

APPLICATION FOR ADVANCED STANDING

Please return this form and the Application for Graduation to your [Academic Advisor](#), not the Office of the Registrar.

Name:		Student ID #:	
Address:		Apt/Unit #:	
City:		State, Zip:	
La Verne E-Mail:	@laverne.edu	Phone:	
Degree Program:		Location:	

Concentration (if applicable):

I am requesting Advanced Standing in order to be eligible to enroll in the Culminating Activity of my degree program.

I am enclosing my [Application for Graduation](#) with the \$160 graduation fee.

The applications for Advanced Standing and Graduation will not be processed without payment of the graduation fee.

Check for \$160 enclosed. Check payable to **University of La Verne**. Check #:

I will pay the \$160 fee online (e-check or credit card) in **MyLaVerne** on this date: _____.

As soon as the transaction is completed, I will notify my [academic advisor](#) via email and copy Student Accounts, at stuacct@laverne.edu, in the email.

By signing this form, I attest to the following:

I have completed the minimum number of units required for advanced standing for my program.

I have completed all admission stipulations, special conditions, and provisions specified by my academic advisor.

I have a minimum cumulative GPA of 3.0 in all coursework applicable to my master's degree.

I am currently enrolled in the following courses: (Note: Include those courses for which a grade of **INC** or **IP** is still pending.)

DEPARTMENT	COURSE	TITLE	SEMESTER HOURS	TERM

I plan to enroll in the following course(s):

DEPARTMENT	COURSE	TITLE	SEMESTER HOURS	TERM

Signature of Student

Date

Signature of Academic Advisor

Date

GRADUATION FEE PAYMENT INSTRUCTIONS

Congratulations on taking the final steps towards your graduation from the University of La Verne!

Before submitting the Graduation Application to your Academic Advisor, you *must* pay the graduation fee. The graduation fee covers the processing of your degree and diploma. You can pay the graduation fee by mailing a check or submitting an online payment. *Please note: We will not be able to process your Graduation Application until this fee is paid.*

STUDENT GRADUATION FEE = \$160.00

- Mail a check with your applications for Advanced Standing and Graduation.
- Or pay the fee online in MyLaVerne.

PAYMENT INSTRUCTIONS

To pay by check:

Please make your check payable to the “University of La Verne,” and mail to your academic advisor.

If your advisor is one of the following:	Mail check to this address:
1. Marcus Duarte Smith mduarte-smith@laverne.edu 2. Bettie Stachowiak bmessick@laverne.edu	University of La Verne, Kern County Campus Attn: (insert name of advisor) 10800 Stockdale Hwy, Suite 201 Bakersfield, CA 93311
If your advisor is one of the following:	Mail check to this address:
1. Amie Acuna aacuna@laverne.edu 2. Judy Henson jhenson@laverne.edu 3. Renee Rivera rrivera@laverne.edu 4. Lorene Thomas lthomas@laverne.edu	University of La Verne, ROC Attn: (insert name of advisor) 1950 Third Street La Verne, CA 91750

To pay online by e-check or credit card through [MyLaVerne](#):

Please follow the two-step process below to pay your graduation fee online.

1. Log in to *MyLaVerne* and proceed as you normally would to make a payment, by clicking on “My Student Account Center.”
 - Under Payment Options:
 - Select term of payment.
 - Type in payment amount = \$160.
 - In the *Memo* section, type in “Graduation Fee.”
 - Select the payment date and click “Continue.”
 - Review and *Confirm Payment*.
2. Once finished, please send an email to your academic advisor and copy Student Accounts at stuacct@laverne.edu saying that the payment just submitted is to cover your graduation fee. Include your name, degree/major, and the last four digits of your student ID number in the e-mail. If you have any questions, please contact your academic advisor.