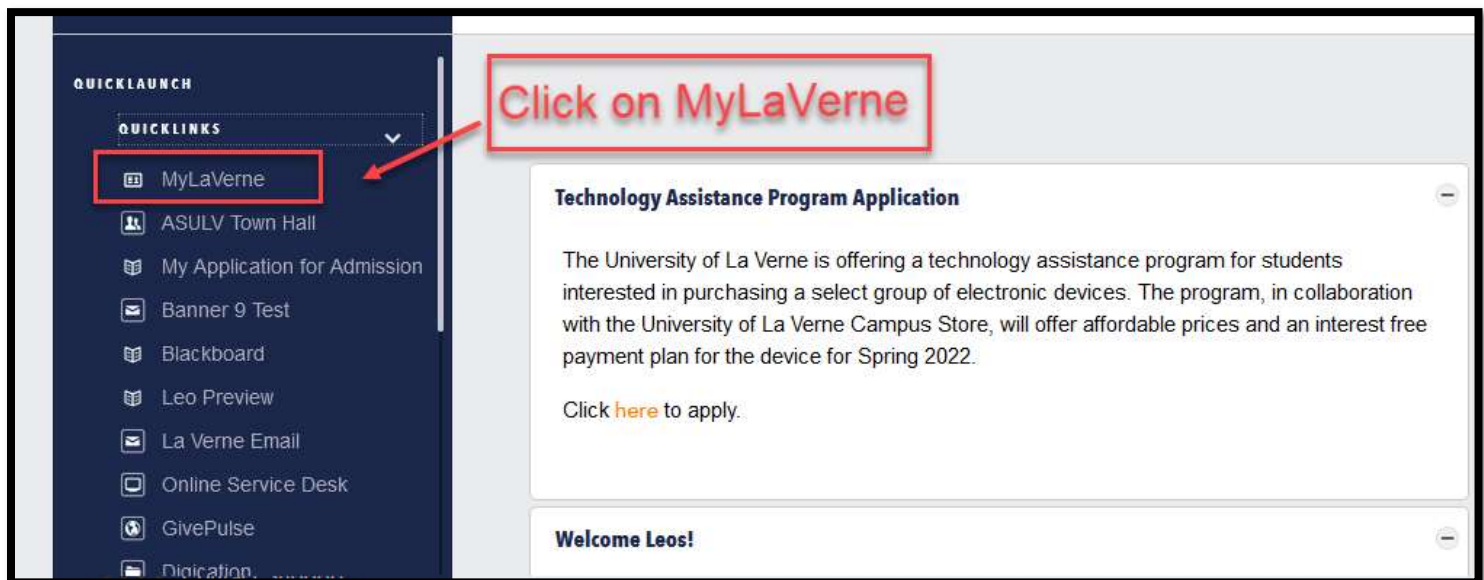
This will take student directly to the registration menu

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



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

The screenshot shows the top navigation bar of the University of La Verne portal. The 'Student Services & Financial Aid' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is a yellow banner with text about single sign-on access and email verification. Further down, the 'Email Information' and 'Personal Information' sections are visible, with the 'Student Services & Financial Aid' link again highlighted in a red box at the bottom.

University of La Verne

Personal Information **Student Services & Financial Aid 9**

Search

Single sign on access to a variety of university services is available to users who have a La Verne Gmail account. Please verify your La Verne Gmail account (xxx.xxx@laverne.edu) by clicking on the Email Information link to set your password in the La Verne Portal. Please verify and/or create your personal email information. Most official communication from the University will be sent via your university email address. This includes communication from the 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 [Email Information](#)
View or update your e-mail address(es).

Personal Information [Personal Information](#)
Students, Faculty, and Staff - View or update your address(es), phone number(s), PIN, and emergency contact information; view your e-mail address.

Student Services & Financial Aid [Student Services & Financial Aid](#)

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

The screenshot shows the 'Student Services and Financial Aid' menu. A red box highlights the 'Registration' link, with a red arrow pointing to it and a text box saying 'Click on Registration'. Another red box highlights the 'Student Accounts' link, with a red arrow pointing to it and a text box saying 'Use the Student Accounts links to view and pay tuition'. The menu lists various options for students, including registration, student records, student accounts, and financial aid.

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)


Click on Registration

Use the Student Accounts links to view and pay tuition


[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

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 La Verne

StuAccts TestStudent 1

⚠ You have active action item(s) available for your review.

[View Action Item\(s\)](#) [Dismiss](#)

Student Services and Financial Aid

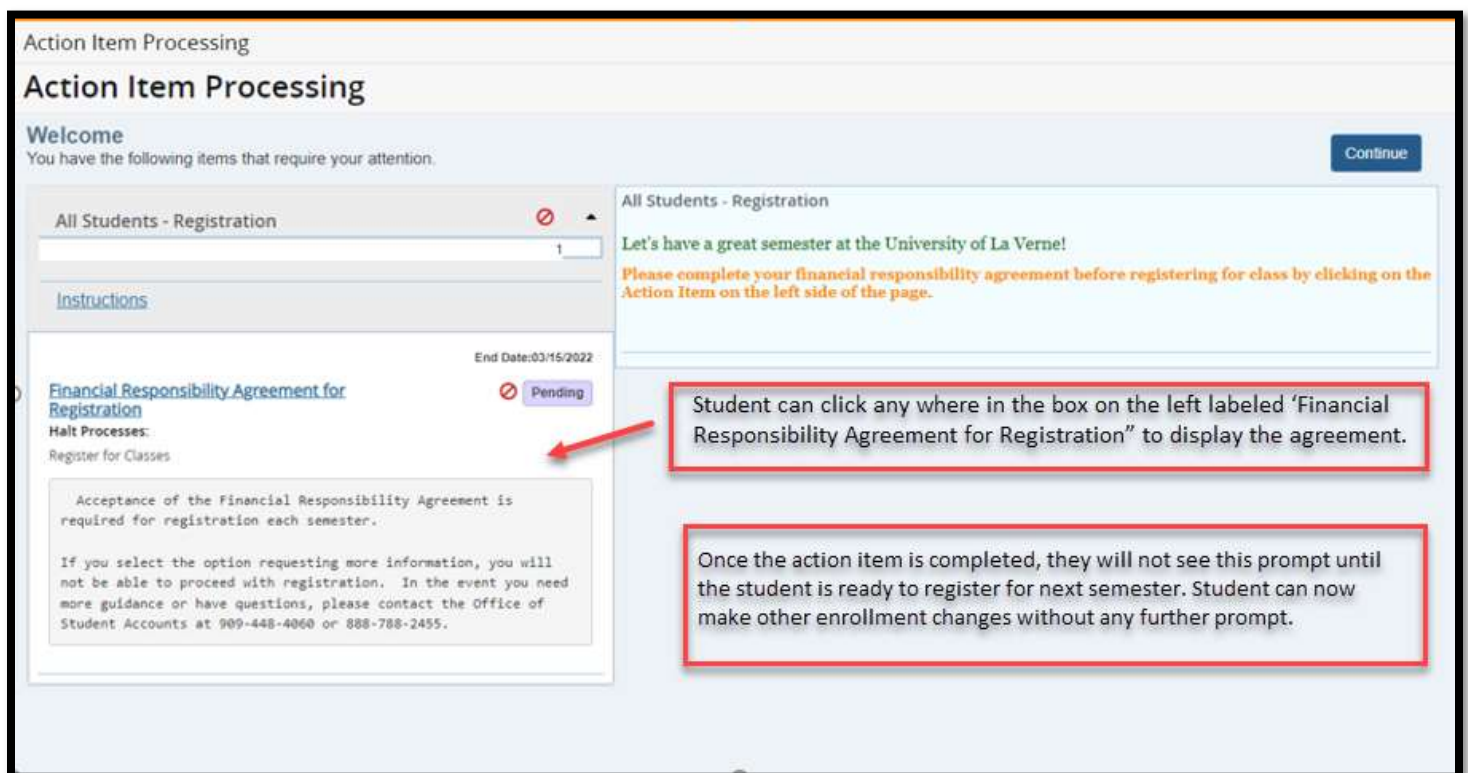
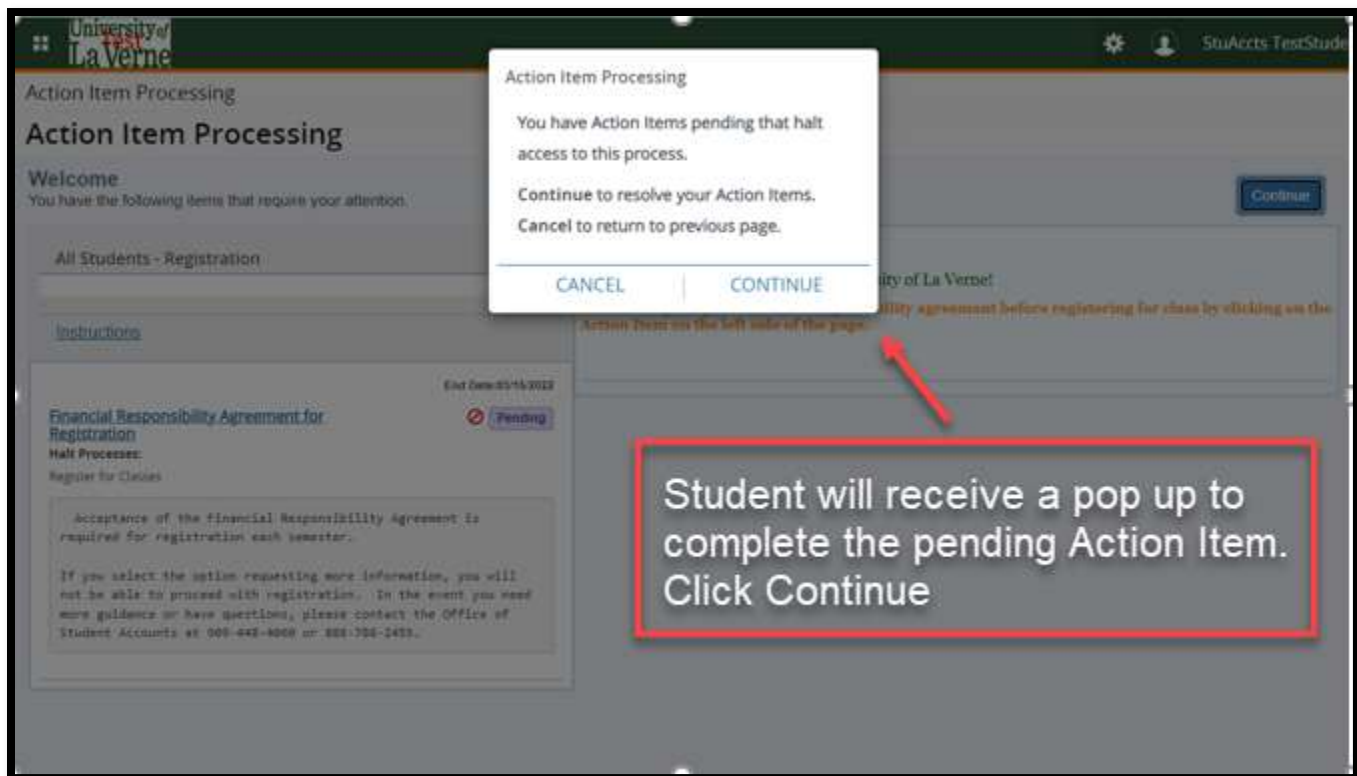
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FACULTY/ADVISOR MENU

- Advising Student Profile




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


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Click on Register for Classes

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

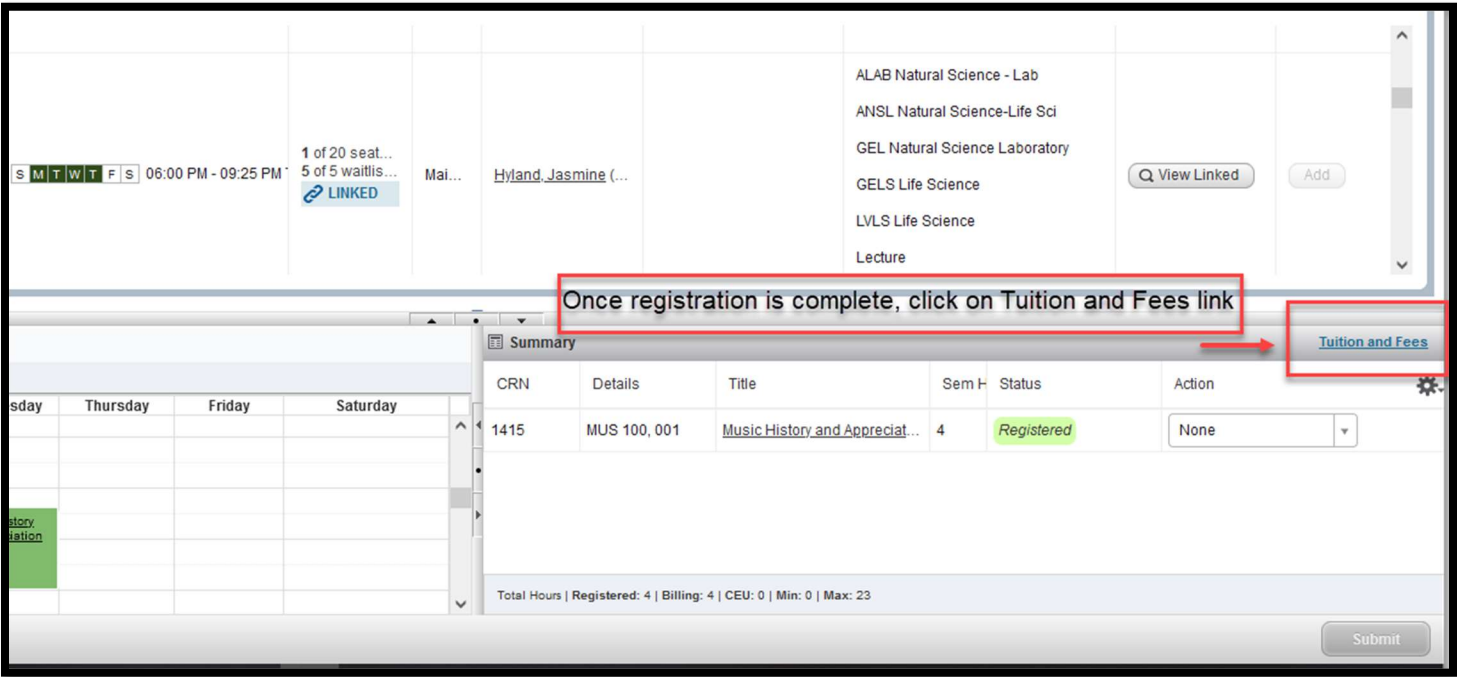
January/Spring 2022

Select a term

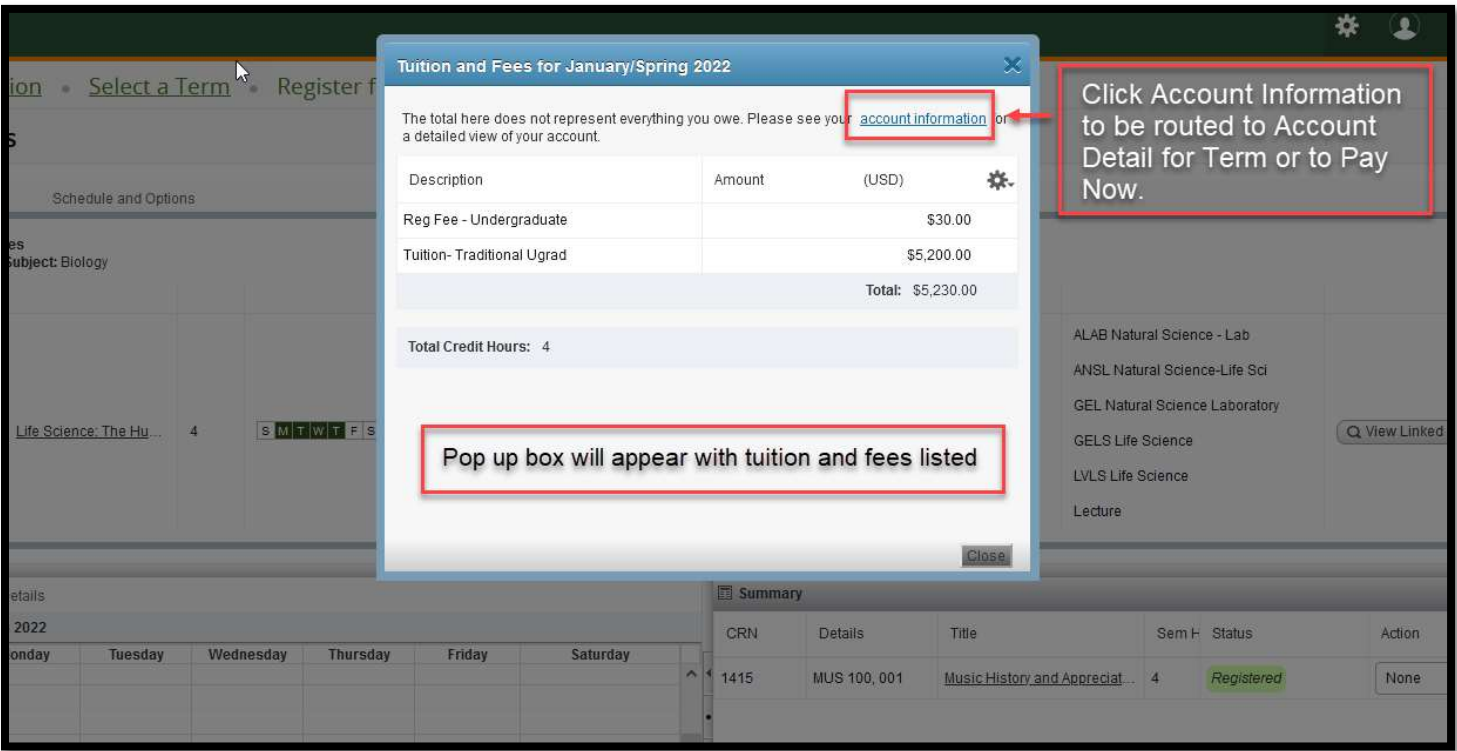
Continue

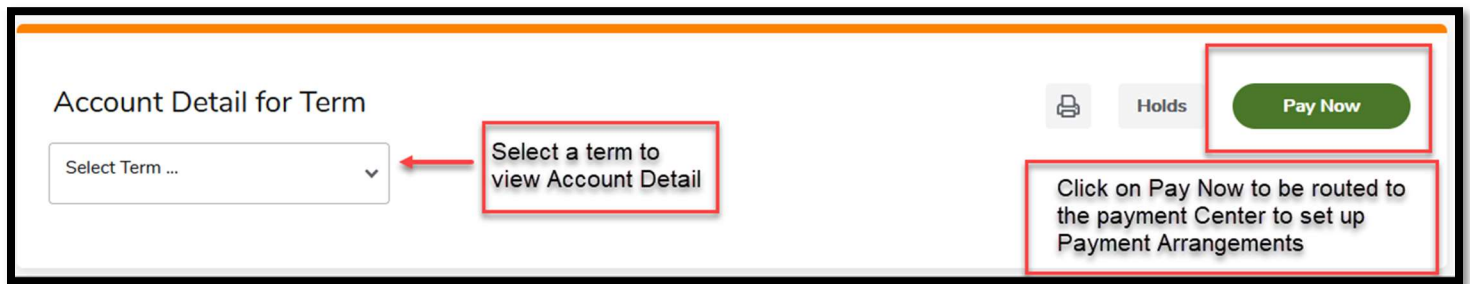
Click on Continue

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

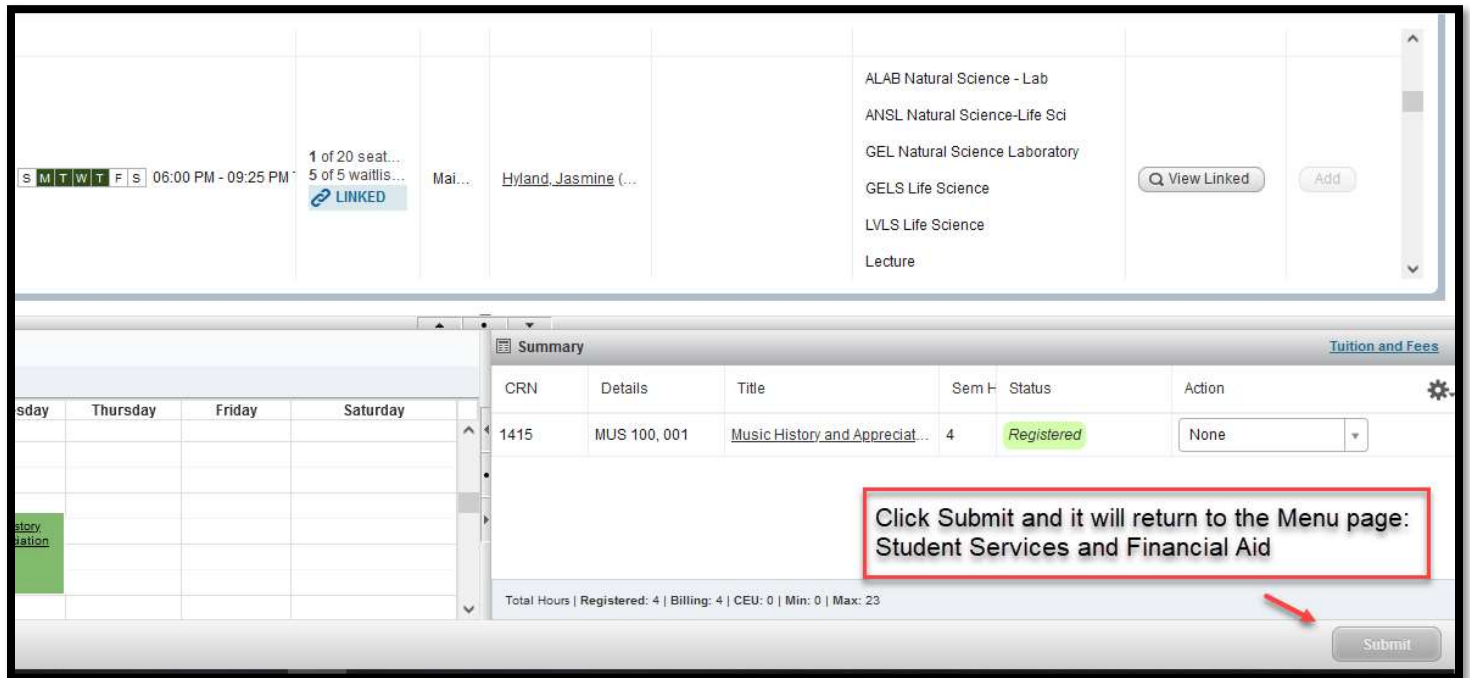


Pop up box will appear, they can click on Account Information to be routed to Account Detail for Term or to Pay Now.





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



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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