

CAPA

Professional Development Center

Fall Semester 2020 ~ Schedule of Classes

PRIORITY REGISTRATION APRIL 21 – 30, 2020

OPEN REGISTRATION WILL RUN FROM
MAY 4 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

Admission Counselors:

Timothy Klepper
Cynthia Moreno

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.

WEEKEND COLLEGE SCHEDULE

Students who do not participate in the first scheduled synchronous class session (REMOTE) may be instructed to drop the course. All changes in student schedules must be processed by student via MyLaVerne.

CYCLE 1 (SEPTEMBER 4 – OCTOBER 24)

<i>CRN</i>	<i>Dept.</i>	<i>No.</i>	<i>Course Title</i>	<i>Units</i>	<i>Instructor</i>
2077	BUS	330	Business Finance (INTD) REMOTE Prereq: ACCT 203, BUS 270, ECON 228 Meeting Dates: Five Saturdays (8:00am-4:00pm): September 5, 12, 26; October 10, 24	4	Hasse
2081	BUS	347	Legal Environment of Business REMOTE Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8:30am-1:30pm): September 5, 12, 26; October 10, 24	4	Eagleson, M.
2082	LVE	305	Learning through Community Service (UVCS) (LVCS) REMOTE Theme: <i>Stress Management, Poverty, Community and Social Responsibility</i> Meeting Dates: Five Fridays (6pm-8pm): September 4, 11, 25; October. 9, 23 (15 hrs. fieldwork)	1	Rodgers
2084	MGMT	300	Principles of Management REMOTE Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8:00am-1pm): September 5, 12, 26; October 10, 24	4	DeLong
2087	PSY	400	History of Psychology REMOTE Prereq: PSY 101, RCS 111 or BUS 346 & Junior or Senior Standing Course Dates: September 5 to October 24	4	Gonchar
2088	SOC	331	Gender Inequality (ASBH) (LVSS) REMOTE Meeting Dates: Five Saturdays (8:30am-1:30pm): September 5, 12, 26; October 10, 24	4	Morales

REMOTE: Courses will have a synchronous component on a specific day and time. Courses are managed through Blackboard, with **weekly live sessions** with instructors using WebEx or Zoom along with coursework and posted course materials in Blackboard.

Blackboard is required for Cycle I courses. You may access your account at <http://bb.laverne.edu/>. Professors will “open” their classes one week prior to start date. All students must log in and review both the “syllabus” and “announcement” sections as they contain instructions on how to prepare for the first class session.

CYCLE II (OCTOBER 30 – DECEMBER 19)

<i>CRN</i>	<i>Dept.</i>	<i>No.</i>	<i>Course Title</i>	<i>Units</i>	<i>Instructor</i>
2072	BUS	410	Management Information Systems (UVLL) (INTD) REMOTE Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8am-1pm): October 31; November 7, 21; December 5, 19	4	Garcia
2074	BUS	493	Personal Money Management REMOTE Meeting Dates: Five Fridays (6-9pm): October 30; November 6, 20; December 4, 18	2	Hasse
2075	BUS	496	Business Seminar (Sr. Standing) (For Bus Admin/Acctg majors only) REMOTE Prereq: BUS 330, BUS 360 & MGMT 300 Meeting Dates: Five Saturdays (8am-4pm): October 31; November 7, 21; December 5, 19	4	Maranto
2073	CMPS	410	Management Information Systems (UVLL) (INTD) REMOTE Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8am-1pm): October 31; November 7, 21; December 5, 19	4	Garcia
2083	LVE	305	Learning through Community Service (UVCS) (LVCS) REMOTE Theme: <i>Stress Management, Poverty, Community and Social Responsibility</i> Meeting Dates: Five Fridays (6pm-8pm): October 30; November 6, 20; December 4, 18 (15 hrs. fieldwork)	1	Rodgers
2076	LS	340	Mediation REMOTE Prereq: LS 304 Meeting Dates: Five Saturdays (8:30am-1:30pm): October 31; November 7, 21; December 5, 19	4	Eagleson, M.
2079	MGMT	455	Managing Human Resources REMOTE Prereq: MGMT 300 Meeting Dates: Five Saturdays (8am-1pm): October 31; November 7, 21; December 5, 19	4	DeLong
2080	MGMT	457	Mediation REMOTE Prereq: MGMT 300 Meeting Dates: Five Saturdays (8:30am-1:30pm): October 31; November 7, 21; December 5, 19	4	Eagleson, M.

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REMOTE: Courses will have a synchronous component on a specific day and time. Courses are managed through Blackboard, with **weekly live sessions** with instructors using WebEx or Zoom along with coursework and posted course materials in Blackboard.

ONLINE: Courses are completely asynchronous. Courses are taken through Blackboard with pre-recorded coursework and posted course materials. No live sessions with instructor.

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Blackboard is required for Cycle II courses. You may access your account at <http://bb.laverne.edu/>. Professors will “open” their classes one week prior to start date. All students must log in and review both the “syllabus” and “announcement” sections as they contain instructions on how to prepare for the first class session.

ONLINE (September 28 – December 13)

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
2150	ACCT	203	Financial and Managerial Accounting	4	Nieto
2117	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
2118	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
2134	BIOL	441	Nutrition	2	Harrison
2151	BUS	270	Business Statistics* (CSQR) (UVLL) (LVQR)	4	Cao
2152	BUS	274	Applied Quantitative Analysis	4	Taslakian
2153	BUS	330	Business Finance* (INTD)	4	Hasse
2154	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Nuevo-Chow
2155	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Kim
2934	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Staff
2156	BUS	346	Written Business Communication* (CSWB) (UVLL) (LVWB)	4	Jagannathan
2157	BUS	346	Written Business Communication* (CSWB) (UVLL) (LVWB)	4	Jagannathan
2158	BUS	347	Legal Environment of Business*	4	Genovese
2159	BUS	347	Legal Environment of Business*	4	Chow
2160	BUS	360	Principles of Marketing*	4	Lee
2161	BUS	410	Management Information Systems* (INTD) (UVLL)	4	Beheshtian-Ardakani
2162	BUS	410	Management Information Systems* (INTD) (UVLL)	4	Kung
2163	BUS	416	Electronic Commerce	4	Daylami
2166	BUS	496	Business Seminar* (Sr. Standing) (For Bus. Admin and Acctg majors only)	4	Dietz
2146	CMPS	301	Programming Concepts	4	Shanab
2147	CMPS	375	Systems Analysis & Design* (INTD) (UVLL)	4	Shanab
2148	CMPS	410	Management Information Systems* (INTD) (UVLL)	4	Beheshtian-Ardakani
2149	CMPS	410	Management Information Systems* (INTD) (UVLL)	4	Kung
2167	ECON	228	Economic Theories and Issues (ASEC) (UVLL) (LVSS)	4	Park, G.
2141	EDUC	306	Writing with Purpose*	4	Foss
2142	EDUC	310	Schools in Society* (AHPR) (UVCD/UVVO) (LVHU)	4	Tadeja
2143	EDUC	349	Visual and Performing Arts* (INTD)	4	Johnson
2144	EDUC	385	History, Culture, and Society* (UVCS) (UVCD) (LVCS)	4	Kinsey
2883	EDUC	385	History, Culture & Society* (UVCS) (UVCD) (LVCS)	4	Kinsey
2145	EDUC	499D	Senior Seminar for Educational Studies* (UVLL) (UVVO)	4	Redman
2119	HSTY	111	US History 1877 to the Present (AHHT) (UVCD/UVLL) (LVHU)	4	Carlson
2120	HUM	313	Explore World Civ 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
2121	KINE	001	Fitness for Life (AFFL) (LVLW) (activity tracker required – see syllabus)	2	Granquist
2282	LVE	305	Learning through Community Service (UVCS) (LVCS) *15 hrs. Fieldwork <i>Theme: Hunger and Homelessness</i>	1	Houston
2283	LVE	305	Learning through Community Service (UVCS) (LVCS) *15 hrs. Fieldwork <i>Theme: Aging and the Community</i>	1	Houston
2905	LVE	305	Learning Though Community Service (UVCS) (LVCS) *15 hrs. fieldwork <i>Theme: Purposeful Life's Work</i>	4	Blakely
2135	MATH	102	Intermediate Algebra* (CRD/NCR only) <i>Requires an online proctoring fee of up to \$14 per exam- 4 exams in course</i>	4	Ives
2168	MGMT	300	Principles of Management*	4	Furutan
2169	MGMT	300	Principles of Management*	4	Lee
2170	MGMT	354	Oral Communication in Organizations* (CSOC) (UVLL) (LVOC)	4	Davis
2940	MGMT	354	Oral Communications In Organizations* (CSOC) (UVLL) (LVOC)	4	Jagannathan

ONLINE (September 28 – December 13) continued

2171	MGMT	355	Leadership in Organizations* (UVLL)	4	Staff
2172	MGMT	355	Leadership in Organizations* (UVLL)	4	Park, K.
2173	MGMT	356	Introduction to Organizational Theory*	4	Staff
2174	MGMT	358	Culture & Gender Issues in Management* (UVCD)	4	Yousof
2175	MGMT	358	Culture & Gender Issues in Management* (UVCD)	4	Staff
2176	MGMT	359	Management of Change and Conflict (UVLL/UVVO)	4	Sawyer
2177	MGMT	360	Financial Management & Budgeting	4	Sohail
2963	MGMT	360	Financial Management and Budgeting	4	Staff
2178	MGMT	388	Statistics* (CSQR) (UVLL) (LVQR)	4	Lee
2179	MGMT	426	Training and Development*	4	Staff
2180	MGMT	457	Mediation*	4	Genovese
2181	MGMT	458	Stress Management	4	Ghazzawi
2182	MGMT	459	Organizational Behavior: Theory and Application* (UVCD/UVLL)	4	Smith
2183	MGMT	496	Seminar in Management* (Sr. Standing) (For Org Mgmt majors only)	4	Young
2953	MGMT	496	Seminar in Management* (Sr. Standing) (For Org Mgmt majors only)	4	Staff
2123	MUS	100	Music Appreciation (AHFA) (LVHU)	4	Hanawalt
2124	MUS	358	Music of the United States (AHFA) (LVHU)	4	Hanawalt
2125	NASC	102	Physical Science* (ANSP) (ALAB) (LVPS)	4	Morgan
2184	PADM	313	Urban Studies (INTD) (UVCD/UVLL)	4	Witt
2186	PADM	332	Public Administration (UVLL)	4	Schildt
2187	PADM	436	Policy-Making Process	4	Staff
2189	PADM	470	Public Management Processes	4	Lang
2191	PADM	496	Senior Project*	4	Witt
2126	PHIL	305	Values and Critical Thinking (AHPR) (UVLL/UVVO) (LVHU)	4	Campana
2399	PLSC	201	American Government and Politics (ASPS) (UVCD/UVVO) (LVSS)	4	Gelm
2128	PSY	101	Principles of Psychology (ASBH) (LVSS)	4	Gonchar
2136	PSY	102	Psychology as a Career*	2	Newman-Gonchar
2137	PSY	308	Social Psychology (INTD)*	4	Rodriguez
2138	PSY	312	Abnormal Psychology*	4	Gonchar
2139	PSY	405	Brain and Behavior* (INTD)	4	Henkelmann
2129	PSY	407	Life-Span Development (ASBH) (UVLL/UVVO) (LVSS)	4	Newman-Gonchar
2140	PSY	422	Substance Abuse*	4	Henkelmann
2470	PSY	429	Counseling and Interviewing Skills*	4	Stadler
2132	RCS	110	College Writing A (CSWA) (LVWA)	4	Ogden
2133	RCS	111	College Writing B* (CSWB) (UVLL) (LVWB)	4	Ogden
2247	RCS	220	Intercultural Communication (CSOC) (UVCD/UVVO) (LVOC)	4	Friend
2248	SOC	250	Introduction to Sociology (ASBH) (UVCD/UVVO) (LVSS)	4	Athey
2130	SOC	315	Race and Ethnicity (ASBH) (UVCD/UVVO) (LVSS)	4	Rodriguez
2294	SOC	321	Juvenile Delinquency*	4	Bradstreet
2299	SOC	322	Introduction to Criminology*	4	Athey
2305	SOC	329	Correctional Systems*	4	Haug
2286	SOC	340	Social Psychology (INTD)*	4	Rodriguez

- ❖ Blackboard is required for all online courses. To request an account go to <http://bb.laverne.edu/>.
- ❖ Sample 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. Virginia Manzo for proctoring instructions – (909-448-4086) or vmanzo@laverne.edu
- ❖ Students must log in and complete assigned homework the first week of course or they will be administratively dropped.

ACCELERATED EVENING (SEPTEMBER 28 – DECEMBER 13)

Classes Begin: Week of September 28th • (No classes the week of Thanksgiving)

CRN	Dept.	No.	Course Title	Units	Day	Time	Instructor
2111	BUS	274	Applied Quantitative Analysis REMOTE	4	R	6-9pm	Dierking
2112	BUS	360	Principles of Marketing REMOTE Prereq: ECON 228 and WRT 111 or BUS 346	4	W	6-9pm	Maranto
2165	MGMT	355	Leadership in Organizations (UVLL) REMOTE Prereq: RCS 111 or BUS 346	4	M	6-9pm	DeLong
2188	PSY	303	Learning and Behavior Change (UVLL) REMOTE Prereq: PSY 101 & RCS 111 or BUS 346	4	FULLY ONLINE		Gonchar
2190	PSY	409	Multicultural Psychology (UVCD/UVVO) REMOTE Prereq: PSY 101 and RCS 111 or BUS 346	4	M	6-9pm	Coaxum

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Blackboard is required for Accelerated Evening Courses. You may access your account at <http://bb.laverne.edu/>. Professors will “open” their classes one week prior to start date. All students must log in and review both the “syllabus” and “announcement” sections as they contain instructions on how to prepare for the first class session.

LVGE FOR THE ADULT LEARNER – Effective Fall 2018

Critical Skills

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

Areas of Knowledge

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

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

La Verne Experience

CS 305: Community Engagement (LVCS)

TRADITIONAL SCHEDULE (16 weeks)

CLASSES BEGIN: Week of August 31, 2020

Fall Semester Ends: December 20, 2020

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

How to view traditional day/evening classes in MyLaVerne

- Click on the MyLaVerne icon at top of our University home page.
- Click on Class Schedule link
- Search by Term: Fall 2020
- Subject: Click on Accounting (hold down shift/alt keys together) and click on Theatre Arts. This will highlight all subject areas
- Campus: Main Campus
- Course Level: Undergraduate
- Part of Term: Central Campus
- Click on “Class Search” at bottom of page

****We encourage students to work with the electronic schedule for the most up to date listing of traditional 16 week day/evening classes.***

How to Access Degree Evaluation:

1. Go to laverne.edu web page, select “My LaVerne” link from the top right navigation
2. Select LaVerne Portal – click on “here”
3. Enter first part of your University email (exclude @laverne.edu) and password, then click sign in
4. Click on “MyLaVerne” under Quick Links
5. Select “Student Services and Financial Aid”
6. Select “Student Records”
7. Select “Degree Evaluation”
8. Select the current term
9. Verify that your curriculum information is correct
10. Select “Degree Audit” on launch pad and follow prompts.

Need Help Selecting Classes?

Your assigned advisor should be your first resource if you have questions regarding your degree progress or required courses, or if you would like to discuss available course options. If you would like to meet with a CAPA advisor please contact our office to set up an advising appointment — 909-448-4151.

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 ULV 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 Financial Aid Appeals Committee.

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 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: *RCS 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 winter 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 spring 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/

REFUND POLICY – FALL 2020

Traditional Day/Evening: (Last day to withdraw or make grade option changes – October 31)

August 31 – September 9	100%
September 10 – 16	75%
September 17 – 23	50%
September 24 – November 5	0%

Cycle 1: (Last day to withdraw or make grade option changes – October 3)

August 31 – September 9	100%
September 10 – 15	75%
September 16 – 22	50%
September 23 – October 3	0%

Cycle II: (Last day to withdraw or make grade option changes – November 30)

October 26 – November 3	100%
November 4 – 10	75%
November 11 – 17	50%
November 18 – 30	0%

Online: (Last day to withdraw or make grade option changes – November 12)

September 21 – October 6	100%
October 7 – 13	75%
October 14 – 20	50%
October 21 – November 12	0%

Accelerated Evening: (Last day to withdraw or make grade option changes – November 12)

September 21 – October 6	100%
October 7 – 13	75%
October 14 – 20	50%
October 21 – November 12	0%

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.

Tuition and Payment Options

Tuition for Fall 2020 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

4 units \$2770

8 units \$5540

12 units \$8310

In order to complete your fall 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 the last day to enroll, you may be subject to a late fee or finance charges for any outstanding balance. The cost to enroll is a nonrefundable fee of \$75.00 per semester. If you have any further questions, please contact the Office of Student Accounts by email at stuacct@laverne.edu or call (909) 448-4060.

- Payment in Full:** Tuition may be paid in full at the time of registration.
- Deferred Payments:** If you wish to defer payments, refer to the table across and make your financial arrangements.
- 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.

SEMESTER BASED PAYMENT PLAN

Last Day to Enroll	Down pament	Number of payments	Months of payment
6/16/2020	0%	6	Jun-Nov
6/6/2020	17%	5	July - Nov
7/26/2020	20%	4	Aug- Nov

COMPANY REIMBURSED STUDENTS ONLY

Last Day to Enroll	Required down pament	Number of payments	Month of payments
7/26/2020	25%	1	2/3/2021

Important Dates:

August 31	<i>Last day to apply for Winter 2021 and Spring 2021 Commencement.</i>
September 7	<i>Labor Day - Academic Holiday</i>
October 6	<i>ULV Online - Last day to register or make program changes without late fee.</i>
September 9	<i>Traditional Day/Evening – Last day to register or make program changes without a late fee.</i>
September 9	<i>Cycle I - Last day to register or make program changes without late fee.</i>
October 3	<i>Cycle I - Last day to withdraw or change grade option to CRD/NCR.</i>
November 3-12	<i>Spring 2020 Priority Web Registration</i>
November 12	<i>ULV Online - Last day to withdraw or change grade option to CRD/NCR.</i>
October 6	<i>Accelerated Evening - Last day to register or make program changes without late fee.</i>
November 3	<i>Cycle II - Last day to register or make program changes without late fee.</i>
November 5	<i>Traditional Day/Evening – Last day to withdraw or change grade option to CRD/NCR.</i>
November 5	<i>CAPA “special course” registration ends. (eg: Independent or Directed Studies)</i>
November 5	<i>Accelerated Evening - Last day to withdraw or change grade option to CRD/NCR.</i>
November 26-27	<i>Thanksgiving Recess - Academic Holiday</i>
November 30	<i>Cycle II - Last day to withdraw or change grade option to CRD/NCR.</i>
December 20	<i>Fall Semester ends</i>

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 via MyLaVerne.



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 / finaid@laverne.edu

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

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

How to Access Blackboard:
<https://laverne.edu/technology/students-getting-started/blackboard-account/>