

# CAPA

Professional Development Center

## Spring Semester 2021 ~ Schedule of Classes

### PRIORITY REGISTRATION NOVEMBER 3 – 14, 2020

OPEN REGISTRATION WILL RUN FROM  
NOVEMBER 16 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 class session may be instructed to drop the course. All changes in student schedules must be processed by student via MyLaVerne.*

## CYCLE 1 (FEBRUARY 5 – MARCH 20)

CRN	Dept.	No.	Course Title	Units	Instructor
1602	BUS	270	Business Statistics (CSQR) (UVLL) (LVQR) <b>HYBRID</b> Prereq: BUS 274 Meeting Dates: Five Saturdays (8am-1pm): Feb. 6, Feb. 13, Feb. 27; March 13, March 20	4	Kung
1606	BUS	330	Business Finance (INTD) <b>HYBRID</b> Prereq: ACCT 203, BUS 270, ECON 228 Meeting Dates: Five Saturdays (8am-4pm): Feb. 6, Feb. 13, Feb. 27; March 13, March 20	4	Hasse
1609	BUS	347	Legal Environment of Business <b>HYBRID</b> Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8:30-1:30pm): Feb. 6, Feb. 13, Feb. 27; Mar. 13, Mar. 20	4	Eagleson, M
1613	LVE	305	Learning through Community Service (UVCS) (LVCS) <b>ONLINE</b> <i>Theme: Stress Management, Poverty, Community and Social Responsibility</i> (15 hrs. fieldwork)	1	Rodgers
1615	MGMT	300	Principles of Management <b>HYBRID</b> Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8am-1pm): Feb. 6, Feb. 13, Feb. 27; March 13, March 20	4	DeLong
1618	PSY	400	History of Psychology <b>HYBRID</b> Prereq: PSY 101, RCS 111 and Junior or Senior Standing Meeting Dates: Five Saturdays (8am-1pm): Feb. 6, Feb. 13, Feb. 27, March 6, March 20	4	Gonchar
1620	SOC	315	Race and Ethnicity (ASBH) (LVSS) (UVCD/UVVO) <b>HYBRID</b> Meeting Dates: Five Saturdays (8:30-1:30pm): Feb. 6, Feb. 13, Feb. 27; Mar. 13, Mar. 20	4	Morales

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

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

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.

# WEEKEND COLLEGE SCHEDULE

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

## CYCLE II (MARCH 26 – MAY 15)

CRN	Dept.	No.	Course Title	Units	Instructor
1742	BUS	410	Management Information Systems (INTD) (UVLL) <b>HYBRID</b> Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8:00am-1:00pm): March 27; April 3, April 17; May 1, May 15	4	Garcia
1743	BUS	493	Personal Money Management <b>HYBRID</b> Meeting Dates: Five Fridays (6-8:30pm): March 26; April 2, April 16, April 30; May 14	2	Hasse
1744	BUS	496	Business Seminar (Senior Standing) (For Bus Admin/Acctg majors only) <b>HYBRID</b> Prereq: BUS 330, BUS 360, MGMT 300 Meeting Dates: Five Saturdays (8:00am-4:00pm): March 27; April 3, April 17; May 1, May 15	4	Maranto
1761	CMPS	410	Management Information Systems (INTD) (UVLL) <b>HYBRID</b> Prereq: RCS 111 or BUS 346 Meeting Dates: Five Saturdays (8:00am-1pm): March 27; April 3, April 17; May 1, May 15	4	Garcia
1746	LVE	305	Learning through Community Service (UVCS) (LVCS) <b>ONLINE</b> Theme: <i>Stress Mgmt, Poverty, Community and Social Responsibility</i> (15 hrs. fieldwork)	1	Rodgers
1756	LS	340	Mediation <b>HYBRID</b> Prereq: LS 304 Meeting Dates: Five Saturdays (8:30am-1:30pm): March 27; April 3, April 17; May 1, May 15	4	Eagleson, M.
1759	MGMT	455	Managing Human Resources <b>HYBRID</b> Prereq: MGMT 300 Meeting Dates: Five Saturdays (8am-1pm): March 27; April 3, April 17; May 1, May 15	4	DeLong
1763	MGMT	457	Mediation <b>HYBRID</b> Prereq: MGMT 300 Meeting Dates: Five Saturdays (8:30am-1:30pm): March 27; April 3, April 17; May 1, May 15	4	Eagleson, M.
2296	PSY	303	Learning and Behavior Change Prereq: RCS 111 and PSY 101 Meeting Dates: Five Saturdays (8:00am-1pm): March 27; April 3, April 17; May 1, May 15	4	Gonchar

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

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

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 (March 22 – May 30)

### 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
1111	ACCT	203	Financial and Managerial Accounting	4	Tan
1049	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
1064	BIOL	101	Life Science: The Human Environment (GELS) (ALAB) (LVLS)	4	Good
1092	BIOL	441	Nutrition	2	Harrison
1112	BUS	270	Business Statistics* (CSQR) (UVLL) (LVQR)	4	Cao
1113	BUS	274	Applied Quantitative Analysis	4	Taslakian
1114	BUS	330	Business Finance* (INTD)	4	Hasse
1115	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Walton
1116	BUS	343	Foundations of Business Ethics* (AHPR) (UVLL/UVVO)	4	Nuevo-Chow
1117	BUS	346	Written Business Communication* (CSWB) (UVLL) (LVWB)	4	Staff
1118	BUS	346	Written Business Communication* (CSWB) (UVLL) (LVWB)	4	Olds
1119	BUS	347	Legal Environment of Business*	4	Genovese
1120	BUS	347	Legal Environment of Business*	4	Chow
1121	BUS	360	Principles of Marketing *	4	Lee
1122	BUS	410	Management Information Systems* (INTD) (UVLL)	4	Beheshatian-Ardakani
1123	BUS	466	International Marketing* (UVCD)	4	Staff
1124	BUS	496	Business Seminar* (Sr. Standing) (For Bus. Admin and Acctg majors only)	4	Zhang
1523	CMPS	301	Programming Concepts	4	Shanab
1524	CMPS	392	Project Management	4	Shanab
1110	CMPS	410	Management Information Systems* (INTD) (UVLL)	4	Beheshatian-Ardakani
1525	CMPS	420	Cyber Security*	4	Shanab
1066	CWRT	303	Poetry Writing (ACAE) or (AHLT) (UVLL) (LVCE)	4	Thomson-Brenchley
1098	EDUC	306	Writing with Purpose*	4	Andrews
1099	EDUC	310	Schools in Society* (AHPR) (UVCD/UVVO) (LVHU)	4	Redman
1100	EDUC	330	Principles of Physical Education*	4	Ornelas
1101	EDUC	350	Child Psychology and Development* (UVCD)	4	Buckley
1102	EDUC	390	Science Literacy for all in the 21 <sup>st</sup> Century*	4	Perry
1103	EDUC	499D	Senior Seminar for Educational Studies Majors* (UVLL/UVVO)	4	Redman
1079	HSTY	417	California History (AHHT) (UVCD/UVLL) (LVHU)	4	Carlson
1072	HUM	313	Explore World Civ Art/Theatre (ACAE) or (AHIA) (UVCD/UVLL) (LVCE)	4	Clark
1073	KINE	001	Fitness for Life (AFFL) (LVLW) (requires special equipment please refer to syllabus)	2	Granquist
1074	LVE	305	Learning through Community Service (UVCS) (LVCS) (15 hrs. Fieldwork)	1	Houston
			Theme: Hunger and Homelessness		
1076	LVE	305	Learning through Community Service (UVCS) (LVCS) (15 hrs. Fieldwork)	1	Houston
			Theme: Aging and the Community		
1093	MATH	102	Intermediate Algebra* ( <i>May be taken for credit/no credit only</i> )	4	Ives
1125	MGMT	300	Principles of Management*	4	Furutan
1126	MGMT	300	Principles of Management*	4	Kelly
1127	MGMT	354	Oral Communication in Organizations* (CSOC) (UVLL) (LVOC)	4	Jagannathan
1128	MGMT	355	Leadership in Organizations* (UVLL)	4	Park
1129	MGMT	356	Introduction to Organizational Theory*	4	Oprea
1130	MGMT	358	Culture & Gender Issues in Management* (UVCD)	4	Yousof
1131	MGMT	358	Culture & Gender Issues in Management* (UVCD)	4	Yousof
1132	MGMT	359	Management of Change and Conflict (UVLL/UVVO)	4	Henslin

## ONLINE (March 22 – May 30) continued

1133	MGMT	360	Financial Management & Budgeting	4	Sohail
1134	MGMT	388	Statistics* (CSQR) (UVLL) (LVQR)	4	Lee
1135	MGMT	456	Compensation and Benefits*	4	Kim
1136	MGMT	458	Stress Management	4	Staff
1137	MGMT	459	Organizational Behavior: Theory and Application* (UVCD/UVLL)	4	Furutan
1138	MGMT	459	Organizational Behavior: Theory and Application* (UVCD/UVLL)	4	Nishizaki
1139	MGMT	496	Seminar in Management* (Sr. Standing) (For Org Mgmt majors only)	4	Laffranchini
1080	MUS	100	Music Appreciation (AHFA) (LVHU)	4	Hanawalt
1081	MUS	358	Music of the United States (AHFA) (LVHU)	4	Hanawalt
1082	NASC	102/102L	Physical Science* (ANSP) (ALAB) (LVPS)	4	Morgan
1140	PADM	313	Urban Studies (INTD) (UVCD/UVLL)	4	Witt
1141	PADM	314	Local Government Management	4	Letourneau
1142	PADM	332	Public Administration (UVLL)	4	Staff
1143	PADM	436	Policy-Making Process	4	Schildt
1144	PADM	496	Senior Project* (Sr. Standing) (For Public Admin majors only)	4	Meek
1083	PHIL	110	Introduction to Philosophy (AHPR) (UVLL/UVVO) LVHU	4	Campana
1085	PLSC	301	American Government and Politics (ASPS) (UVCD/UVVO) (LVSS)	4	Gelm
1086	PSY	101	Principles of Psychology (ASBH) (LVSS)	4	Gonchar
1094	PSY	102	Psychology as a Career*	2	Newman-Gonchar
1572	PSY	308	Social Psychology* (INTD)	4	Rodriguez
1095	PSY	312	Abnormal Psychology*	4	Gonchar
1096	PSY	405	Brain and Behavior* (INTD)	4	Henkelmann
1087	PSY	407	Life-Span Development (ASBH) (UVLL/UVVO) (LVSS)	4	Newman-Gonchar
1097	PSY	422	Substance Abuse*	4	Henkelmann
2238	PSY	429	Counseling and Interviewing Skills*	4	Stadler
1090	RCS	110	College Writing A (CSWA) (LVWA)	4	Ogden
1091	RCS	111	College Writing & Research* (CSWB) (UVLL) (LVWB)	4	Ogden
1089	RCS	210	Interpersonal Communication (CSOC) (LVOC)	4	Staff
1104	SOC	250	Introduction to Sociology (ASBH) (UVCD/UVVO) (LVSS)	4	Staff
1088	SOC	314	Sexuality and Gender Issues (INTD) (UVCD/UVVO) (LVSS)	4	Rodriguez
1105	SOC	330	Social Class and Inequality* (ASBH) (UVCD/UVVO) (LVSS)	4	Staff
1573	SOC	340	Social Psychology* (INTD)	4	Rodriguez
1106	SOC	345	White-Collar Crime* (ASBH) (LVSS)	4	Staff
1107	SOC	375	Drugs and Society*	4	Staff

- ❖ All students **must log in** and complete assigned homework the first week of course or they will be **administratively dropped**.
- ❖ **HUM 313:** Requires independent fieldtrips to 6 museums and 4 plays. No textbook required. *Attendance Policy: Students who do not submit the first week's assignment by midnight of Sunday, March 28, will be administratively dropped from HUM 313 online by Tuesday, March 30<sup>th</sup>. This assignment, a report on a museum visit or on attendance at an approved performance of drama, dance, music, or opera, is due at midnight on Sunday of the first week of classes (March 28), and the last day to drop (or be administratively dropped) is March 30, 2021.*
- ❖ **KINE 001:** Activity tracker required (i.e. Nike+ Run Club app, Nike+ Sport Watch GPS, iPod Nano with Nike+, etc.
- ❖ **MATH 102:** Requires an online proctoring fee of up to \$14 per exam. There are 4 tests total.
- ❖ 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](mailto:vmanzo@laverne.edu)
- ❖ Sample course syllabi may be viewed at <http://laverne.edu/online/syllabi/>

## ACCELERATED EVENING (MARCH 22 – MAY 30)

**Classes Begin:** Week of March 22nd

CRN	Dept.	No.	Course Title	Units	Day	Time	Instructor
1624	BUS	274	Applied Quantitative Analysis <b>HYBRID</b>	4	R	6-9pm	Dierking
1626	BUS	360	Principles of Marketing <b>HYBRID</b> Prereq: ECON 228 and RCS 111 or BUS 346	4	W	6-9pm	Maranto
1986	LVE	305	Learning through Community Service (UVCS) (LVCS) <b>REMOTE</b> 1 Theme: <i>Stress Mgmt, Poverty, Community and Social Responsibility</i> (15 hrs. fieldwork)	1	R	6-8pm	Rodgers
1629	MGMT	355	Leadership (UVLL) <b>HYBRID</b> Prereq: RCS 111 or BUS 346	4	M	6-9pm	DeLong
1792	MGMT	426	Training and Development <b>HYBRID</b> Prereq: MGMT 300	4	W	5-10pm	DeLong

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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.

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 (LVEL)** – any course from *Critical Skills* or *Areas of Knowledge* or *INTD*

#### **La Verne Experience**

CS 305: Community Engagement (LVCS)

## **TRADITIONAL SCHEDULE (17 weeks)**

CLASSES BEGIN: Week of February 1, 2021

Spring Semester Ends: May 30, 2021

*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: Spring 2021
- 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 17 week day/evening classes.***

### **How to Access Degree Evaluation:**

1. Go to [laverne.edu](http://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/](http://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/](http://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/](http://sites.laverne.edu/may-commencement/)

# REFUND POLICY – SPRING 2021

## **Day/Evening - 17 weeks: (Last day to withdraw or make grade option changes – April 12)**

February 1-9	100% refund
February 10-16	75% refund
February 17-23	50% refund
February 24-April 12	0% refund

## **Cycle I: (Last day to withdraw or make grade option changes – March 1)**

February 1-9	100% refund
February 10-16	75% refund
February 17-23	50% refund
February 24-March 1	0% refund

## **Cycle II: (Last day to withdraw or make grade option changes – April 26)**

March 22-30	100% refund
March 31-April 6	75% refund
April 7-13	50% refund
April 14-26	0% refund

## **Online: (Last day to withdraw or make grade option changes - May 3)**

March 22-30	100% refund
March 31-April 6	75% refund
April 7-13	50% refund
April 14-May 3	0% refund

## **Accelerated Evening: (Last day to withdraw or make grade option changes - May 3)**

March 22-30	100% refund
March 31-April 6	75% refund
April 7-13	50% refund
April 14-May 3	0% refund

*\*Students may drop or withdraw from a course via MyLaVerne.*

## **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 Spring 2021 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 spring 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](mailto: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
12/16/2020	0%	6	Dec - May
12/26/2020	17%	5	Jan - May
1/4/2021	20%	4	Feb - May

### COMPANY REIMBURSED STUDENTS ONLY

Last Day to Enroll	Required down pament	Number of payments	Month of payments
1/4/2021	25%	1	7/14/2021

### Important Dates:

<b>February 9</b>	<i>Cycle 1 - Last day to register or make program changes without a late fee.</i>
<b>February 9</b>	<i>Day/Evening (17 wks) - Last day to register or make program changes without a late fee</i>
<b>February 15</b>	<i>President's Day – Academic Holiday</i>
<b>March 1</b>	<i>Cycle 1 - Last day to withdraw or change grade option to CRD/NCR.</i>
<b>March 15-19</b>	<i>Spring Break (Traditional 17 week courses only)</i>
<b>April 2</b>	<i>Good Friday – Academic Holiday</i>
<b>March 30</b>	<i>Accelerated Evening - Last day to register or program changes without late fee.</i>
<b>March 30</b>	<i>ONLINE - Last day to register or program changes without late fee.</i>
<b>March 30</b>	<i>Cycle II - Last day to register or make program changes without late fee.</i>
<b>April 12</b>	<i>Day/Evening (17 wks) - Last day to withdraw or change grade option to CRD/NCR.</i>
<b>April 12</b>	<i>CAPA "Special Course" registration ends. (e.g.: Independent or Directed Studies)</i>
<b>April 26</b>	<i>Cycle II - Last day to withdraw or change grade option to CRD/NCR.</i>
<b>May 3</b>	<i>Accelerated Evening – Last day to withdraw or change grade option to CRD/NCR.</i>
<b>May 3</b>	<i>ONLINE – Last day to withdraw or change grade option to CRD/NCR.</i>
<b>May 28-30</b>	<i>Spring Commencement</i>
<b>May 30</b>	<i>Last day of spring semester</i>

**Drop Policy:** If, after registering for a course, the student decides not to continue, the student must official drop the course via MyLaVerne. If the class is cancelled, the student must officially drop the course 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](mailto:capa@laverne.edu)

**Office of Financial Aid**  
Ext. 4042 / [finaid@laverne.edu](mailto:finaid@laverne.edu)

**Office of the Registrar**  
Ext. 4000 / [reg@laverne.edu](mailto:reg@laverne.edu)

**Office of Student Accounts**  
Ext. 4060 / [stuacct@laverne.edu](mailto:stuacct@laverne.edu)

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