Welcome to DPE

DPE is an online degree evaluation tool that allows you to review your completed and outstanding degree requirements through MyLaVerne any time, day or night.

You can view your current requirements anytime and verify when transfer credit or substitutions have been processed.

You can also print your DPE report just prior to visiting your Academic Advisor or Program Chair for future course planning.

This online degree progress evaluation reflects the information on file with the Office of the Registrar or Graduate Academic Services at the time the evaluation is generated. It is subject to audit by the Registrar or Graduate Services at regular intervals, including at the time of admission, formal declaration of major, and graduation. If you see any discrepancy between this online evaluation and any other information you may have received regarding your degree progress, please contact your Academic Advisor or Program Chair immediately.

For additional questions and resources, please visit the Registrar Services website**:**

http://sites.laverne.edu/registrar

UNIVERSITY OF

LA VERNE

Knowledge • Service • Vision

Articulation & Transfer Center
(909) 448-4002
evaluations@laverne.edu

Office of the Registrar
1915 Third Street
La Verne, CA 91750

Phone: (909) 448-4001
Fax: (909) 392-2703
E-mail: reg@laverne.edu

Degree Program Evaluation

A How-To Guide

UNIVERSITY OF LA VERNE

How to Use DPE

From La Verne Portal

1. From the La Verne Home Page, select the "MyLaVerne" link.
2. Login to La Verne Portal
3. Select "Student Resources."
4. Select "Run My Degree Evaluation."
5. Select the current term, then "Submit."
6. Verify that your major/concentration/minor information is correct.

From MyLaVerne

1. From the La Verne Home Page, select the "MyLaVerne" link.
2. Select either the La Verne Portal link (sign in using your student e-mail account password) or the "My La Verne Directly" link (sign in using your student ID and PIN)
3. Select the "Student Services & Financial Aid" tab/option.
4. Select "Student Records."
5. Select "Degree Evaluation."
6. Select the current term, then "Submit."
7. Verify that your major/concentration/minor information is correct.

Evaluation Options:

Generate New Evaluation

This option allows you to run a new evaluation based on your current major. The program information reflected is based on your declared major as stored in our student database.

- Select "Generate New Evaluation" at the bottom of the screen.
- Select the radio button next to your program and select the current term.
- Click the "Generate Request" button.

View Previous Evaluations

This option allows you to view all DPE reports that were previously run, including official and unofficial reports. You are only able to delete those evaluations that you initiated.

- To help the system run more efficiently, please delete any previously run evaluations that you no longer need.
- Select "View Previous Evaluation" at the bottom of the screen.
- Select the Evaluation you wish to view by clicking on the Program name at the left.
- Please Note: previous evaluations are removed on a regular basis

Frequently Asked Questions

Q. **How do I use my DPE?**
A. You can track your degree progress or confirm that transfer credit or equivalencies have been posted. You can print a copy prior to your advising session so you are ready to plan your next courses with your advisor.

Q. **How often should I run it?**
A. The DPE report will change at the end of each term, when grades are posted for the courses you have completed. It will also be different after transfer courses have been applied. You can review it any time you like, but you will only see changes after these types of events.

Q. **I took a course at another institution but I don't see it on the report. Why not?**
A. Transfer courses are only applied when the Registrar's Office or Graduate Academic Services receives an official transcript from the other institution. Be sure to order your transcript in a timely manner so your transfer courses will be reflected in your DPE.

Q. **My advisor said a course I took will substitute for another required course, but I don't see it on the report. Why not?**
A. For course substitutions and certain other changes, advisors are required to submit paperwork for your file. Check with your advisor to confirm that the necessary forms have been sent to the Registrar's Office or Graduate Academic Services.