Process for Updating Contact Information and Emergency Contact At the Point of Registration

Fall 2024-LATER

Log into <u>MyLaVerne</u>



Go to "Register for Classes"

Laverne	
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 subject, course and description.
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements	Register for Classes Search and register for your classes. You can also view and manage your chedule.
View Registration Information View your past schedules and your ungraded classes.	

You will be informed that you have an action item pending, click on "CONTINUE"

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Action Item Processing	You have Action Items pending that halt	
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All Students - Registration	CANCEL CONTINUE of La Vernet	
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On the left panel you will see a task "View/Update Emergency and Personal Contact Information", click on the task



A panel will appear on the right displaying your name, mailing address, contact phone number, and emergency contact (use scroll bar to toggle up and down between information).

- If the information is incorrect, please update the information appropriately in the available fields. Once updated scroll to the bottom of the right panel (use scroll bar).
- If the information is correct, scroll to the bottom of the right panel (use scroll bar).
- If you would prefer not to update information at this time, scroll to the bottom of the right panel (use scroll bar).

inancial Responsibility Agreement for Registration	Ø Completed	Emergency and Perso	nal Co	ntact Information			
alt Processes:							
egister for Classes		Your Personal Informatio	n				
Acceptance of the Financial Responsibility Agreement is required for	registration each semester.						
If you select the option requesting more information, you will not be a	ble to proceed with	First name Loc					
registration. In the event you need more guidance or have questions, p Student Accounts at 909-448-4060 or 888-768-2455. Email: stuaccts@lave	lease contact the Office of mne.edu.	Middle name					
		Last name Nguyen					
REGISTRAR STUDENT CONTACT	0 •	1					
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Instructions		Address Type		Mailing Address 1	Mailing Address 2		failing City
there whereas the							
	End Date:02/28/2025	Mailing Address	×	12345 aDC R0			Houston
ew/Update Emergency and Personal Contact Information	Ø Pending	Contract of the second s					
alt Processes:		Add Mailing Address					
Rorei Ini Crassas		Cell Phone Numbers					
To ensure appropriate and timely communication, the University is req	wires all students to	Please enter at least one Cell phot	e number t	hat we can contact you on.			
point of registering for classes. Specifically, students will be aske	d to update:	Phone Type A	ea Code	Phone Number			
Personal Contact Information: Cell Phone Number, Mailing Addres	15	Cellular Phone Number 👻 🗍	14	7250977			
Emergency Contact Information: Name of Emergency Contact, Relati	onship, Cell Phone Number						
Questions regarding this required may be directed to DeanOfStudents@lav	erne.edu	Cellular Phone Number 👻 6	57	2668860			
REGISTRAR STUDENT CONTACT	0 •	Finances Contact					
ONFIRMATION	tt	Please enter at least one Emerger	icy Contact	entry that we can contact for you.			
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		TRUNG		NGUYEN	Brother	~	657
	End Date:02/25/2025						
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At the bottom of the right panel you will have two options:

- "I affirm the information is correct." Choose this option if
 - o If the information was correct and no updates were needed
 - The information was updated and is now correct
- "The information is not correct and I will update it later." Choose this option if the information is/was not correct and you did not update it.

NOTE - Once updated, you will not have the "View/Update Emergency and Personal Contact Information" task for two years. If you chose not to update, you will have this task appear again at your next login attempt after 30 days.

Once an option has been selected, click on "CONFIRM" to continue to registering for classes.

REGISTRAR STUDENT CONTACT	• •	Emergency Contact Please enter at least one Eme	ergency Contact entry that we can contact for	т уон.	
nstructions		First Name	Last Name	Relationship	Area Code
	End Data 02/09/2012	TRUNG	NGUYEN	Brother	∽ 657
ew/Update Emergency and Personal Contact Information	Ø Pending				
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