

University of La Verne

What to Do After Admission

- 1. View the La Verne Online Orientation Videos**
 - https://www.youtube.com/playlist?list=PLxjFLYvJmjN4RKst2_-TPX_UL6hFHxNqa
- 2. Go to MyLaVerne**
 - goo.gl/kdJx0j
 - Enter your student ID number for the User ID and your six-digit date of birth for the PIN (ex: May 5, 1982 will be 050582).
 - You will be prompted to change your PIN.
- 3. Set Up Your @laverne.edu Gmail Account (Watch Email Tutorial)**
 - Use MyLaVerne to set up your Gmail account.
 - All email communication from the University will be sent to your @laverne.edu Gmail address, so you must check this account regularly.
 - If you don't check your @laverne.edu Gmail account regularly, please forward your email to an account you access daily.
- 4. Set Up La Verne Portal Access**
 - Your Username and Password will be the same as your @laverne.edu Gmail account.
 - You will be able to access MyLaVerne, Gmail, Blackboard, and other resources via the LaVerne Portal.
- 5. Select Courses and Register (Watch Registration Tutorial)**
 - Please review the term calendar provided for **Priority Registration** dates.
 - Use your progress worksheet to view outstanding course requirements and compare to the current online schedule: laverne.edu/online/current/
 - Register for courses using MyLaVerne.
- 6. Order Textbooks (Watch Ordering Textbooks Tutorial)**
 - bkstr.com/lavernestore/home
 - Required textbooks and course materials will be available for purchase or rent, 3 weeks before class begins (see term calendar for term dates).
- 7. Blackboard (Watch Blackboard Tutorial)**
 - bb.laverne.edu/
 - Blackboard is a learning management system that provides students with the tools necessary to fully engage in and complete an online course.
 - Your account will be created within 24 hours of registration and you will be able to view your course by the first day of the term or sooner.
 - If you do not see your course by the first day of the term, please contact your instructor as he or she will need to activate the course for you.
- 8. Financial Arrangements (Watch Financial Arrangements Tutorial)**
 - Financial arrangements should be made a week before the term starts.
 - For Undergraduates Applying for Financial Aid: Once you are admitted and have been officially evaluated by the Registrar's Office, you may be able to inquire about your financial aid status.
- 9. Make an Appointment with Your Advisor**
 - Remember to review the *Academic Advising Syllabus* and *Advisor & Student Responsibilities* inserts.
 - For Undergraduate Students: schedule an appointment with your advisor after you receive your official evaluation.

Use the Projected Long Term Schedules to plan future terms: laverne.edu/online/current/schedules/

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Academic Advising Syllabus

Make an Appointment with your Advisor

After you have read and understood the contents of your welcome packet, including the Advisor & Student Responsibilities page, make an appointment with your advisor. Advisors are available via video conference, phone or in person. *Please make an appointment after you receive your official evaluation.*

Contact Information

Cindy Saunders 909-448-4973 csaunders@laverne.edu OM, ES, CJC MSLM	Victoria Aleman 909-448-4949 valeman@laverne.edu IT, MBAX BA Last Name: A - J	GeBren Blakely 909-448-6476 gblakely@laverne.edu PA BA Last Names K - Z
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Academic Advising Description

At the University of La Verne, academic advising provides students with the opportunity to build interpersonal relationships with their advisors for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the resources and services available to them.

Advising Materials:

- ◆ La Verne Online website laverne.edu/online
- ◆ University Catalog laverne.edu/catalog/
- ◆ MyLaVerne (laverne.edu/mylaverne/)
- ◆ LaVerne.edu Email Account
- ◆ Progress Worksheet laverne.edu/online/progress-worksheet-request/
- ◆ Degree Evaluation (undergraduates only) laverne.edu/registrar/faq/degree-program-evaluation/

Expected Student Learning Outcomes for the Academic Advising Experience

- ◆ Demonstrate the ability to make effective decisions about your degree and career goals.
- ◆ Use the resources and services in achieving your academic and career goals.
- ◆ You will graduate in a timely manner based on your educational goals.

Achievement of Learning Outcomes

To measure and document that you have achieved the learning outcomes of advising, you and your advisor will develop a continuous relationship throughout the program, keeping each other informed.

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Advisor & Student Responsibilities

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting and ensuring academic, personal, and career goals. This partnership requires proactive participation and involvement by both parties. Both parties have clear responsibilities for ensuring a successful partnership. Please understand that your advisor will not make decisions for you. Advisors will help you develop realistic educational goals based on the most accurate information available.

Advisor Responsibilities	Student Responsibilities
Support you in assuming responsibility for your educational plans and decisions.	You are responsible for your decisions and your actions/inactions that affect your educational progress and goals.
Understand and effectively communicate the requirements, and academic policies and procedures.	Become knowledgeable about degree programs and requirements, policies, and procedures.
Protect and secure the integrity of the La Verne degree by enforcing all university and departmental policies and requirements.	Be an active learner by participating fully in the advising experience.
Maintain confidentiality.	Refrain from asking for academic advice from friends or classmates.
Treat you with respect.	Ask questions if you do not understand an issue or have a specific concern.
Encourage and guide you to define and develop clear and realistic educational plans.	Clarify personal values and goals.
Monitor and accurately document your progress toward meeting your educational goals.	Keep a personal record of your progress toward your academic goals.
Provide you with information about campus resources and services.	Gather all relevant information before making decisions that affect your educational goals.
Encourage you to access the resources and services available to you via My LaVerne, our University website or University offices.	Be proactive in checking MyLaVerne to keep track of your academic progress.
Be accessible for meetings by appointment, telephone, email, and advising visits.	Come prepared to each appointment, walk-in, Skype, or online advising visit with questions or materials for discussion.
Assist you in working with and developing relationships with faculty and instructors.	Make regular contact with your advisor during each term.

Adapted from "Sample Academic Advising Syllabus," by Charlie Nutt, Kansas State University, NACADA 2005 Conference, Sarasota, FL.

University of La Verne

2019-2020 Term Calendar

Description	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Term Dates	Sep 23 – Dec 8	Jan 6 – Mar 15	Mar 23 – May 31	Jun 8 – Aug 16
Registration Dates				
Registration opens for La Verne Online and Central Coast Campus students	18-Jul-19	31-Oct-19	13-Feb-20	30-Apr-20
Registration opens for Graduate main and regional campus courses - ROC MBAX has 3 registration groups: * Group 1: 8:00 a.m. 24+ units * Group 2: 10:00 a.m. 12+ units * Group 3: 12:00 p.m. 0+ units - ROC MSLM registration opens: 8:00 am	30-Jul-19	12-Nov-19	25-Feb-20	12-May-20
Registration opens for Undergraduate regional campus courses	1-Aug-19	14-Nov-19	27-Feb-20	14-May-20
Registration closes for ONLINE courses	27-Sep-19	10-Jan-20	27-Mar-20	12-Jun-20
Financial arrangements due	16-Sept-19	2-Jan-20	16-Mar-20	1-Jun-20
Drop/Withdrawal and Refund Dates				
Last day to drop classes with a 100% refund	1-Oct-19	14-Jan-20	31-Mar-20	16-Jun-20
Withdrawal Period begins	2-Oct-19	15-Jan-20	1-Apr-20	17-Jun-20
Withdrawal Period with a 75% tuition refund	Oct 2 – 8	Jan 15 – 21	Apr 1 – 7	Jun 17 – 23
Withdrawal Period with a 50% tuition refund	Oct 9 – 15	Jan 22 – 28	Apr 8 – 14	Jun 24 – 30
<i>No Refunds will be issued after this date</i>	15-Oct-19	28-Jan-20	14-Apr-20	30-Jun-20
Withdrawal Period ends	7-Nov-19	18-Feb-20	4-May-20	20-Jul-20
Appeal for Late Withdrawal begins	8-Nov-19	19-Feb-20	5-May-20	21-Jul-20
Online Grading				
Online grading opens	2-Dec-19	9-Mar-20	22-May-20	10-Aug-20
Online grading closes	16-Dec-19	23-Mar-20	8-Jun-20	24-Aug-20
Commencement*				
*Students completing degree requirements by the Summer/Fall terms may be eligible to participate in the Winter Ceremony.				
*Students completing degree requirements by the Winter/Spring terms may be eligible to participate in the Spring Ceremony.				
Commencement dates	TBA	TBA	TBA	TBA
Last day for Undergraduates to apply for Winter 2020 Commencement	16-Aug-19			
Last day for Graduates to apply for Winter 2020 Commencement	16-Aug-19			
Last day for Undergraduates to apply for Spring 2020 Commencement		6-Dec-19	6-Dec-19	
Last day for Graduates to apply for Spring 2020 Commencement		6-Dec-19	6-Mar-20	

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Important Campus-Wide Services

<p>La Verne Online For Current Students laverne.edu/online/current/</p> <ul style="list-style-type: none"> • Registration • Course Schedules and Sample Syllabi • Frequently Used Forms 	<p>Catalog laverne.edu/catalog</p> <ul style="list-style-type: none"> • Academic Policies and Procedures • Degree Requirements and Options
<p>Financial Aid laverne.edu/financial-aid (909) 448-4042 • finaid@laverne.edu</p> <ul style="list-style-type: none"> • Information on Student Loans • Grant and Scholarship Guidance 	<p>Student Accounts laverne.edu/accounts/ (909) 448-4060 • stuacct@laverne.edu</p> <ul style="list-style-type: none"> • Schedule of Tuition and Fees • Payment Plans and Financial Arrangements • Company Reimbursement Payment Plans
<p>Blackboard Help Desk laverne.edu/technology/students-getting-started/blackboard-account/ (909) 448-4089 • bbhelp@laverne.edu</p> <ul style="list-style-type: none"> • Blackboard Help • Academic Technology Support 	<p>Technology Services laverne.edu/technology (909) 448 4130 • help@laverne.edu</p> <ul style="list-style-type: none"> • Gmail Activation • Gmail and Portal Password Reset
<p>Library Services library.laverne.edu (800) 866-4858 • ask@laverne.libanswers.com</p> <ul style="list-style-type: none"> • Books and Electronic Databases • 24 Hour Research Assistance 	<p>Campus Store bkstr.com/lavernestore/home (909) 593-8962 • ulv@bkstr.com</p> <ul style="list-style-type: none"> • Buy/Rent Books and Supplies • University Apparel and Accessories
<p>Academic Success Center (ASC) laverne.edu/asc/ (909) 448-4342 • asc@laverne.edu</p> <ul style="list-style-type: none"> • Free Writing Online Tutoring • In-Person Tutoring for Various Subjects • Study Skills and Technology Support 	<p>Office of Veteran Student Success laverne.edu/veterans/ (909) 448-4961 • vetstudentsuccess@laverne.edu</p> <ul style="list-style-type: none"> • Veterans Affairs Certifications • GI Bill Tuition Payment Information • Yellow Ribbon Program
<p>Disabled Student Services Office laverne.edu/dss/ (909) 448-4938</p> <ul style="list-style-type: none"> • Eligibility Guidelines for Disabled Student Services • Academic Accommodations and Auxiliary Aids 	<p>Career Services laverne.edu/careers (909) 448-4054 • careerservices@laverne.edu</p> <ul style="list-style-type: none"> • Employment and Internship Opportunities • Resume, Cover Letter and Interview Preparation • Networking Events and Virtual Career Fairs
<p>Registrar's Office laverne.edu/registrar (909) 448-4000 • reg@laverne.edu</p> <ul style="list-style-type: none"> • Enrollment and Degree Verifications • Transfer Credit and Articulation Information • Official Degree Evaluations and Transcript Requests 	<p>Office of Alumni Relations thespot.laverne.edu/ (909) 448-4665 • alumni@laverne.edu</p> <ul style="list-style-type: none"> • Alumni Events, Reunions and Homecoming Celebrations • College/Degree Program Affinity Groups
<p>Transportation and Parking Services myportal.laverne.edu/web/parking (909) 448-4725 • parking@laverne.edu</p> <ul style="list-style-type: none"> • Parking, Permit and Shuttle Information • Campus Maps 	<p>Campus Safety and Emergency Services myportal.laverne.edu/web/campus-safety (909) 448-4950 • security@laverne.edu</p> <ul style="list-style-type: none"> • Emergency Services Information • La Verne Safety Smartphone App: "LiveSafe"