

# CAPA

Professional Development Center

## Fall Session 2025

### How to View Classes/Schedule Information



**PRIORITY  
REGISTRATION  
APRIL 15 – 24, 2025**

OPEN REGISTRATION WILL RUN FROM  
APRIL 25 UNTIL CLASSES BEGIN.

## 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.

## Fall Semester (August 18 - December 14)

SESSION 1: August 18 - October 12

SESSION 2: October 20 - December 14

*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](https://ban8ssbtc-prod.laverne.edu/prod/bwckschd.p_disp_dyn_sched)

1. Select Term: Fall 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>

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### 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.

|                      |   |
|----------------------|---|
| Rhona Davis (A-D)    | <a href="https://rocScheduling.as.me/RDavis">https://rocScheduling.as.me/RDavis</a>     |
| Susan Wilson (E-L)   | <a href="https://rocScheduling.as.me/SWilson">https://rocScheduling.as.me/SWilson</a>   |
| Rebecca Wolfe (M-Ra) | <a href="https://rocScheduling.as.me/RWolfe">https://rocScheduling.as.me/RWolfe</a>     |
| Peter Centeno (Re-Z) | <a href="https://rocScheduling.as.me/PCenteno">https://rocScheduling.as.me/PCenteno</a> |

## ADDITIONAL REGISTRATION RESOURCES

- Banner 9 Registration v5 (PDF)
- Banner 9 Registration & Payment Portal (PDF)

### 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)

## 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 – FALL 2025

### Full Semester (Last date to withdraw or make grade option change - October 27)

|                           |      |
|---------------------------|------|
| August 18 - 25            | 100% |
| August 26 - September 2   | 75%  |
| September 3 - 9           | 50%  |
| September 10 - October 27 | 0%   |

### Session 1 (Last day to withdraw or make grade option change - September 22)

|                         |      |
|-------------------------|------|
| August 18 - 25          | 100% |
| August 26 - September 2 | 75%  |
| September 3 - 9         | 50%  |
| September 10 - 22       | 0%   |

### Session 2 (Last day to withdraw or make grade option change - November 24)

|                         |      |
|-------------------------|------|
| October 20 - 27         | 100% |
| October 28 - November 3 | 75%  |
| November 4 - 10         | 50%  |
| November 11 - 24        | 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<br>during   | Enrollment Period |      |       |
|------------------------|-------------------|------|-------|
|                        | Semester          | Term | Other |
| 1st week<br>of classes | 100%              | 100% | 100%  |
| 2nd week<br>of classes | 75%               | 75%  | 75%   |
| 3rd week<br>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 (909) 638-1882. 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 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 completes 44 semester units or more at La Verne, and who earns a minimum GPA of 3.60 in courses taken at the University and a minimum GPA of 3.60 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-3pm |
| Friday            | 9am-2pm |

Email: [ulv@bkstr.com](mailto:ulv@bkstr.com)

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.getcollegedcredit.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/faq>

## Tuition and Payment Options

Tuition for Fall 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 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](mailto:stuacct@laverne.edu) or call (909) 448-4060.

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 |
|--------------------|-------------|--------------------|-------------------|
| 8/11/25            | 25%         | 4                  | Aug – Nov         |
| 9/23/25            | 33%         | 3                  | Sept – Nov        |
| 10/23/25           | 50%         | 2                  | Oct – Nov         |
| 11/23/25           | 100%        | 1                  | November          |

### COMPANY REIMBURSED STUDENTS ONLY

| Last Day to Enroll | Required down pament | Number of payments | Month of payments |
|--------------------|----------------------|--------------------|-------------------|
| 8/11/25            | 25%                  | 1                  | Jan. 29, 2026     |

### Important Dates:

|                         |   |
|-------------------------|---|
| <b>August 25</b>        | <i>Full Semester (17 weeks) – Last day to register or make program changes without a late fee</i> |
| <b>August 25</b>        | <i>Session 1 – Last day to register or make program changes without a late fee</i>                |
| <b>September 1</b>      | <i>Labor Day – Academic Holiday</i>   |
| <b>September 22</b>     | <i>Session 1 – Last day to withdraw or change grade option to CRD/NCR.</i>                        |
| <b>October 13 - 19</b>  | <i>Fall Break</i>   |
| <b>October 27</b>       | <i>Session 2 – Last day to register or make program changes without a late fee</i>                |
| <b>October 27</b>       | <i>Full Semester (17 weeks) – Last day to withdraw or change grade option to CRN/NCR.</i>         |
| <b>November 4 - 14</b>  | <i>January/Spring 2026 Priority Web Registration</i>  |
| <b>November 11</b>      | <i>Veteran's Day – Academic Holiday</i>   |
| <b>November 24</b>      | <i>Session 2 – Last day to withdraw or change grade option to CRD/NCR.</i>                        |
| <b>November 27 - 28</b> | <i>Thanksgiving Recess- Academic Holiday</i>  |
| <b>December 14</b>      | <i>Last day to apply for Spring 2026 Commencement</i>   |
| <b>December 14</b>      | <i>Full Semester (17 weeks) 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.



# University of La Verne

**CAPA Professional Development Center**  
1950 Third Street, La Verne, CA 91750

## CONTACT INFORMATION

Main La Verne Phone Number: (909) 593-3511

My Portal Help  
(909) 448-4130

Office of Financial Aid  
(800) 649-0160 / [finaid@laverne.edu](mailto:finaid@laverne.edu)

Office of the Registrar  
(909) 448-4000 / [reg@laverne.edu](mailto:reg@laverne.edu)

Office of Student Accounts  
(909) 448-4060 / [stuaccts@laverne.edu](mailto:stuaccts@laverne.edu)

## CAPA Professional Development Center

University of La Verne  
1950 3rd Street  
La Verne, CA 91750  
Email: [capa@laverne.edu](mailto:capa@laverne.edu)  
Tel: (909) 448-4151

Office Hours: Monday - Thursday: 9am to 6pm  
Friday: 8am to 5pm