

New Student Registration Guide

How to search for classes

PEPPERDINE UNIVERSITY

Graziadio School of Business and Management

bschool.pepperdine.edu

Overview

This guide walks you through the basic steps required to search for your classes.

1. Log in to WaveNet
2. Search for classes
 - a. Apply filters
3. Review class information
4. Email class schedule and appointment time
5. Advisor contact information

Log in to WaveNet

The screenshot shows a web browser window with the address bar containing <http://bschool.pepperdine.edu/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's navigation bar features links for Alumni, Career Services, Giving, Partnerships, My Community, Events, Newsroom, and Social Hub. The main content area is divided into three columns: Opportunities (Alumni, Giving, Career Services, Jobs at Pepperdine), Resources (Public Safety & Parking, Disability Services, Emergency Information, Code of Ethics, Academic Catalog, Contact Information, A-Z Index, RSS Feeds), and a list of campus locations (West Los Angeles, Encino, Irvine, Malibu, Westlake Village, Silicon Valley, All Graziadio Locations, Conference Facility). A 'WaveNet' login button is located at the bottom of the Resources column. A callout box points to the address bar with the text: 'First, navigate to www.bschool.pepperdine.edu.' Another callout box points to the WaveNet button with the text: 'Next scroll to the bottom of the website to log in to WaveNet.'



Click the **Log in to WaveNet** button.

YOUR WAVENET EXPERIENCE

Please click the button below to begin your full WaveNet experience.

Log in to WaveNet

BROWSERS RECOMMENDED

For best results, we recommend using Firefox. You may experience some incompatibility with other browsers.

Central Authentication Service (CAS)

Enter your Username and Password

Username:

Password:

LOGIN [Forgot Password?](#)

Now log in by authenticating with your **Username** and **Password**. Then click "LOGIN".

This C

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exit y

LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT

Pepperdine University provides a password management web site at <https://myid.pepperdine.edu> to change or reset the password associated with your NetworkID.

ID Car

If you need assistance retrieving your **Username**, contact Graduate Campus Tech Support at (310) 568-5688. If you need to **reset your password**, use the link: <https://myid.pepperdine.edu>.

Student Services

Academic Resources

Computer Support/IT

STUDENT SERVICES

Student Center

Courses (powered by Sakai)

Once you are logged in to WaveNet, click on **Student Center**.

Search for classes

Welcome, Wave, Wylie T. [Logout](#)
Your CWID is 800000007

[ID Card Deposit](#) | [Google Apps](#) | [Directory](#) | [E-mail](#) ▶

[Student Services](#) | [Academic Resources](#) | [Computer Support/IT](#)

Wylie's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

Other Links
[Campus Information](#)
[Manage Guest Access](#)

other academic... ▼ ▶▶

Finances

My Account

SEARCH FOR CLASSES

Holds
Registration Hold [details](#) ▶

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

You do not have classes this week. See Class Schedule in the Other Academic menu for your schedule.
enrollment shopping cart ▶

You have no outstanding charges at this

Wylie Wave

go to ...

Search Plan Enroll My Academics
search for classes browse course catalog

Search for Classes

Enter Search Criteria

- Fall 2013
- Fall 2014
- Spring 2013
- Spring 2014
- Spring 2015
- Summer 2013
- Summer 2014
- Summer 2015

Institution

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject

Course Number

Course Career

- Graduate
- Law
- Undergraduate

Show Open Classes Only

Step 1: Select the **trimester/term** you would like to search for classes (see drop-down menu).

Step 2: Under Class Search, for **Course Career** select **Undergraduate** if you are a **BSM student**.

Select **Graduate** if you are an **MBA/MS student**.

Search for Classes

Institution

Term

Select at least 2 search criteria

Class Search

Subject

Course Number

Course Career

Additional Search Criteria

- EDPSY - Core Courses Education
- EDPSY - Educational Leadership Admin
- EDPSY - MAED in Teacher Preparation
- EDPSY - Master of Arts in Education
- EDPSY - Organization Change
- EDPSY - Organizational Leadership
- EDPSY - Psychology
- GSBM - Accounting**
- GSBM - Applied Behavior Science**
- GSBM - Business Law
- GSBM - Business Management MBAA
- GSBM - Business Management MBAK
- GSBM - Decision Science
- GSBM - Economics
- GSBM - Entrepreneurship
- GSBM - Finance
- GSBM - GSBM
- GSBM - Info Systems & Tech Mgmt
- GSBM - Marketing
- GSBM - Org Development
- GSBM - Organization Theory & Mgmt
- GSBM - Strategy
- LAW - Law

results.

Step 3: Continuing under **Class Search**, select the **Subject** you are searching for.

Refer to the course subject explanation below.

- All courses will be listed under **GSBM**.
- For example, if you are searching for a behavior class (BSCI 651) select **GSBM – Applied Behavior Science**.

ACCT = GSBM – Accounting	BSCI = GSBM – Applied Behavior Science	LEGL = GSBM – Business Law	DESC = GSBM Decision Science
ECNM = GSBM – Economics	ENTR = GSBM – Entrepreneurship	FINC = GSBM – Finance	GSBM = GSBM – GSBM
ISTM = GSBM – Info Systems & Tech Mgmt	MKTG = GSBM – Marketing	OTMT = GSBM – Organization Theory & Mgmt	STGY = GSBM - Strategy

Optional filters

Search for Classes

Institution [Course Section Scan](#)

Term

Select at least 2 search criteria. Click Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only

Optional: If you would like to view all classes, including ones that are full **uncheck** the box **Show Open Classes Only**. This will allow you to view all classes and add yourself to the waitlist for classes that have full enrollment.

Search for Classes

Institution Pepperdine University ▼

Term Spring 2015 ▼

Select at least 2 search criteria. Click Search to view your search results.

▼ **Class Search**

Subject ▼

Course Number is exactly ▼

▼ **Additional Search Criteria**

Meeting Start Time greater than or equal to ▼

Meeting End Time less than or equal to ▼

Days of Week include only these days ▼

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with ▼

Class Nbr ?

Course Keyword ?

Minimum Units greater than or equal to ▼

Course Component Flex Class Instruction

Session In Person

Mode of Instruction Web-Based Instruction

Campus ▼

Location ▼

Click **Additional Search Criteria** to expand the options.

 **Additional Search Criteria**

A. For **Mode of Instruction**, filter by learning modality.
 Flex class instruction = Flex classes
 In person = In-person classes
 Web-based instruction = Online classes

B. You can also view classes at a regional campus by using the **Location** filter.

Search for Classes

Institution

Pepperdine University ▼

[Course Section Scan](#)

Term

Summer 2015 ▼

Select at least 2 search criteria. Click Search to view your search results.

▼ Class Search

Subject

GSBM - Applied Behavior Science ▼

Course Number

is exactly ▼

Course Career

Graduate ▼



Once you have selected the term, subject, course career and optional added search criteria, click **SEARCH** to view the classes available.

▶ Additional Search Criteria

CLEAR

SEARCH

Search results

The following classes match your search criteria Course Subject: **Applied Behavior Science**, Show Open Classes Only: **Yes**

 Open
  Closed
  Wait List


NEW SEARCH

MODIFY SEARCH

Legend: These icons indicate the status of a class.

 Open = space available

 Closed = no spaces available


 Wait List = you can add to the waitlist

20 class section(s) found

▼ BSCI 468 - Organizational Behavior

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status
1511	25FL-LEC GSBM 3	Fr 6:00PM - 10:00PM	Other - See Notes for Details	Max Ellzey Max Ellzey	05/01/2015 - 05/01/2015	Class Material(s)	
		Sa 8:00AM - 5:00PM	Other - See Notes for Details	Max Ellzey Max Ellzey	05/02/2015 - 05/02/2015		
		Su 8:00AM - 12:00PM	Other - See Notes for Details	Max Ellzey Max Ellzey	05/03/2015 - 05/03/2015		
		Sa 8:00AM - 5:00PM	West LA Grad Campus		05/16/2015 - 05/16/2015		
		Sa 8:00AM - 5:00PM	West LA Grad Campus		06/06/2015 - 06/06/2015		
		Sa 8:00AM - 5:00PM	West LA Grad Campus		06/27/2015 - 06/27/2015		

▼ BSCI 607 - Personal Development for Leadership

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status
1512	20-LEC GSBM W06	Sa 8:00AM - 5:00PM	West LA Grad Campus	Kent Rhodes Kent Rhodes	05/09/2015 - 05/09/2015	Class Material(s)	
		Sa 8:00AM - 5:00PM	West LA Grad Campus	Kent Rhodes	05/16/2015 - 05/16/2015		
		Sa 8:00AM - 5:00PM	West LA Grad Campus		06/06/2015 - 06/06/2015		

Scroll down until you find the class you would like to enroll in.

Course Prefix, Number and Title

Example

▼ BSCI 651 - Behavior in Organizations

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status
1459	22-LEC GSBM 3	T				Class Material(s)	●
1460	24-LEC GSBM 3	Th 6:00PM - 10:00PM	West LA Grad Campus	Max Ellzey	05/07/2015 - 08/06/2015	Class Material(s)	●
1520	25-LEC GSBM W06	Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM	West LA Grad Campus West LA Grad Campus West LA Grad Campus West LA Grad Campus West LA Grad Campus West LA Grad Campus West LA Grad Campus West LA Grad Campus	John Alexander John Alexander John Alexander John Alexander John Alexander John Alexander	05/09/2015 - 05/09/2015 05/30/2015 - 05/30/2015 06/06/2015 - 06/06/2015 06/20/2015 - 06/20/2015 07/11/2015 - 07/11/2015 07/25/2015 - 07/25/2015 08/01/2015 - 08/01/2015	Class Material(s)	●
1461	32-LEC GSBM 3	Tu 6:00PM - 10:00PM	Encino Graduate Campus	Virginia Green	05/05/2015 - 08/04/2015	Class Material(s)	●
1462	43-LEC GSBM 3	We 6:00PM - 10:00PM	Irvine Graduate Campus	Nancy Wallis	05/06/2015 - 08/05/2015	Class Material(s)	●
1463	63-LEC GSBM 3	We 6:00PM - 10:00PM	Westlake Village Grad Campus	Darren Good	05/06/2015 - 08/05/2015	Class Material(s)	●

Here we see that there are 6 sections of BSCI 651.

Determine the section and location of where you would like to take the course.

Next Step

Email your program advisor:

1. The course information (name, number, section and location)
For example: BSCI 651.32 (1464) and BSCI 650.32 (1465): Encino
2. Advising session you would like to attend based on the information in the welcome email from your advisor

Note: Master's students - There is a specific BSCI 650 course that corresponds to each BSCI 651 section (ie BSCI 650.22 and BSCI 651.22). This course can't be taken online.

If you have any questions, please contact your program advisor:

Contact Information	
Encino/Westlake Village/Santa Barbara Sangeetha Rao sangeetha.rao@pepperdine.edu (818) 501-1612	Irvine Tina Serasio tina.serasio@pepperdine.edu (949) 223-2563
West LA	
Kate Seamands (A-L) katherine.seamands@pepperdine.edu (310) 568-2376	Tasha Bruner (M-Z) tasha.bruner@pepperdine.edu (310) 568-5513

THE END