DEGREE PROGRAM ENROLLMENT PROCESS

Program Delivery Details
Delivering a program at your company generally requires that 12-15 people apply and agree to participate in the same major, undergraduate or graduate course. The following simple process has proven successful:

1. **Determine the Major:**
   Companies often conduct an employee survey, in order to determine what major may be most beneficial to the workforce. The University has experience with this process, and can design a specific survey unique to your organization.

2. **Develop an Understanding of Expectations:**
   An agreed upon understanding that outlines the specifics of the corporate partnership/degree program delivery is identified to help define expectations. If required, a Memorandum of Understanding (MOU) can be developed.

3. **Communicate the Event:**
   Through approved communication media (i.e., La Verne generated flyers, email notifications, payroll inserts, company newsletters, etc.), employees are informed of preset information meetings or information table setup, held at corporate facilities with an approved day and time.

4. **Conduct Information Meetings:**
   A University representative conducts the information meetings explaining the program in detail, and the process by which employees can participate in the partnership program, either delivered at the company, at a nearby campus, or online. At the presentation's conclusion, interested prospective students may apply to the University. (Note: a series of information meetings may be required to reach all interested employees).

5. **Schedule an Orientation Meeting:**
   Approximately one month prior to the start of classes, applicants will be instructed on all specific parameters involved in completing the selected major and provided academic advisement, including program logistics and the overall enrollment process.

6. **Deliver the Program:**
   All course work in the academic major will be presented at the company location, nearby regional campus, or online—the University will deliver the agreed upon program in its entirety.

7. **Celebrate with Your Graduates!**
   Commencement is an opportunity to recognize the commitment of the employee, and the accomplishment of the organization as a whole. Your employees will be pleased at the level of growth achieved through a solid La Verne degree program.

University of La Verne