

CAPA

Professional Development Center

Summer Semester 2019 ~ Schedule of Classes

PRIORITY REGISTRATION APRIL 16-26, 2019

OPEN REGISTRATION WILL RUN FROM
APRIL 29 UNTIL CLASSES BEGIN.

University of La Verne

Campus Accelerated Programs for Adults

Executive Director:

Patti Noreen

Academic Advisors:

Rhona Davis

Susan Wilson

Central Staff:

Gabriel Eredia

David Lara

Assistant Directors:

Peter Centeno

Rebecca Wolfe

This schedule is subject to change by the Registrar.

ALL STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH UNIVERSITY POLICIES AND PROCEDURES AS LISTED IN THE CURRENT ULV CATALOG.

ACCELERATED EVENING (JUNE 10 – AUGUST 18)

*Students who do not attend the first class meeting may be instructed to drop the class.
All changes in student schedules must be processed through CAPA.*

CRN	Dept.	No.	Course Title	Units	Days	Time	Instructor
1150	ACCT	203	Financial and Managerial Accounting	4	T	5-10pm	Sloan
1135	BIOL	101	The Human Environment (GELS) (LVLS) (ALAB) HYBRID	4	W	6-9pm	Good
1151	BUS	270	Business Statistics (CSQR) (UVLL) (LVQR) Prereq: BUS 274	4	W	5-10pm	Mortagy
1152	BUS	274	Applied Quantitative Analysis	4	M	5-10pm	Dierking
1153	BUS	330	Business Finance (INTD) HYBRID Prereq: ACCT 203, BUS 270, ECON 228	4	T	6-9pm	Hasse
1154	BUS	343	Foundations of Business Ethics (AHPR) (UVLL/UVVO) HYBRID Prereq: WRT 111 or BUS 346		R	6-9pm	Walton
1155	BUS	347	Legal Environment of Business Prereq: WRT 111 or BUS 346	4	M	5-10pm	Staff
1156	BUS	360	Principles of Marketing Prereq: ECON 228 & WRT 111 or BUS 346	4	R	5-10pm	Assael
1157	BUS	410	Management Information Systems (UVLL) (INTD) HYBRID Prereq: WRT 111 or BUS 346	4	W	6-9pm	Garcia
1137	BUS	493	Personal Money Management HYBRID Revised Dates (Five Wednesdays): June 12, June 26; July 10, July 24; August 7	2	W	6-8:30pm	Hasse
1158	BUS	496	Business Seminar (Sr. Standing) (For Bus. Admin/Acctg majors only) HYBRID Prereq: All core requirements in major	4	T	6-9pm	Ramirez
1231	CS	305	Learning through Community Service Theme: Sustainability and Homelessness (20 hrs. fieldwork) Meeting Dates (Five Fridays): June 14, June 28; July 12, July 26; August 9	1	F	6-8pm	Houston
1361	CMPS	410	Management Information Systems (UVLL) (INTD) HYBRID Prereq: WRT 111 or BUS 346	4	W	6-9pm	Garcia
1159	ECON	228	Economic Theories and Issues (ASEC) (UVLL) (LVSS)	4	M	5-10pm	Bettner
1362	EDUC	454P	Early Childhood Student Teaching (UVCS/LVCS) Prereq: WRT 111, EDUC 251, 253, 352, 354P, 452 and must have passed Developmental Knowledge Exam Revised Dates: June 11, 18, 25; July 9, 23, 30; August 13	4	T	6-8:30pm	Blandford
1142	KINE	001	Fitness for Life (AFFL) (LVLW)	2	T	6-8:30pm	Maunakea
1160	MGMT	300	Principles of Management Prereq: WRT 111 or BUS 346	4	T	6-9pm	Weiss
1161	MGMT	354	Oral Communication in Organization (CSOC) (UVLL) (LVOC) Prereq: WRT 111 or BUS 346	4	W	6-9pm	Davis
1162	MGMT	355	Leadership in Organizations (UVLL) HYBRID Prereq: WRT 111 or BUS 346	4	M	5-10pm	Duarte
1163	MGMT	358	Culture and Gender Issues in Management (UVCD) HYBRID Prereq: WRT 111 or BUS 346	4	W	6-9pm	DeLong
1164	MGMT	359	Management of Change and Conflict (UVLL/UVVO)	4	W	5-10pm	Assael
1165	MGMT	388	Statistics (CSQR) (UVLL) (LVQR) HYBRID Prereq: BUS 274 or MATH 102	4	R	6-9pm	Lee
1166	MGMT	455	Managing Human Resources Prereq: MGMT 300	4	R	5-10pm	Staff
1146	PSY	308	Social Psychology (INTD) HYBRID Prereq: WRT 111 or BUS 346 Revised Dates (Five Saturdays): June 15, June 29; July 13, July 27; August 10	4	S	8am-1pm	Rodriguez
1144	PSY	409	Multicultural Psychology (UVCD/UVVO) HYBRID Prereq: WRT 111 or BUS 346 & PSY 101	4	R	5-10pm	Coaxum
1148	SOC	340	Social Psychology (INTD) HYBRID Prereq: WRT 111 or BUS 346 Revised Dates (Five Saturdays): June 15, June 29; July 13, July 27; August 10	4	S	8am-1pm	Rodriguez
1149	WRT	110	College Writing A (CSWA) (LVWA) HYBRID	4	R	6-9pm	Davis

**HYBRID – Blend of online and face-to-face instruction – must have computer access. Mandatory attendance required at each class session.*

ONLINE (June 10 – August 18)

BLACKBOARD ACCOUNT REQUIRED FOR ALL COURSES

*Courses identified with an asterisk have a “prerequisite” – please refer to online course catalog

CRN	Dept.	No.	Course Title	Units	Instructor
1029	ACCT	203	Financial and Managerial Accounting	4	Sloan
1141	ANTH	314	Sexuality and Gender Issues (UVCD/UVVO) (INTD) (LVSS)	4	Rodriguez
1002	ANTH	334	Women's Experience in the U.S. (LVSS)	4	Hanwalt
1003	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
1004	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
1030	BUS	270	Business Statistics* (CSQR) (UVLL) (LVQR)	4	Kung
1031	BUS	274	Applied Quantitative Analysis	4	Gurtovoy
1032	BUS	330	Business Finance* (INTD)	4	Hasse
1033	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Genovese
1034	BUS	346	Written Business Communication* (CSWB) (UVLL) (LVWB)	4	Jagannathan
1035	BUS	347	Legal Environment of Business*	4	Chow
1036	BUS	360	Principles of Marketing*	4	Badovick
1037	BUS	410	Management Information Systems* (UVLL) (INTD)	4	Beheshtian-Ardakani
1038	BUS	496	Business Seminar* (Sr. Standing) (For Bus. Admin and Acctg majors only)	4	Dietz
1028	CMPS	410	Management Information Systems* (UVLL) (INTD)	4	Beheshtian-Ardakani
1005	CS	305	Learning through Community Service (UVCS) (LVCS) *20 hrs. fieldwork Theme: Aging & the Community	1	Houston
1006	CS	305	Learning through Community Service (UVCS) (LVCS) *20 hrs. fieldwork Theme: Hunger, Homelessness & the Community	1	Houston
1039	ECON	228	Economic Theories and Issues (ASEC) (UVLL) (LVSS)	4	Park, G.
1023	EDUC	325	Children's Literature*	4	Andrews
1024	EDUC	385	History, Culture & Society* (UVCS) (UVCD) (LVCS)	4	Kinsey
1025	EDUC	407	Technology & Digital Literacy*	4	Perry
1138	ENG	280	Science Fiction (GEHa) (LVHU)	4	Beal
1007	HSTY	111	US History 1877 to Present (AHHT) (UVCD/UVLL) (LVHU)	4	Carlson
1008	HUM	313	World Civilization through Art/Theatre (ACAE) or (AHIA) (UVCD/UVLL) (LVCE) <i>(This course requires independent field trips to 6 museums & 4 plays -no text book required)</i>	4	Clark
1009	MATH	104	College Algebra* (CSQR) (LVQR)	4	Ives
1040	MGMT	300	Principles of Management*	4	Furutan
1041	MGMT	354	Oral Communication in Organization* (CSOC) (UVLL) (LVOC)	4	Jagannathan
1042	MGMT	355	Leadership in Organizations* (UVLL)	4	Park, K.
1043	MGMT	358	Culture & Gender Issues in Management* (UVCD)	4	Yousof
1044	MGMT	359	Management of Change and Conflict (UVLL/UVVO)	4	Monye
1045	MGMT	360	Financial Management & Budgeting	4	Yousof
1046	MGMT	388	Statistics* (CSQR) (UVLL) (LVQR)	4	Taslakian
1047	MGMT	455	Managing Human Resources*	4	Ghazzawi
1048	MGMT	459	Organizational Behavior: Theory and Application* (UVCD/UVLL)	4	Furutan
1049	MGMT	496	Seminar in Management* (Sr. Standing) (For Org Mgmt majors only)	4	Young
1010	MUS	358	Music of the United States (AHFA) (LVHU)	4	Hanawalt
1011	NASC	102/102L	Physical Science* (ANSP) (ALAB) (LVPS)	4	Morgan
1012	PHIL	110	Introduction to Philosophy (AHPR) (UVLL/UVVO) (LVHU)	4	Campana
1013	PSY	101	Principles of Psychology (ASBH) (LVSS)	4	Gonchar
1020	PSY	312	Abnormal Psychology*	4	Gonchar
1021	PSY	405	Brain and Behavior* (INTD)	4	Henkelmann
1014	PSY	407	Life-Span Development (ASBH) (UVLL/UVVO) (LVSS)	4	Newman-Gonchar
1022	PSY	422	Substance Abuse*	4	Henkelmann
1145	SOC	314	Sexuality and Gender Issues (UVCD/UVVO) (INTD) (LVSS)	4	Rodriguez
1026	SOC	320	Sociology of Deviance* (LVSS)	4	Staff
1027	SOC	330	Social Class and Inequality* (ASBH) (UVCD/UVVO) (LVSS)	4	Staff
1015	SOC	334	Women's Experience (LVSS)	4	Hannawalt
1016	SPCM	210	Interpersonal Communication (CSOC) (LVOC)	4	Flora
1017	WRT	110	College Writing A (CSWA) (LVWA)	4	Ogden
1018	WRT	111	College Writing & Research* (CSWB) (UVLL) (LVWB)	4	Hamilton
1019	WRT	303	Poetry Writing (ACAE) or (AHLT) (UVLL) (LVCE)	4	Kaplan

- ❖ Blackboard is required for all online courses. To request an account go to <http://bb.laverne.edu/>.
- ❖ Course syllabi may be viewed at <http://sites.laverne.edu/laverne-online/syllabi/>
- ❖ If your professor indicates that your exam must be proctored, please contact Ms. Corinne Bicksler for proctoring instructions – (909-448-4086) or cbicksler@laverne.edu.
- ❖ Students must log in and complete assigned homework the first week of course or they will be administratively dropped.

STUDENTS MAY ENROLL IN NO MORE THAN 8 ONLINE UNITS PER SEMESTER.

REFUND POLICY – SUMMER 2019

Accelerated Evening: (Last date to withdraw or make grade option change – July 22)

June 10 - 18	100%
June 19 - 25	75%
June 26 - July 2	50%
July 3 - 22	0%

Online: (Last date to withdraw or make grade option change – July 22)

June 10 - 18	100%
June 19 - 25	75%
June 26 - July 2	50%
July 3 - 22	0%

LA VERNE GE (FALL 2015 & LATER)

Critical Skills

Written Communication A (LVWA)
Written Communication B (LVWB)
Oral Communication (LVOC)
Quantitative Reasoning (LVQR)
Lifelong Wellness (LVLW)

Areas of Knowledge

Creative Expression (LVCE)
Natural World – Life Science (LVLS) Physical Science (LVPS)
Social Sciences (LVSS)
Humanities (LVHU)

General Education Elective - (LVEL) – any course from Critical Skills or the Areas of Knowledge or INTD

La Verne Experience

University Values - LVE 300 (LVUV)
University Reflection – LVE 400 (LVUR)
Community Engagement – CS 305 or approved course (LVCS)

DELINQUENT PAYMENT OF TUITION

ULV reserves the right to refuse a diploma or a transcript to any student or former student who is delinquent in the payment of any promissory note given in payment of any tuition, costs, or fees. Financial holds are placed on transcripts of students with delinquent accounts, and no transcripts or diplomas will be issued for such students until the holds have been removed. Students who have not met their financial obligations at the completion of a semester/term will be withdrawn automatically from all courses in that semester/term and will have financial holds placed on their transcripts. Such students will be reinstated, receive their grades, and see the financial holds removed only when their bills have been paid.

Unpaid balances at the end of each semester shall become interest-bearing at the rate of 10% per annum. Interest shall be charged beginning 30 days from the end of the term that is delinquent. Interest on the outstanding balance shall be computed monthly and shall be added monthly to the amount due.

If it becomes necessary for the University to seek collection help and/or initiate legal proceedings to collect unpaid accounts, an additional 33.33% will be added to the existing balance. The student will also be responsible for all legal fees incurred.

FINANCIAL AID INFORMATION

After you register for your classes, review your account on MyLaVerne to be certain your aid is sufficient to cover your classes and that you have completed all requirements.

To check your Term Balance:

- Log into MyLaVerne
- Student Services/Financial Aid
- Student Records
- Term Balance

Financial Aid Requirements:

- Log into MyLaVerne
- Student Services/Financial Aid
- Financial Aid Information Menu
- My Eligibility
- Review each section

Pell and Cal Grant recipients:

Your grants were awarded at a “full” time status, which is 12 units per semester in the CAPA program. When the grant pays it will be adjusted according to the number of units you are registered in at the beginning of the semester.

If you Drop a class:

If you drop a class, or do not attend a class, your financial aid will be adjusted accordingly. To be eligible for loans you must maintain a minimum of 6 units for the semester.

If you have questions regarding your financial aid, contact the Office of Financial Aid at 800-649-0160. If you need to make financial arrangements to pay the remaining balance please contact the Office of Student Accounts at 909-448-4060.

Tuition Refund/Credit Policy

Withdrawal during	Enrollment Period		
	Semester	Term	Other
1st week of classes	100%	100%	100%
2nd week of classes	75%	75%	75%
3rd week of classes	50%	50%	0%

Students who receive federal financial aid are subject to a pro-rata return of federal funds through the 60% period of each term or semester as described in the Withdrawal from ULV by Financial Aid Recipients section of this catalog. The 60% period is calculated by dividing the number of days enrolled in the term by the total number of days within the term. The amount of funds that must be returned is determined by dividing the number of days in the term or semester that the student was not enrolled by the total number of days in the term or semester. The Financial Aid office will calculate the amount of the refund to the financial aid programs.

If a student drops classes after the tuition credit period, but before the 60% period of a term, the student will be charged for the entire amount of tuition, but a prorated portion of the financial aid will be returned to the Title IV Program.

Petitions to the stated policy, for medical reasons or reasons beyond the control of the student, should be in writing and addressed to the Dean of the program in which the student is enrolled.

Fees are not refundable.

Student Information

Academic Advising

Plan to meet with your Academic Advisor each semester to review your program of study.

Attendance Policy

Regular and prompt attendance at all classes is required. The instructor may assign extra work, require special examinations or refuse to grant credit for a course if the number of absences is excessive. Students should ascertain the exact policy of each faculty member at the beginning of each course.

Course Overloads

Students may enroll in a maximum of 18 units per semester throughout the University system. Students may enroll in no more than 8 online units per semester. Students requesting to enroll in additional coursework must submit a "request for course overload" form to the Director of CAPA and receive approval prior to registration.

Classroom Facilities

Classrooms should be left clean and in good order at the end of each class session.

Wilson Library

The library delivers services to students off-campus through a toll free number at (800) 866-4858. Students may request subject searches of databases containing books, articles or newspapers. After receiving a search, students can request articles photocopied from periodicals owned by the Library. Databases will list holdings or students may use a list sent with searches. Books are checked out by mail for a month. The card catalog (LEOPAC) of Wilson Library is available through the Internet: library.laverne.edu/

Graduation

Undergraduate students should file their Application for Graduation and major contract with the CAPA Office two semesters prior to anticipated completion date. This application provides the Registrar with information needed to prepare the diploma and to include the student's name on the list of graduates. A graduation fee (\$140) is required of all students whether or not they participate in the graduation ceremony, and covers the cost of the entire process of completing the degree program.

Departmental Honors

Departmental Honors are awarded to undergraduate students who demonstrate a high level of achievement in their majors. Minimum requirements include an overall 3.0 GPA (some departments may require a higher GPA), and at least a 3.6 in their major and a high-quality senior project or portfolio of papers. To apply for Departmental Honors, please contact the CAPA Office for more details.

Honors at Graduation

A Bachelor's degree student must have at least 84 semester units of letter grades to qualify for honors. The student who completes 44 semester units or more at La Verne, and who earns a minimum GPA of 3.6 in courses taken at the University and a minimum GPA of 3.6 in all course work applicable toward the Bachelor's Degree, will be considered for the Honor of Cum Laude. Magna Cum Laude requires 3.75 GPA with 44 semester units at La Verne and Summa Cum Laude requires 3.85 GPA with 60 semester units at La Verne.

Academic Success Center

The ASC, located in the Abraham Campus Center, provides assistance to students in enhancing basic competencies and developing learning strategies and skills. This is a great service for students who may need some assistance with math and writing skills. Tutoring service is free and tutors are available in most subject areas. All appointments for tutors need to be made at least 24 hours in advance by calling (909) 448-4342. Stop by and see what is available or visit them on the web at: <http://laverne.edu/asc>

Bookstore (909) 593-8962

Hours of Operation:

Monday through Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Weekend College (First Friday Session Only):	8:00 a.m. – 6:30 p.m.

On-Line textbook orders: laverne.edu/bookstore/

If ordering on-line, please place order at least 2 weeks prior to the start of class.

<https://www.bkstr.com/lavernestore/home>

English Language Skills

All undergraduate students admitted to La Verne must complete their first semester Written English requirement within the first 12 units of course work. Not completing this requirement will result in student being placed on academic hold. It is strongly recommended that the second semester of Written English be completed within the first year. English Composition I may be completed in the following ways: *WRT 110 or Placement Exam (\$50) ext. 4342 or an approved community college course.*

DANTES Exams

The DANTES program is a nationally recognized testing program in which students are granted credit for satisfactory performance on standardized tests offered in many subject areas. Please contact a CAPA advisor to discuss which exams are most appropriate for you. Students must contact CAPA and reserve up to two exams 2 weeks prior to test date. For additional info visit the DSST website at <http://www.getcollegecredit.com>

Commencement Information

The University holds graduation ceremonies each year in January and May. A candidate qualifies to participate in the January ceremony upon successful completion of all degree and program requirements during the preceding summer or fall terms, or when he/she has enrolled in all final courses during the current January Interterm. A candidate qualifies to participate in the May ceremony upon successful completion of all degree and program requirements during the preceding winter term, or when he or she has enrolled in all final courses during the current spring term. For additional info visit our commencement website at sites.laverne.edu/may-commencement/

Tuition and Payment Options

Tuition for Summer 2019 will be \$685 per semester unit. There is a \$30 academic service fee per course each semester.

Legal Studies students must pay a one-time \$25 Student Assoc. Fee / EDUC students must pay a CEOL Assessment Fee (\$7 per course)

4 units \$2770

8 units \$5540

12 units \$8310

In order to complete your summer registration, you will need to make your financial arrangements. Financial arrangements include **payment in full** or **enrolling** in the university payment plan. All direct bill students (payment in full by employer – up front) must make their financial arrangements directly in Student Accounts. If financial arrangements are not made by last day to enroll, you may be subject to a late payment fee as well as monthly late fees or finance charges for any outstanding balance. The cost to enroll is a nonrefundable fee of \$50.00 per semester. If you have any further questions, please contact the Office of Student Accounts by email at stuaccts@laverne.edu or call (909) 448-4060.

1. **Payment in Full:** Tuition may be paid in full at the time of registration.

2. **Deferred Payments:** If you wish to defer payments, refer to the table across and make your financial arrangements.

3. **Financial Aid:** If you have applied for Financial Aid and do not know whether you have been given a loan or a grant, it will be necessary for you to contact the Financial Aid Office at (800) 649-0160.

SUMMER 2019 PAYMENT PLAN (for all students)			
Last day to enroll online	Down payment	Number of payments	Months of payments
6/3/19	30%	2	7/5/19 and 8/5/19
COMPANY REIMBURSEMENT STUDENTS ONLY			
6/3/19	25%	1	10/2/19
<i>*All down payments and a \$50 deferment fee are processed immediately.</i>			

Important Dates

June 18 Accelerated Evening–Last day to register or make program changes without late fee.

June 18 ONLINE–Last day to register or make program changes without late fee.

July 22 Last day to withdraw from Accelerated Evening. A \$50 change-of-program fee will be assessed.

July 22 Last day to withdraw from ONLINE. A \$50 change-of-program fee will be assessed.

Drop Policy: If, after registering for a course, the student decides not to continue with the course, the student must officially drop the course. If the class is cancelled, the student must officially drop the class. Drop forms are available in the CAPA Office.



CAPA Professional Development Center
1950 Third Street, La Verne, CA 91750

CONTACT INFORMATION

Main La Verne Phone Number: (909) 593-3511

MyLa Verne/Online Registration Help
Ext. 4001

CAPA Professional Development Center
Ext. 4151 / capa@laverne.edu

Office of Financial Aid
Ext. 4042 / ofinaid@laverne.edu

Office of the Registrar
Ext. 4000 / ofreg@laverne.edu

Office of Student Accounts
Ext. 4060 / stuacct@laverne.edu

Logging into Blackboard

- Click on the Blackboard link under “Current Students” on the La Verne web page
- Click on User Login
- Enter your username and password and click on Login