Logging in to *MyLaVerne*

Welcome to the University of La Verne. Now that you have selected La Verne as your choice to continue your education, you can access your records via our online student information system. The system, known as *MyLaVerne*, gives you access to your personal, financial, and academic records. This brochure will help you log into my LaVerne, and navigate through its various features.

Launch Browser
For *Windows users*, Internet Explorer is the preferred browser. For *Mac users*, Netscape, Mozilla or Safari are the preferred browsers.

Go To LaVerne Website
Go to the LaVerne website at www.laverne.edu and click the *MyLaVerne* link located in the top right-hand corner of the page.

Select either the LaVerne Portal link (sign in using your student e-mail account password) or the "My LaVerne Directly" link and follow the below steps.

NOTE: First time users must select "MyLaVerne Directly"

Enter User ID and PIN
In the User ID field, enter your eight-digit student identification number. Your initial PIN is set to your six-digit birthday (MMDDYY).

Account Setup
Once you log in, you will see a message that your PIN has expired. You will be required to select a new six-digit (alpha, numeric or combination) PIN. You will also be asked to set up a Security Question in the event your forget your password.

Terms of Usage
New users will need to read and accept the "Terms of Usage" agreement before continuing through the website.

Contact Information

Main LaVerne Phone Number: (909) 593-3511

MyLaVerne Help and Office of the Registrar
Ext. 4001/4002/reg@laverne.edu
sites.laverne.edu/registrar

Graduate Academic Services
Ext. 4434/4500/gas@laverne.edu
sites.laverne.edu/graduate-academic-services

Office of Student Accounts
Ext. 4060/stuaccts@laverne.edu
sites.laverne.edu/student-accounts

Office of Financial Aid
(800) 649-0160/finaid@laverne.edu
sites.laverne.edu/financial-aid

Undergraduate Admissions
Ext. 4026/admission@laverne.edu
laverne.edu/admission/undergraduate

Office of Academic Advising
Ext. 4245/advising@laverne.edu
sites.laverne.edu/academic-advising

Learning Enhancement Center
Ext. 4342/lec@laverne.edu
sites.laverne.edu/learning-enhancement-center

Student Housing and Residential Education
Ext. 4052/housing@laverne.edu
sites.laverne.edu/housing

Navigation Tips
While you are visiting MyLaverne, use the links and buttons provided to move between screens. Using the "Back" button can result in page errors that may lead to the loss of important information. You will also find assistance in navigation by using the Frequently Asked Questions (FAQs) and Help Links.

UNIVERSITY OF LA VERNE

MyLaVerne

Online Student Information System

University of La Verne
1950 Third Street
La Verne, CA 91750

MyLaVerne Functions and Features

After logging in and setting up your account, you must verify and update your personal information.

Personal Information

Some options available under this menu include:

Change Security Question—The security question, created upon your initial login, is a prompt to assist you in the event your forget your six-digit PIN. This function allows you to change your security question at your convenience.

View/Update Address(es) and Phone(s) - This function allows you to view and change selected address(es) associated with your student record.

View/Update Emergency Contacts—This function allows you to view and change your emergency contact information

Change MyLaVerne PIN—This function allows you to change your PIN periodically to keep your account secure.

Emergency Notification System—This function allows you to sign up to receive emergency alerts from LaVerne in case of a natural/other disaster situation.

Student Services & Financial Aid

Some options available under this menu include:

Registration

Register/Add/Drop Classes—Allows you to register for and/or drop classes

Look-up Classes to Add—Allows you to browse the current schedule for available courses

Change Class Option—Allows you to change unit options for current classes, if appropriate

Student Detail Schedule—Allows you to view your schedule, including meeting times and classroom assignments

Check Your Registration Status—Allows you to check for holds or other restrictions that would prevent you from registering for courses

Bookstore

Allows you to link directly to the bookstore to order textbooks for any given term

Student Accounts

Account Summary by Term—Allows you to see your balance by specific terms of attendance

Term Balance (Pay your tuition, set up payment plan) - Displays current account balances, including charges and anticipated credits

View Holds—Allows you to view financial holds on your account that would prevent you from registering for classes or receiving official transcripts

Tax Notification—Displays your 1098-T information as reported to the Internal Revenue Service

Payment Agreement and Promissory Note—Allows you to access and complete the University's Promissory Note requirement

My Student Account Center—Allows you to make payments on your account, set up payment plans and sign up for direct deposit for any refunds you might be due

Student Records

View Holds—Allows you to view non-financial holds on your account that would prevent you from registering for classes or receiving official transcripts

Final Grades (Current Academic Year) - Allows you to view your course grades for a specific term or semester

Academic Transcript—Allows you to view and print an unofficial transcript that displays all academic coursework applied to your degree (transfer courses and LaVerne courses)

View Student Information—Allows you to view your current program, major and advisor

Tax Notification—Displays your 1098-T information as reported to the Internal Revenue Service

Degree Evaluation—Allows you to run a WebCAPP degree evaluation to determine outstanding degree requirements (See the WebCAPP brochure for further instructions)

View Pin—Allows you to view your registration pin after you have met with your academic advisor (main campus undergraduates only)

Order Official Transcript—Allows you to place a request for an official academic transcript (fees apply)

Admissions

Allows you to apply for a new degree program and check the status of your current application for admission (do not use this link if you want to change your major, only if you are completing your current degree program and want to apply to a different degree program)

Course Evaluation Survey(s)

Allows you to complete surveys about your current courses (typically available beginning two weeks before the end of a given term)

Financial Aid Information Menu

My Overall Status of Financial Aid—Allows you to view your financial aid award information, including your current award and financial aid history

My Eligibility—Allows you to view any holds, outstanding requirements and your academic progress as it relates to financial aid.

My Award Information—Allows you to view your financial aid awards by year, including scheduled payments and your history of awards and disbursements, and accept your award

E-Mail University of La Verne Financial Aid Office—Allows you to e-mail the Office of Financial Aid with any questions you might have

Apply for Housing

Submit Housing Application—Allows you to apply for on-campus housing in one of the residence halls

View Application Status—Allows you to check the status of your housing application