

CAPA

Professional Development Center

January/Spring 2025

How to View Classes/Schedule Information



University of La Verne

Campus Accelerated Programs for Adults

Executive Director:

Patti Noreen

Academic Advisors:

Rhona Davis

Susan Wilson

Central Staff:

David Lara

Assistant Directors:

Peter Centeno

Rebecca Wolfe

Admissions Counselor

Jesse Martinez

Admissions Counselor

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.

January/Spring 2025 Term

JANUARY INTERTERM: January 6 - February 2

FULL SEMESTER: February 3 - June 1

SESSION 1: February 3 - March 30

SESSION 2: April 7 - June 1

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

Prepare for Registration and Browse Classes

BROWSE CLASSES:

Option #1

Dynamic Schedule: https://ban8ssbtc-prod.laverne.edu/prod/bwckschd.p_disp_dyn_sched

1. Select Term: January/Spring 2025
2. Subject: Highlight one or select multiple subjects by holding down control key
3. Campus: Select CAPA, Main Campus and ULV On-Line
4. Course Level: Undergraduate
5. Session: All, Full Semester (FS), Session 1 (S1), or Session 2 (S2)
6. Click on "Class Search"

Option #2

Log into Portal - Click on *Academics* under Quick Links. Click on *Register* and then click on *Browse Classes* - <https://banregprod.laverne.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

1. Select Term: January/Spring 2025
2. Subject: Highlight one or select multiple subjects by holding down control key
3. Campus: Select CAPA, Main Campus and ULV On-Line
4. Course Level: Undergraduate
5. Session: All, Full Semester (FS), Session 1 (S1), or Session 2 (S2)
6. Click on "Class Search"



How to Access My Degree Tracker

1. Click on La Verne Portal and then enter user name and password
2. Click on MyDegree Tracker under QUICK LINKS

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) or click on advisor link below to access their calendar.

| <u>Advisor</u> | <u>Calendar Link</u> | <u>Student Alphabet</u> |
|----------------|---|-------------------------|
| Rhona Davis | https://rocScheduling.as.me/RDavis | (A-D) |
| Susan Wilson | https://rocScheduling.as.me/SWilson | (E-L) |
| Rebecca Wolfe | https://rocScheduling.as.me/RWolfe | (M-Ra) |
| Peter Centeno | https://rocScheduling.as.me/PCenteno | (Re-Z) |

ADDITIONAL REGISTRATION RESOURCES

➤ Banner 9 Registration Documentation

YOUTUBE VIDEOS:

- Introduction and main features (1:38)
- Prepare for Registration and Browse Classes (3:35)
- View Priority Registration Day and Time (0:45)
- Search Catalog Courses (4:13);
- Search for Courses Using the Search Criteria (4 ways) (3:45)
- Clear Holds that Prevent Registration (1:58)
- How to Identify Semester or Session-based Courses by Date (3:05)
- Register for Classes (no linked labs) (6:31)
- Register for Classes (with linked lab(s) (4:04)
- Add Yourself to a CLOSED Course Wait List (2:22)
- Drop a Course from the Schedule (1:58)
- View and Print Schedule of Registered classes (2:15)
- How to Update Student Contact Information Before Priority Web Registration

INSTRUCTIONAL METHODS

<https://laverne.edu/registrar/scheduling-and-classrooms/scheduling-faq/>

LVGE FOR THE ADULT LEARNER – Effective Fall 2024

Critical Skills

Written Communication A (LVWA) 1 course
Written Communication B (LVWB) 1 course
Oral Communication (LVOC) 1 course
Quantitative Reasoning (LVQR) 1 course
Lifelong Wellness (LVLW) 1 course

Areas of Knowledge

The Natural World - Life Science (LVLS) 1 course/Physical Science (LVPS) 1 course
Social Sciences (LVSS) 2 courses
Humanities (LVHU) 2 courses
Creative Expression (LVCE) 1 course

The La Verne Experience

Community Engagement (LVCS)
Diversity, Equity and Inclusion (LVDI)
FLEX (Incoming Freshmen Only)
University Values (LVUV)
University Reflection (LVUR)

REFUND POLICY – JANUARY/SPRING 2025

Full Semester (Last date to withdraw or make grade option change - April 14)

| | |
|------------------------|------|
| February 3 - 10 | 100% |
| February 11 - 18 | 75% |
| February 19 - 25 | 50% |
| February 26 - April 14 | 0% |

Session 1 (Last day to withdraw or make grade option change - March 10)

| | |
|------------------------|------|
| February 3 - 10 | 100% |
| February 11 - 18 | 75% |
| February 19 - 25 | 50% |
| February 26 - March 10 | 0% |

Session 2 (Last day to withdraw or make grade option change - May 12)

| | |
|-------------------|------|
| April 7 - 14 | 100% |
| April 15 - 21 | 75% |
| April 22 - 28 | 50% |
| April 29 - May 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.

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 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 submit their Application for Graduation form to 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 granted 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 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.

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 – Thursday 9am-4pm

Friday 9am-3pm

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. For additional info visit the DSST website at <http://www.getcollegecredit.com>

Commencement Information

The University holds a graduation ceremony each year in May. A candidate qualifies to participate in the spring ceremony upon successful completion of all degree and program requirements during the preceding fall term, or when he or she has enrolled in all final courses during the current spring term. For frequently asked questions - <http://www.laverne.edu/commencement/faqs>

Tuition and Payment Options

Tuition for January/Spring 2025 will be \$665 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 \$2690

8 units \$5380

12 units \$8070

In order to complete your registration, you will need to make 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 - <https://laverne.edu/accounts/>.

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.

| PAYMENT PLAN | | | |
|---|----------------------|--------------------|-------------------|
| Last Day to Enroll | Down pament | Number of payments | Months of payment |
| 12/23/24 | 17% | 6 | Dec - May |
| 1/23/25 | 20% | 5 | Jan - May |
| 2/23/25 | 25% | 4 | Feb - May |
| 3/23/25 | 33% | 3 | March - May |
| 4/23/25 | 50% | 2 | April - May |
| 5/23/25 | 100% | 1 | May |
| COMPANY REIMBURSED STUDENTS ONLY | | | |
| Last Day to Enroll | Required down pament | Number of payments | Month of payments |
| 1/3/25 | 25% | 1 | July 16, 2025 |

Important Dates:

- | | |
|---------------------------|---|
| December 15 | <i>Last day to apply for Spring 2025 Commencement</i> |
| December 15 | <i>Full Semester Ends (17 weeks)</i> |
| February 10 | <i>Full Semester (17 weeks) – Last day to register or make program changes without a late fee</i> |
| February 10 | <i>Session 1 – Last day to register or make program changes without a late fee</i> |
| February 17 | <i>President’s Day – Academic Holiday</i> |
| March 10 | <i>Session 1 – Last day to withdraw or change grade option to CRD/NCR.</i> |
| March 31 - April 6 | <i>Spring Break</i> |
| April 15 - 23 | <i>Summer/Fall 2025 Priority Web Registration</i> |
| April 14 | <i>Session 2 – Last day to register or make program changes without a late fee</i> |
| April 14 | <i>Full Semester (17 weeks) – Last day to withdraw or change grade option to CRN/NCR.</i> |
| May 12 | <i>Session 2 – Last day to withdraw or change grade option to CRD/NCR.</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.



University of
La Verne

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1950 Third Street, La Verne, CA 91750

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Email: capa@laverne.edu
Tel: (909) 448-4151

Office Hours: Monday - Thursday: 9am to 6pm
Friday: 8am-4:30pm

How to Access D2L Brightspace Account:

<https://laverne.edu/technology/students-getting-started/blackboard-account/>