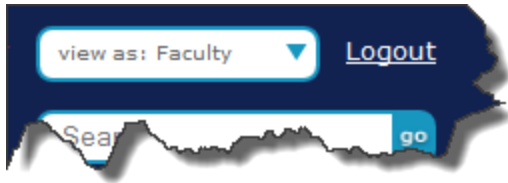



FACULTY CLASS ROSTER AUDIT

- 1.) Log in to WaveNet by visiting <https://wavenet.pepperdine.edu>.
- 2.) From the top-right corner of your WaveNet homepage, ensure the "view as:" is set to Faculty.



- 3.) Click on the "Faculty Services" menu bar and select the "Faculty Center" link.



- 4.) Within the "My Schedule" tab, click the "Class Roster Audit" icon  to the left of the specific class you wish to review. Note that the Class Roster Audit icon will only be available during the specified times set by your respective school. The Class Roster Audit page displays real-time enrollment information for your course.

Faculty Center | Advisor Center | Search | Learning Management

my schedule | class roster | at risk class roster | class roster audit | grade roster

Class Roster Audit

[View FERPA Statement](#)

Summer 2014 | Graziadio School 1 | Pepperdine University | Graduate

▼ ACCT 631 - 11 (1902) [change class](#)

Accounting for Taxes (Lecture)

Days and Times	Room	Instructor	Dates

Use this Audit page to confirm your class roster and/or to request registration corrections. You must select "submit" in order for your request to be processed. Use "instructor comments" box to add notes regarding your submission.

Instructor Comments

Submitted By: _____ Submitted Date/Time: _____

Updated By: _____ Last Update Date/Time: _____

[ADD STUDENT](#) [SAVE](#) [SUBMIT](#)

Enrollment Capacity 0 Enrolled 26

Enrolled Students		Find		First	1-26 of 26	Last
Empl ID	Name	Enrollment Status Reason	Program/Plan	Level	*Requested Action	
1	[Link]	Enrolled	Graziadio Full Time Program/MS in Applied Finance	Graduate	Confirm	
2	[Link]	Enrolled	Graziadio Full Time Program/MS in Applied Finance	Graduate	Confirm	
3	[Link]	Enrolled	Graziadio Full Time Program/MS in Applied Finance	Graduate	Confirm	

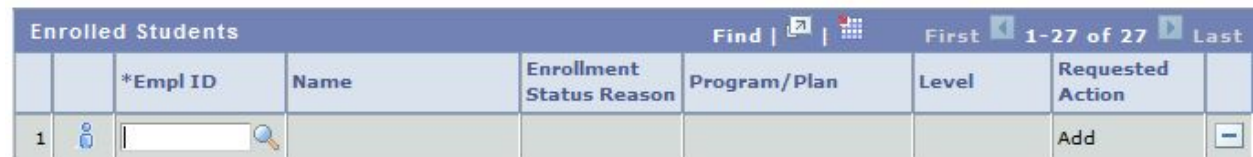
- Review the Class Roster Audit and confirm that it reflects your current course attendance by selecting an appropriate action in the “Requested Action” column. If a student on the roster is attending your course, you may leave the default “Confirm” action selected (note that the roster defaults to a “Confirm” status for all students). If a student on the roster has never attended your course, select a “Drop” action. If there are no changes, click the “Submit” button (which will “Confirm” all listed students).



- If a student is attending your course but is not listed on the roster, click the green “Add Student” button at the top or bottom of the roster.



- When clicking the Add Student button, a new row is added to the grid. Enter the CWID/Empl ID of the student whom you wish to add to your course, or click the magnifying glass icon in the Empl ID field to look up the student by name.



- Use the Instructor Comments box to add any notes regarding your submission. Notes will be reviewed by the Program Office and the Registrar’s Office.

Instructor Comments

- Once you have indicated a Requested Action for all students, click the green “Submit” button to submit your Class Roster Audit to the Program Office for processing and then to the Registrar’s Office to mark complete. Once submitted, you will receive a confirmation message. Note that clicking the “Save” button will only save changes to your Class Roster Audit. You must submit the Class Roster Audit in order for it to be received and processed by the Program Office.

Confirmation of Submission



The Submission was successful.

The last day to request changes is 08/31/2014.

pk

- 10.) Once the Program Office has processed any “Add” or “Drop” Requested Actions from your Class Roster Audit, you will see updated enrollment statuses in the “Enrollment Status Reasons” column.

Enrolled Students		Find		First 1-27 of 27 Last		
	Empl ID	Name	Enrollment Status Reason	Program/Plan	Level	*Requested Action
1			Enrolled	Graziadio Graduate Programs/Business Management	Graduate	Add
2			Dropped (Instructor Req)	Graziadio Full Time Programs in Applied Finance	Graduate	Drop

- 11.) You may continue to submit any changes to your Class Roster Audit throughout the Class Roster Audit period. The last date to request changes is listed in the Confirmation of Submission message. If you have any questions about your Class Roster Audit, please contact:

Fully Employed Programs	Full-time Programs
<p>Encino/Westlake Village/Santa Barbara</p> <p>Sangeetha Rao sangeetha.rao@pepperdine.edu (818) 501-1612</p> <p>Irvine</p> <p>Tina Serasio tina.serasio@pepperdine.edu (949) 223-2563</p> <p>West LA</p> <p>Tasha Bruner tasha.bruner@pepperdine.edu (310) 68-5515</p> <p>Kate Seamands kate.seamands@pepperdine.edu (310) 568-2376</p>	<p>Malibu</p> <p>Stan Woo stan.woo@pepperdine.edu (310) 506-4032</p>

Once the audit period has closed, a history of Class Roster Audit information will be available for review in your Faculty Center via the "Class Roster Audit" tab.

- 12.) Click "Logout" in the upper right-hand corner of the screen to end your WaveNet session. Close your browser window.