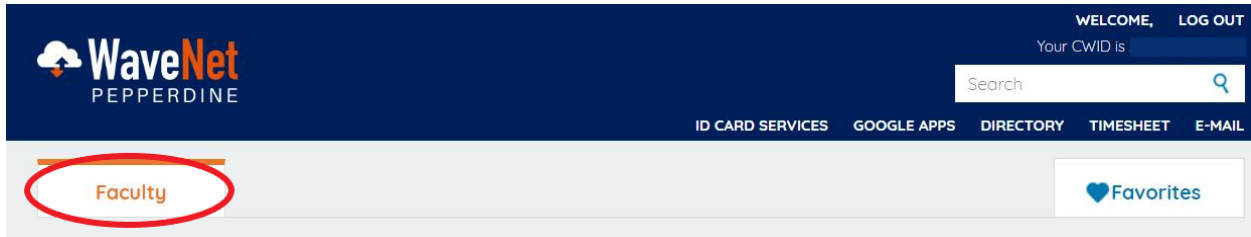


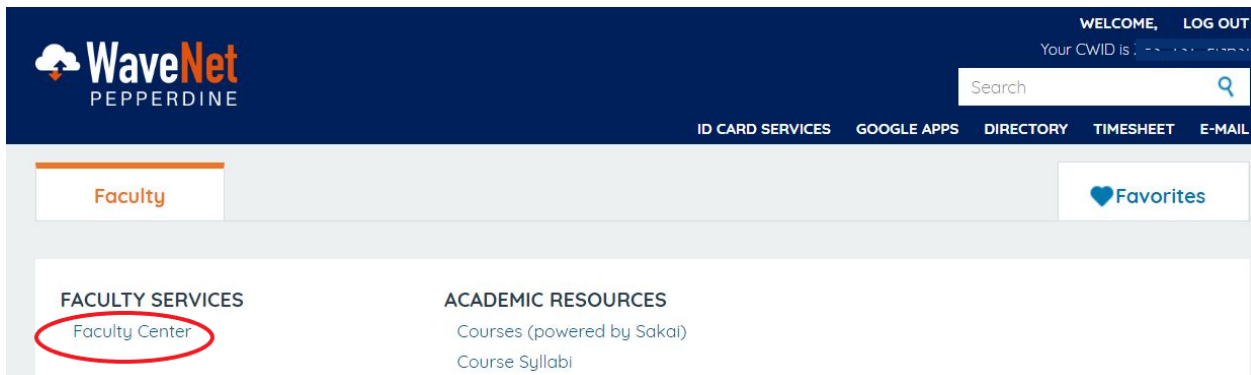
# FACULTY CLASS ROSTER AUDIT GUIDE


1.) Log in to WaveNet by visiting <https://wavenet.pepperdine.edu>.

2.) Select the Faculty Tab.



3.) Under the "Faculty Services" section, 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:** The Class Roster Audit icon will only be available during the specified times set by PGBS. The Class Roster Audit page displays real-time enrollment information for your course.

My Teaching Schedule > Fall 2018 > Pepperdine University

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	GSBM 670J-	Integration in Bus Ops (Lecture)	0	Sa 8:00AM - 5:00PM	Irvine Graduate Campus	Sep 8, 2018- Sep 8, 2018

- 5.) 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).



Enrollment Capacity 22

Enrolled Students								Find	First	1-14 of 14	Last
		Empl ID	Name	Enrollment Status Reason	Program/Plan	Level	Requested Action				
1				Enrolled	Graziadio Graduate Programs/Business Management	Graduate	Confirm				

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



- 7.) 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.

Enrolled Students								Find	First	1 of 1	Last
		*Empl ID	Name	Enrollment Status Reason	Program/Plan	Level	Requested Action				
1		<input type="text"/>					Add				




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

**Instructor Comments**






Submitted By Submitted Date/Time  
 Updated By Last Update Date/Time

- 9.) Once you have indicated a Requested Action for all students, click the “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 12/07/2018.

- 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 	1-14 of 14	 Last
		Empl ID	Name	Enrollment Status Reason	Program/Plan	Level	*Requested Action				
1				Enrolled	Graziadio Graduate Programs/Business Management	Graduate	Confirm ▼				

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><b>Calabasas/Encino Campus</b>  <b>Vania Garcia</b>  <a href="mailto:vania.garcia@pepperdine.edu">vania.garcia@pepperdine.edu</a>            (818) 501-1612</p> <p><b>Irvine Campus</b>  <b>Tina Serasio</b>  <a href="mailto:tina.serasio@pepperdine.edu">tina.serasio@pepperdine.edu</a>            (949) 223-2563</p> <p><b>West LA Campus</b>  <b>Tasha Bruner</b>  <a href="mailto:tasha.bruner@pepperdine.edu">tasha.bruner@pepperdine.edu</a>            (310) 68-5515</p> <p><b>Tasha Taylor</b>  <a href="mailto:tasha.taylor@pepperdine.edu">tasha.taylor@pepperdine.edu</a>            (310) 568-5551</p>	<p><b>Malibu</b>  <b>Stan Woo</b>  <a href="mailto:stan.woo@pepperdine.edu">stan.woo@pepperdine.edu</a>            (310) 506-4032</p>

Once the audit period has closed, a history of the 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.