Student Registration Guide

How to search for and enroll in classes
Overview

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

Now log in by authenticating with your Username and Password. Then click “LOGIN”.

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

Click SEARCH FOR CLASSES.
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.

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>GSBM – Accounting</td>
</tr>
<tr>
<td>BSCI</td>
<td>GSBM – Applied Behavior Science</td>
</tr>
<tr>
<td>LEGL</td>
<td>GSBM – Business Law</td>
</tr>
<tr>
<td>DESC</td>
<td>GSBM Decision Science</td>
</tr>
<tr>
<td>ECNM</td>
<td>GSBM – Economics</td>
</tr>
<tr>
<td>ENTR</td>
<td>GSBM – Entrepreneurship</td>
</tr>
<tr>
<td>FINC</td>
<td>GSBM – Finance</td>
</tr>
<tr>
<td>GSBM</td>
<td>GSBM – GSBM</td>
</tr>
<tr>
<td>ISTM</td>
<td>GSBM – Info Systems &amp; Tech Mgmt</td>
</tr>
<tr>
<td>MKTG</td>
<td>GSBM – Marketing</td>
</tr>
<tr>
<td>OTMT</td>
<td>GSBM – Organization Theory &amp; Mgmt</td>
</tr>
<tr>
<td>STGY</td>
<td>GSBM – Strategy</td>
</tr>
</tbody>
</table>
Optional filters

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.
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.

Click **Additional Search Criteria** to expand the options.
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.
Scroll down until you find the class you would like to enroll in.
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**.

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

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

Review the class information and click on NEXT to add the class to the Shopping Cart.
Class added to your Shopping Cart

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.

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

Then click, enroll.

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Finish Enrolling

Read the enrollment agreement.

Check I Agree.

Then click FINISH ENROLLING.
Verify there is a green check mark under Status.

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

Confirm your class schedule by clicking **MY CLASS SCHEDULE**.
Under **Status** “Enrolled” confirms you are registered for the class.

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

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

<table>
<thead>
<tr>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Encino/Westlake Village/Santa Barbara</strong></td>
<td><strong>Irvine</strong></td>
</tr>
<tr>
<td>Sangeetha Rao</td>
<td>Tina Serasio</td>
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<tr>
<td><a href="mailto:sangeetha.rao@pepperdine.edu">sangeetha.rao@pepperdine.edu</a></td>
<td><a href="mailto:tina.serasio@pepperdine.edu">tina.serasio@pepperdine.edu</a></td>
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<tr>
<td>(818) 501-1612</td>
<td>(949) 223-2563</td>
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<tr>
<td><strong>West LA</strong></td>
<td></td>
</tr>
<tr>
<td>Kate Seamands (A-L)</td>
<td>Tasha Bruner (M-Z)</td>
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<td><a href="mailto:katherine.seamands@pepperdine.edu">katherine.seamands@pepperdine.edu</a></td>
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</tr>
<tr>
<td>(310) 568-2376</td>
<td>(310) 568-5513</td>
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