

University of  
La Verne

# CAPA Student Handbook





## WELCOME TO CAPA!

This student handbook has been provided in order to better familiarize you with the University and its offerings. It contains information that will help you make better decisions throughout the academic year.

We look forward to sharing this year with you and value your participation in the CAPA program. Feel free to stop by and say hello, ask any questions or express any concerns. Our door is always open...

Patricia P. Noreen, Director

### CAPA PROFESSIONAL DEVELOPMENT CENTER

1965 3rd Street  
La Verne, CA 91750  
Hoover Building, 1st Floor - Suite 120

(909) 448-4151  
<http://laverne.edu/capa/>

#### OFFICE HOURS:

Monday	9:00 am –	6:00 pm
Tuesday	9:00 am –	6:00 pm
Wednesday	10:00 am –	6:00 pm
Thursday	9:00 am –	6:00 pm
Friday	8:00 am –	4:30 pm

\*Hours are subject to change



### CAPA TEAM



#### Director

Patti Noreen

#### Assistant Directors

Peter Centeno

Rebecca Wolfe

#### Academic Advisors

Rhona Davis

Susan Wilson

#### Central Staff

David Lara

#### ROC Admission Counselors

Jesse Martinez

Cynthia Moreno

## ACADEMIC ADVISING

Upon receipt of all admissions materials, the student is notified of admission status and assigned a Major Academic Advisor. After that assignment, the student is responsible for scheduling an advising appointment with their Major Advisor. It is strongly suggested that you meet with a CAPA Advisor (if different from your Major Advisor) to discuss your General Education and total unit requirements for graduation. Should you ever need to change your Major Advisor, please contact the CAPA office at 909-448-4151.

You are responsible for knowing academic requirements and policies as listed in the University Catalog. Your Advisor's role is to work with you to determine the best way for you to plan your academic program.

## PREPARING FOR YOUR ACADEMIC ADVISING APPOINTMENT

Part of what makes a successful advising appointment is the preparedness of the advisee. Before you meet with your CAPA Advisor, you'll need to complete some homework.

1. Review your General Education requirements. Note which G.E. requirements you have completed and those you have yet to complete. Make a list of classes you believe you still need to take. You may confirm this list with your Advisor.
2. Review your Major requirements. Check the University Catalog (from the year you were officially admitted) and list which courses in your major you still need to complete. You may confirm this list with your CAPA Advisor. If you need assistance selecting a Major, please discuss this with your CAPA Advisor.
3. Review your Electives. Calculate the number of elective units remaining after you complete your major and general education requirements. You may confirm this calculated amount with your CAPA Advisor. All students must complete a minimum of 128 semester units and 44 of these units must be upper division units and 44 units must be taken at the University of La Verne.
4. Prepare a list of questions to ask your Academic Advisor. Don't be afraid to ask questions! Your Advisor is there to help guide you through the process. You have the responsibility to make sure you understand the what, where, and when of the process.
5. Make sure you keep your advising appointment. Academic Advisors see their advisees on a regular basis each semester. If you cannot keep your appointment, please call and inform the CAPA Office.

## COURSE REGISTRATION

**Step 1: Registration:** Registration, paying tuition or setting up a payment plan on-line is easy. On-line registration begins by logging onto the University of La Verne's portal page at <https://myportal.laverne.edu>. Log onto the portal. In your portal, click on Academic and then Register. Then click on Prepare for Registration. If there are no holds on your account, you may proceed to Register for classes. If you haven't agreed to the financial agreement, a notice will pop up when you go to register and it will ask you to agree to it. Read through it and then click on agree.

When you click Register for classes, choose the term and then choose the subject of the class and the number. If you do not know the number, you can search for the number by just clicking on the subject and searching. When you find the class of your choice, please click add. In order to register for the class, you must also submit the registration. The submit button is at the bottom right hand side of the page.

## FINANCIAL ARRANGEMENTS

The tuition charged to a student is that rate which is current for the program in which the student is enrolled, regardless of the course number. The University reserves the right to make changes to all published rates of tuition and fees at any time without prior written notice.

**Students must complete their financial arrangements no later than one week before the semester begins.**

**Students who do not make financial arrangements by the deadline will be assessed a late fee.** The University offers the payment plans listed below, which must be contracted a month before the term begins.

**Payment in Full** - Tuition and any other fees are payable at the time of registration.

**Deferred Payment Plans** - Payment plans are available for courses lasting eight weeks or more. Short-term courses of up to five weeks in length must be paid in full upon registration. All deferred payment plans require the completion of a Deferred Payment Plan Agreement.

The nonrefundable enrollment fee for the deferred payment plan is \$75 per term. For information and details regarding payment plans, please contact the Office of Student Accounts.

**Financial Aid**- Students who have sufficient financial aid to cover their tuition are **not** required to set up a deferred payment plan. If the financial aid package does not cover all the tuition and fees, the student will be required to pay 25% of the outstanding balance.

**Company Reimbursement**- The company reimbursement plan is available to those students who have an employer who is helping to fund their education. This plan allows students to pay a percentage of the amount due at the time of registration and pay the remaining balance 45 days after the last day of the semester. The company reimbursement form must be submitted at the beginning of each academic year before registration of classes take place.

## LA VERNE CATALOG



When you enter La Verne, the catalog in effect at the time of admission to our program is the contract under which you will graduate. It is the responsibility of the student to be familiar with the information presented in the catalog and to know and observe all policies and procedures. Students who do not complete their degrees within seven years of the date of admission must re-apply to the university, request their transcripts and fulfill the graduation requirements in effect at the time of their new application. College Catalogs can be accessed on-line at <https://laverne.edu/catalog/>.

## LA VERNE FORMS



A student may obtain the following forms from the CAPA office or on-line at (<https://laverne.edu/registrar/forms/>).

1. Independent Study
2. Directed Study
3. Major Contract
4. Application for Graduation
6. Add/Drop
7. Course Overload (Get from CAPA Office)
8. Appeals
9. Change of Major

## ATTENDANCE POLICY



Regular, prompt attendance in all University 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 policy of each faculty member at the beginning of each course.

## DROP AND WITHDRAWAL POLICY

### *What is the difference?*

#### DROP

**Before or during the Add/Drop period**, students may make program changes without a fee and receive a 100 percent tuition refund. Students may add or “**drop**” courses on-line by accessing the web page and logging on to their portal. **Please pay special attention to the add/drop deadlines listed in the CAPA Schedule of Classes.**

#### WITHDRAWAL

Any program changes made by the student **after** the add/drop period is called a withdrawal. When a student withdraws from a class (before the deadline) a fee will be charged and a “**W**” will show on the student’s transcript. Depending on when the course withdrawal is completed, the student may receive a partial tuition refund **or** if the student withdraws toward the end of the withdrawal period, no tuition refund will be granted. (This is determined by the date of the W.) **Additional information regarding withdrawal fees and withdrawal deadlines may be found in the CAPA Schedule of Classes.**

## HAS YOUR ADDRESS CHANGED?

If so, please log onto [www.laverne.edu](http://www.laverne.edu) and log onto your portal. Your next step is to click onto quicklinks and My LaVerne then click onto personal information to change your address or your phone number. It is important that we have accurate information on file in case we need to contact you.

#### GRADING

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F, WF, Incomplete (INC) and In Progress (IP) are awarded by instructors. For the purpose of fulfilling elective requirements and general education requirements other than Written English, a “D” grade will be counted only if earned at La Verne. **A “C-” grade or better is required to fulfill the Written English General Education requirement and any major/minor requirements.**

An “Incomplete” or “In Progress” grade must be arranged with the instructor before the last class meeting. The student must initiate a request for an incomplete and complete a formal petition available on your portal.

By requesting an INC, the student agrees to complete the coursework specified on the contract. It is the student’s responsibility to review the status of the incomplete contract.

Students in session courses (defined as any instructional period less than 15 weeks) must have all final coursework/assignments submitted as follows:

Fall Session I November 27, 2024  
Fall Session II January 29, 2025  
January Interterm March 19, 2025  
Spring Session I May 14, 2025  
Spring Session II July 16, 2025  
Summer Session I August 20, 2025  
Summer Session II September 17, 2025

Students in full semester courses (defined as an instructional period of 15 weeks or more) must have all final coursework/assignments submitted as follows:

Fall Semester The last day of the following Spring Semester  
Spring Semester The last day of the following Fall Semester  
Summer Semester The last day of the following Fall Semester

## VIEWING FINAL GRADES

Students may view their final grades in their portal approximately two weeks after the semester ends. If necessary, the CAPA Office will supply a grade verification letter when the grade is posted on-line.

## APPEALING FINAL GRADES

If you feel that an incorrect grade has been assigned to you, your first step is to apply to the instructor for re-evaluation. This request must be made in writing within four weeks after the student grade reports have been mailed. For further information, please refer to the La Verne Catalog under "Final Grades."

## DIRECTED STUDY

Directed studies are to be used only in special situations. For a directed study, a student works with an assigned instructor on a one-to-one basis. Some courses may not be taken by directed study because of the nature of the course. Students requesting a directed study must receive approval from CAPA and the appropriate department chair. Approval forms must be completed by the student, then submitted to CAPA. Upon receiving permission from CAPA, the student then contacts the directed study instructor for further information and instructions.

## GRADUATION



An application for graduation (<https://laverne.edu/registrar/forms/>) and a \$140.00 graduation fee must be submitted two semesters prior to the expected graduation or at the completion of 90 semester units. The graduation application should be submitted to the CAPA Office. Please submit the \$140.00 graduation fee to Student Accounts through your portal. Certain majors (e.g., Music, Kinesiology, Social Science, etc.) may also require the submission of a major contract. Please contact the CAPA Office for specific information. For many majors, Departmental Honors will be determined by the Registrar's Office. Please check with the CAPA Office about your major.

## TEXTBOOK PURCHASE

La Verne Bookstore  
909-593-8962



On-line textbook orders: [www.bkstr.com/lavernestore/home](http://www.bkstr.com/lavernestore/home)

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

The La Verne Bookstore, located at 2165 D Street, La Verne, CA is the distributor of textbooks for the University's on-campus academic programs. Directly above the bookstore are the Vista dorms.

The Bookstore also has a wide selection of school, art, and computer supplies. In addition, La Verne clothing, gifts and snack food items are available. Please contact the bookstore manager or staff for further information.

## OFFICIAL TRANSCRIPTS



Transcripts can be ordered through the National Student Clearinghouse (via your portal), in-person, or by mail. If you order the transcripts through your portal, you will need to know your student ID number and pin to log into the student system. The link can be found under the Student Profile menu. You may also order your transcript via mail by using our Transcript Request Form. **Please be advised that processing times will take longer if you order by mail than transcripts ordered online.**

Official transcripts are \$12.00 per copy. The processing time is approximately 10 business days (sent Standard mailing.) Hold for Pick Up Option is also available

**ATTENTION CONTINUING STUDENTS:** All coursework completed at any non-ULV institution post-matriculation must be submitted within 45 calendar days of the end of the full term/semester where the coursework was completed. Students who do not submit transcripts within the 45 days will need to appeal.

## FINANCIAL AID



Woody Hall

1-800-649-0160 or log onto [www.laverne.edu/financial-aid](http://www.laverne.edu/financial-aid)

The University of La Verne has an extensive financial aid program to assist you in meeting your educational costs. Information describing all grants and loans is available to CAPA students on-line.

Obtaining financial aid requires time and effort. Financial aid is available, but requires careful attention to details and procedures. Most financial aid information may be accessed on-line at [www.laverne.edu/financial-aid/](http://www.laverne.edu/financial-aid/). If you have questions that can't be found on-line, please obtain the answers by speaking with someone in the Financial Aid Office or by calling 1-800-649-0160.

Please note, the application deadline for Cal Grant for the next school year is March 1. The Financial Aid website will be able to give you detailed information about the Cal Grant application process.

## CAREER CENTER



Campus Center, 2nd floor

(909) 448-4054 • • <http://laverne.edu/careers/>

If you are uncertain about your career goals and wish to take one of the several interest inventories or complete the Campbell Interest and Skills Survey available in Career Center, you may do so by appointment. Career Center will sponsor Career Days during the school year. Services are free to La Verne students and may include Career Exploration, help with resumes and cover letters, interest and skills assessment, job searches, etc.

## PARKING AND SECURITY



Parking Services & Security

909-448-4764 • <http://myportal.laverne.edu/web/parking>

### Student Parking Permits

All Students enrolled at University of La Verne may order parking permits and may park in ANY University lot on campus. Permits may be ordered by accessing your La Verne portal and clicking on "Office and Departments" on the left side of the screen. Click on "Parking and Information" and follow the prompts. Make sure you print a temporary permit. **There is no charge to Students for parking permits.**

## DINING SERVICES



(909) 448-4438

<https://laverne.cafebonappetit.com/>

Features a wide variety of fresh food designed to satisfy everyone's appetite with food choices to rival your favorite restaurants. Please visit The Spot Dining Hall and Barbara's Place in the Campus Center.

## COUNSELING AND PSYCHOLOGICAL SERVICES



2215 E St in La Verne, the corner of 2nd St. and E St. • (909) 448-4105 or email [caps@laverne.edu](mailto:caps@laverne.edu) to schedule an appointment • <http://laverne.edu/counseling>. CAPA students and their families are eligible for a full range of counseling services offered at the University of La Verne Counseling Center. These services are designed to assist each person to achieve his or her full human potential. The Center is open during the school year (September through May) Monday through Friday. In case of emergency, call the National Suicide Lifeline at 1-800-273-8255. In case of a life threatening emergency, call 911.

## WILSON LIBRARY



Main Desk 909-448-4301

<http://library.laverne.edu>

The Wilson Library is a full-service facility that includes study rooms, regular subscriptions to periodicals, daily newspapers, video and audio software and inter-library loan services, as well as photocopy machines.

The Wilson Library has a librarian who works full-time fulfilling the needs of CAPA students. Call the toll free number during library hours when you have a question about any subject. If the librarian answering the phone cannot find the answer for you, you will be referred to someone who can give you the answer.

## ACADEMIC SUCCESS CENTER



Wilson Library, First Floor

909-448-4342 • <http://laverne.edu/asc>

The Academic Success Center is here to help you succeed in college. They offer free academic support of all kinds, including tutoring, academic workshops, and individual assistance. At the ASC you can:

- Improve your math skills
- Receive help with writing
- Practice language skills - English, Spanish, French, Japanese
- Use the computer lab for papers and special projects
- Pick up hints on study skills, time management, and effective test taking
- Take required placement tests for Mathematics or foreign languages
- Graduate Services



DEPARTMENTAL DIRECTORY
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<u>DEPARTMENT</u>	<u>TELEPHONE #</u>	<u>WEB PAGE</u>
Main Phone Number	909-593-3511	<a href="http://laverne.edu">http://laverne.edu</a>
Academic Success Center	909-448-4342	<a href="http://laverne.edu/asc">http://laverne.edu/asc</a>
Accessibility Services	909-448-4938	<a href="http://laverne.edu/accessibility">http://laverne.edu/accessibility</a>
Bookstore	909-593-8962	<a href="http://bkstr.com/lavernestore/home">http://bkstr.com/lavernestore/home</a>
Campus Safety	909-448-4950	<a href="http://myportal.laverne.edu/web/campus-safety/">http://myportal.laverne.edu/web/campus-safety/</a>
CAPA Office	909-448-4151	<a href="http://laverne.edu/capa/">http://laverne.edu/capa/</a>
Career Center	909-448-4054	<a href="http://laverne.edu/careers/">http://laverne.edu/careers/</a>
Center for Multicultural Services	909-448-4321	<a href="http://laverne.edu/multicultural/">http://laverne.edu/multicultural/</a>
Commencement Services	909-448-4912	<a href="https://laverne.edu/commencement/">https://laverne.edu/commencement/</a>
Counseling and Psychological Services	909-448-4105	<a href="http://laverne.edu/counseling">http://laverne.edu/counseling</a>
Dining Services	909-448-4315	<a href="https://laverne.cafefonappetit.com/">https://laverne.cafefonappetit.com/</a>
Health Services	909-448-4619	<a href="http://laverne.edu/health">http://laverne.edu/health</a>
Honors Program	909-448-4737	<a href="http://laverne.edu/honors">http://laverne.edu/honors</a>
Human Resources	909-448-4076	<a href="http://laverne.edu/hr/">http://laverne.edu/hr/</a>
Office of Financial Aid	1-800-649-0160	<a href="http://laverne.edu/financial-aid/">http://laverne.edu/financial-aid/</a>
Office of Registrar	909-448-4001	<a href="http://laverne.edu/registrar/">http://laverne.edu/registrar/</a>
Office of Religious and Spiritual Life	909-448-4446	<a href="http://laverne.edu/chaplain">http://laverne.edu/chaplain</a>
Office of Student Affairs	909-448-4050	<a href="http://laverne.edu/student-affairs/">http://laverne.edu/student-affairs/</a>
Regional Campus Locations	1-800-695-4858	<a href="http://laverne.edu/locations/">http://laverne.edu/locations/</a>
Student Accounts	909-448-4060	<a href="http://laverne.edu/accounts/">http://laverne.edu/accounts/</a>
Technology Services	909-448-4130	<a href="http://laverne.edu/technology/">http://laverne.edu/technology/</a>
Veteran's Certifying Official	805-986-6903	<a href="https://laverne.edu/veterans/">https://laverne.edu/veterans/</a>
Wilson Library	(909) 448-4301	<a href="http://library.laverne.edu">http://library.laverne.edu</a>

## **2024-25 CALENDAR DATES**

### **FALL 2024 TERM**

Fall Semester: August 19 through December 15

Fall Session 1: August 19 through October 13

Fall Session 2: October 21 through December 15

### **JANUARY/SPRING 2025 TERM**

January Interterm: January 2 through January 28

Spring Semester: January 29 through May 26

Spring Session 1: January 29 through March 24

Spring Session 2: April 1 through May 26

### **SUMMER 2025 TERM**

Summer Session: June 09 through August 3

# University of La Verne

## Memorandum

To: ULV Community  
Subject: Children in the Classroom

The University of La Verne is a thriving center of education; the ability to concentrate for extended periods is a prerequisite within a healthy academic environment. Students and faculty can expect to attend and teach class, with a minimum of distractions or interruptions. Anyone who is not officially enrolled for credit or to audit a course (including any minor attending class with parents or guardians) is not entitled to be in a classroom at any time. This includes any student who has not yet registered for the class. Faculty has the discretion to include or exclude such students if their registration for the class is pending. No one is allowed to "sit" in class for any length of time as an unofficial audit. The appropriate dean will ensure the appropriate academic environment be maintained and will enforce this rule. For the purpose of this policy, a minor is anyone under the age of 18 who is a dependent of a student or the student is the guardian.

### UNIVERSITY OF LA VERNE POLICY DOG POLICY From the Director of Risk Management and Support Services

The University of La Verne has a policy of no dogs on campus other than those assisting the disabled in accordance with the American Disability Act laws. The liabilities and risks involved with untrained dogs being around large numbers and groups of people in a confined area are too great for the University to assume.

You may bring service dogs onto campus and into an office area if one of these two conditions has been met:

- 1) You are a blind person, a deaf person or otherwise disabled person
- 2) You are a trainer of service dogs, signal dogs or guide dogs.

In both cases, your dog would need to be in possession of an identification tag issued by the county clerk or animal control department that identifies your dog as a service dog, guide dog or signal dog.

If you can provide the proper identification tag and documentation to the Office of Risk Management, you are welcome to bring your dog on to the campus and into the classrooms and offices. If this is not possible, please abstain from bringing your dog to the University of La Verne.

## MEMORANDUM

**TO:** ULV COMMUNITY

**FROM:** THE CAMPUS SAFETY DEPARTMENT

**SUBJECT:** UNIVERSITY OF LA VERNE FIREARM POLICY

Occasionally questions are asked regarding the possession of firearms on university property. The purpose of this memo is to clarify university policy regarding this issue.

The use or possession of firearms is prohibited, except by authorized personnel, on all property owned, or in the control of, the University of La Verne.

In order to obtain authorization to carry a firearm, the applicant must contact the Director of Campus Safety and submit the following information:

1. Certification of current status of employment as a local, county, state, or federal law enforcement officer.
2. A copy of the officer's departmental policy, which requires the officer to carry their weapon at all times.
3. A written statement of why the officer believes that it is necessary for them to carry a weapon while attending a ULV class or function on property owned or controlled by the University.

Upon receiving the above information, the Director of Campus Safety will meet with the Dean of Student Affairs to discuss and consider the applicant's request. The Director will then notify the applicant of the decision.

This policy does not apply to any law enforcement officer who is on university property conducting an official investigation.

## **WORKPLACE VIOLENCE POLICY**

Any and all forms of violence, threatening behavior, and/or harassment that takes place on or affects any ULV site, including any location that is considered an extension of the workplace is prohibited by ULV policy. This includes threatening behavior, violent actions, and harassment between ULV employees; by employees directed against students or visitors; and by students, or visitors directed against ULV employees or students. The University will actively work to prevent and eliminate violence, threatening behavior, and harassment on campus and will respond promptly and decisively to violence, threatening behavior, and harassment. The Director of Campus Safety is responsible for the follow-up investigation on all allegations of workplace violence.

**DISORDERLY CONDUCT:** Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by members of the University community is prohibited.

**DRUGS:** Use, possession, distribution, or sale of illegal drugs and marijuana is not permitted on campus. Students are not exempt while on campus from state and federal laws regarding the use of drugs, distribution and sale of drugs. Anyone using drugs runs the risk of legal action and court convictions. Possession of drug paraphernalia on campus is also prohibited.

**FAILURE TO COMPLY:** Failure to comply with directions of University officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

**FIRE ALARMS:** It is illegal to trigger a fire alarm falsely or to tamper with the fire equipment. The offender is charged a \$150 fine, and a citation will be issued by the City of La Verne Police Department. The Fire Department can cite the offender for a misdemeanor, and the matter then becomes a court case.

**FIREARMS - EXPLOSIVES:** Possession of firearms, BB guns, ammunition, and explosives (including firecrackers) is strictly prohibited on campus. Storage of firearms must be arranged off-campus. NOTE: Any gun that has the same appearance as a firearm is considered illegal. Possession of such is cause for question and warning.

**INFRINGEMENT ON THE RIGHTS OF OTHERS:** Infringement on the rights of others to pursue their activities as students or employees of ULV is prohibited. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

## **PERSONAL IDENTIFICATION AND HONESTY**

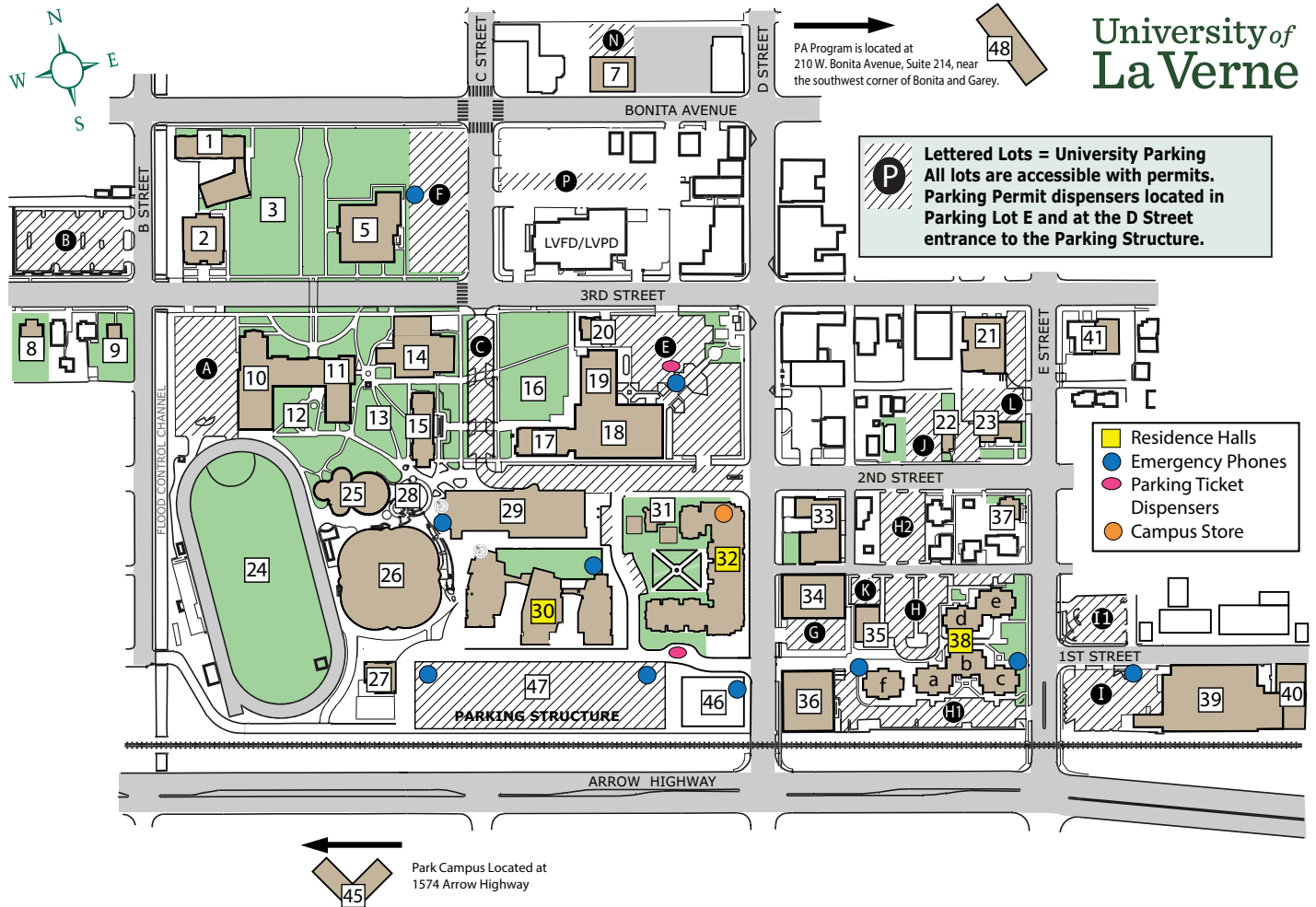
**Personal Misrepresentation:** Representing oneself as another in person or in writing, with intent to obtain a benefit or to injure or defraud is prohibited.

**Unauthorized Representation:** Alleging to represent the University or any of its recognized organizations without specific prior consent of the respective officials and with intent to obtain a benefit or to injure or defraud is prohibited.

**Inaccuracy of Records and Information:** Falsifying, tampering, altering, forging, or misusing any University record or official document or knowingly supplying false or misleading information to University officials is prohibited.

**Misconduct in Judicial and Administrative Matters:** Misconduct related to judicial and administrative matters such as, but not limited to, dishonesty before judicial review bodies, University boards or committees, or University officials, or knowingly misrepresenting verbally or in writing the nature of events or the identification of persons coming before such persons or bodies is prohibited.

**PHYSICAL/VERBAL ABUSE AND HARASSMENT:** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person is prohibited.



## UNIVERSITY OF LA VERNE MAP LEGEND

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