

Student Registration Guide

How to search for and enroll in classes

Overview

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

1. Log in to WaveNet
2. Search for classes
 - a. Apply filters
3. Review class information
4. Add the class to your shopping cart
5. Enroll
6. Confirm schedule
7. 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' link with a lock icon is highlighted in the bottom left. A callout box points to the address bar, and another points to the WaveNet link.

First, navigate to www.bschool.pepperdine.edu.

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

By lo

Secu
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.

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

The screenshot shows the WaveNet Peppertine University student center interface. At the top, there is a navigation bar with 'Student Services', 'Academic Resources', and 'Computer Support/IT'. Below this is 'Wylie's Student Center'. The main content area is divided into several sections: 'Academics' (with links for Search, Plan, Enroll, My Academics), 'Other Links' (with links for Campus Information, Manage Guest Access), and a search bar. A central message states: 'You do not have classes this week. See Class Schedule in the Other Academic menu for your schedule.' To the right, there are four main menu items: 'SEARCH FOR CLASSES', 'Holds' (with a 'Registration Hold details' link), 'To Do List' (with 'No To Do's.'), and 'Enrollment Dates' (with an 'Open Enrollment Dates' link). Three callouts provide additional information: one points to the 'SEARCH FOR CLASSES' button, another points to the 'enrollment shopping cart' link, and a third points to the 'details' link under 'Holds'.

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...

Fin
My Acc

SEARCH FOR CLASSES

Holds
Registration Hold [details](#)

To Do List
No To Do's.

Enrollment Dates
[Open Enrollment Dates](#)

enrollment shopping cart

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

Click SEARCH FOR CLASSES.

If there is a registration hold you will not be able enroll until the hold is lifted. Click on details for more info and contact the appropriate department.

Your assigned registration date will be displayed here. You can enroll at 9am on that date.

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

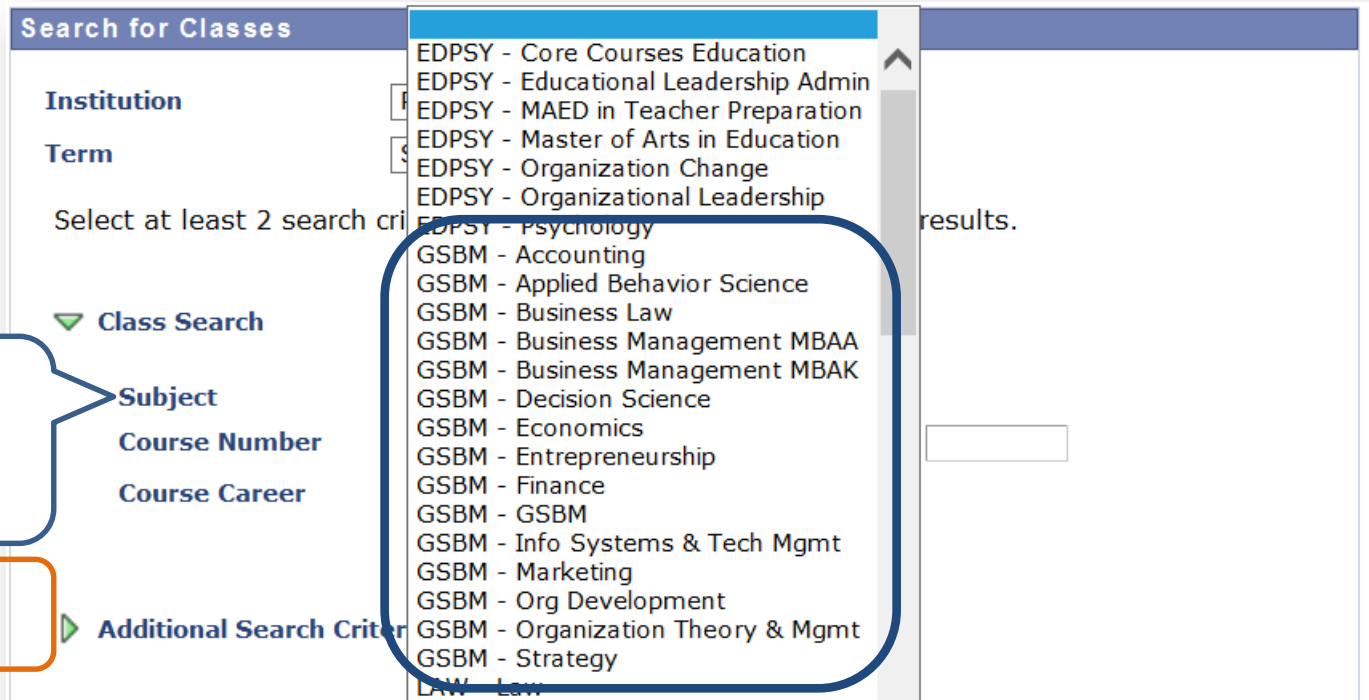
Graduate
Law
Undergraduate

 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**.



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 **GSDM**.
- For example, if you are searching for an accounting class select **GSDM – Accounting**.
- Refer to the program planning worksheet to locate the course abbreviation and use the chart below to determine which subject to select.

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

Optional filters

Search for Classes

Institution ▼

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 ▼

Term

Spring 2015 ▼

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

▼ Class Search

Subject

GSBM - Organization Theory & Mg ▼

Course Number

is exactly ▼

Course Career

Graduate ▼

▶ Additional Search Criteria

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

CLEAR


SEARCH

Search results

Legend: These icons indicate the status of a class.

 Open = space available

 Closed = no spaces available

 Wait List = you can add to the waitlist

The following classes match your search criteria Course Subject: **Organization Theory & Mgmt**, Course Career: **Graduate**, Show Open Classes Only: **No**



Open



Closed




Wait List

NEW SEARCH

MODIFY SEARCH

19 class section(s) found

OTMT 608 - Theories and Models of Organization

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status	
3336	02MS-LEC GSBM 2	Tu 8:00AM - 12:00PM	Beckman Mgmt Center U2	Thomas McCluskey	03/03/2015 - 04/14/2015	Class Material(s)		select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status	
3337	04MB-LEC GSBM 2	Th 1:00PM - 5:00PM	Beckman Mgmt Center P2	Deborah Glick	03/05/2015 - 04/16/2015	Class Material(s)		select

OTMT 618 - Designing and Managing International Organizations

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status	
3339	02MB-LEC GSBM 1	Tu 1:00PM - 5:00PM	Beckman Mgmt Center U1	Robert Coscarello	01/06/2015 - 02/17/2015	Class Material(s)		select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Class Material(s)	Status	
3338	12MS-LEC GSBM 2	Tu 1:00PM - 5:00PM	Beckman Mgmt Center U1	Robert Coscarello	03/03/2015 - 04/14/2015	Class Material(s)		select

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

Example

Course Prefix, Number and Title

Class	Section	Day	Time	Room	Instructor	Meeting Dates	Class Material(s)	Status	select
3343	01MB-LEC GSBM 2	Mo	12:00PM - 1:00PM					<input type="checkbox"/>	select
3342	11MS-LEC GSBM 1	Mo	12:00PM - 1:00PM					<input type="checkbox"/>	select
3055	23-LEC GSBM 2	We	6:00PM - 10:00PM	Ca	Jack Schriener	03/04/2015 - 04/15/2015	Class Material(s)	<input type="checkbox"/>	select
3056	25-LEC GSBM W15	Sa	8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	02/28/2015 - 02/28/2015	Class Material(s)	<input checked="" type="checkbox"/>	select
		Sa	8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	03/14/2015 - 03/14/2015			
		Sa	8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	04/11/2015 - 04/11/2015			
3828	43-LEC GSBM 1	We	6:00PM - 10:00PM	Irvine Graduate Campus 327	Nancy Wallis	01/07/2015 - 02/18/2015	Class Material(s)	<input type="checkbox"/>	select

Here we see that there are 5 sections of OTMT 671.

There is only one section with space available (open for enrollment), class #3056. Click **select** if this was the class you wanted to enroll in.

In this example, class #3828 has a waitlist. If it hasn't started you can add yourself to the waitlist by clicking **select**.


Review class information

Add to Shopping Cart - Enrollment Preferences

Spring 2015 | Graduate | Pepperdine University

OTMT 671 - Cross-Cultural Management

Class Preferences		Wait List	<input checked="" type="checkbox"/> Wait list if class is full
OTMT 671-25	Lecture	 Wait List	<input type="text"/>
Session	Graziadio W School 15		
Career	Graduate		
Enrollment Information	Grading	Grad Grade Basis	
	Units	2.00	

If a class is closed and a waitlist is available an  Wait List icon would be displayed within Class Preferences. Check the box to be added to the waitlist.

- This class section is open to Fully Employed students who are taking their classes on-site. It is not open to Fully Employed students who are taking their classes entirely online or to Full-time students.
- Fully Employed Masters Programs

Section	Component	Days & Times	Room	Instructor	Start/End Date
25	Lecture	Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	02/28/2015 - 02/28/2015
		Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	03/14/2015 - 03/14/2015
		Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	04/11/2015 - 04/11/2015

Review the class information and click on **NEXT** to add the class to the Shopping Cart.

Class added to your Shopping Cart

Pepperdine University | Spring 2015

[My Class Schedule](#)

You are not registered for classes in this

[Shopping Cart](#) [show all](#)

OTMT 671 Sa 8:00AM - 5:00PM
West LA Grad Campus 336
Sa 8:00AM - 5:00PM
West LA Grad Campus 336
Sa 8:00AM - 5:00PM
West LA Grad Campus 336

Organization Theory & Mgmt, Course Career: Graduate, Show Open Classes Only: No

✔ OTMT 671 has been added to your Shopping Cart.

Open Closed Wait List

MODIFY SEARCH

You have successfully added a class to your Shopping Cart.

CAUTION! This does **NOT** mean you are enrolled!

To add more classes to your Shopping Cart, click **MODIFY SEARCH** and follow the previous instructions.

When you have added all the classes you want, click **Shopping Cart**.

Enroll

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term.
Click Validate to have the system check for possible conflicts prior to enrolling.

Spring 2015 | Graduate | Pepperdine University

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr

Spring 2015 Shopping Cart

Select	Class	Days/Times	Room	Instructor	Units	Status	Class Material(s)
<input checked="" type="checkbox"/>	OTMT 671-25 (3056)	Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM Sa 8:00AM - 5:00PM	West LA Grad Campus 336 West LA Grad Campus 336 West LA Grad Campus 336	M. Phillips	2.00		Class Material(s)

for selected:

Confirm your enrollment by checking the **Select** box for the classes you want to enroll in.

Then click, **enroll**.

Finish Enrolling

Shopping Cart

1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2015 | Graduate | Pepperdine University

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status	Class Material(s)
		Sa 8:00AM -	West LA Grad				

Read the enrollment agreement.

By submitting my registration, I agree to enroll in the academic term indicated above. As a condition of my enrollment at Pepperdine University, I expressly agree to abide by all policies and procedures as described in all applicable University websites, catalogs, schedules, handbooks and/or brochures. I understand that if I withdraw from all classes after the initial registration and up until the last day of add/drop for this term, I will be charged a \$150 withdrawal fee.

Check I Agree.

I Agree

CANCEL

PREVIOUS

FINISH ENROLLING

Then click **FINISH ENROLLING.**

Confirm Schedule

3. View results

View the following status report for enrollment confirmations and errors:

Spring 2015 | Graduate | Pepperdine University

[Purchase](#)

✓ Success: enrolled

✗ Error: unable to

Class	Message	Status
OTMT 671	Success: This class has been added to your schedule.	✓

Verify there is a green check mark under **Status**.

MY CLASS SCHEDULE

ADD ANOTHER CLASS

Confirm your class schedule by clicking **MY CLASS SCHEDULE**.

To add more classes, click on, **ADD ANOTHER CLASS** and follow the previous instructions.

Enrollment Complete!

My Class Schedule

Select Display Option List View Weekly Calendar View

Spring 2015 | Graduate | Pepperdine University

[Purchase Books](#)

Under **Status** "Enrolled" confirms you are registered for the class.

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

TMT 671 - Cross-Cultural Management

Status	Units	Grading	Grade	Deadlines	Class Material(s)	
Enrolled	2.00	Grad Grade Basis		3*	Class Material(s)	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
3056	25	Lecture	Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	02/28/2015 - 02/28/2015
			Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	03/14/2015 - 03/14/2015
			Sa 8:00AM - 5:00PM	West LA Grad Campus 336	Margaret Phillips	04/11/2015 - 04/11/2015

Note: If you are on the Waitlist, the **Status** would indicate "Waitlist" and your order on the waitlist would be displayed.

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