

How to Register for IP Classes

Preparing for Registration

Before you actually register for classes, you should find the courses and add them to your shopping cart.

1. Log in to your Wavenet Account

The screenshot shows the Pepperdine Central Authentication Service (CAS) login page. It features a login form on the left with fields for NetworkID and Password, and a LOGIN button. To the right, there is a welcome message and a security warning. The security warning states: "By logging in via CAS, you agree to abide by the University's Computer and Network Responsible Use Policy." and "Security warning for shared use computers: The only reliable way to sign out of CAS or other web applications is to exit your web browser." Below this, it says "LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT". At the bottom, it provides a link to the password management website: <https://mvid.pepperdine.edu>.

2. Ensure that you have no holds, which includes signing the financial responsibility form and meeting with your academic advisor to ensure that you are on track to graduate and that you're planning to sign-up for the prerequisites you need to study abroad!

The screenshot shows the Pepperdine Wavenet dashboard. The dashboard has a sidebar with navigation links: Home, Personal Info, Academics, Advising, and Finances. The main content area includes a "Welcome to the New WaveNet" message, a "To Do (0)" section, a "Holds (0)" section (highlighted with a red box and an arrow pointing to it from the annotation "1. Ensure that you have zero holds!"), and a "Popular Links" section. Below these, there are tabs for "Fall 2018", "Spring 2019", and "Summer 2019". The "Shopping Cart" section shows "Your Shopping Cart is empty. Please use Class Search to add classes." Below this, the "Enrolled Courses" section displays a table of courses:

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
POSC 448 01 (4/GRD)	Caldwell	AC 270	2:00 PM - 5:50 PM	W	
INTS 455 01 (4/GRD)	Rizkallah	PLC 167	10:00 AM - 11:50 AM	MTh	

At the bottom of the dashboard, there is a "Class Search" button (highlighted with a red box and an arrow pointing to it from the annotation "2. Start here in order to look for new classes!") and links for "Weekly Schedule", "Bookstore", and "Download Calendar".

3. The search window should pop up. Make sure that when you are searching for classes that you are selecting the correct term (Fall 2019) for the classes you are looking to register for.

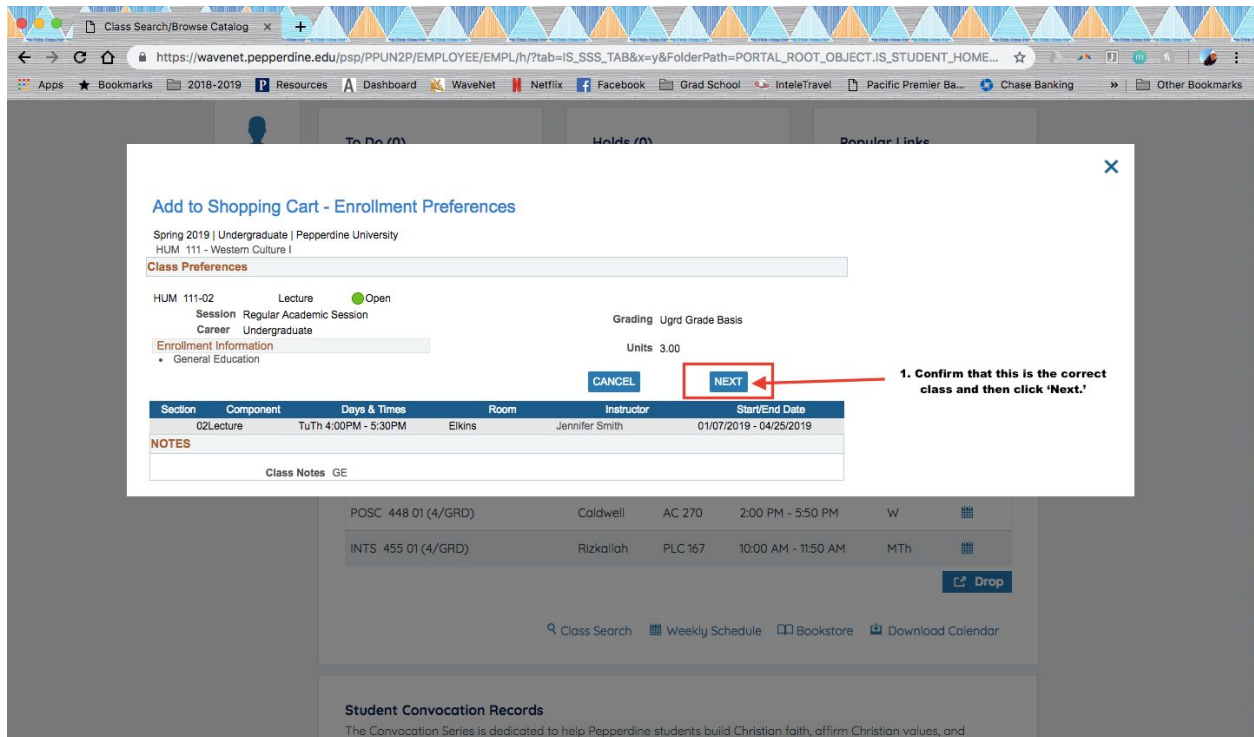
4. Any of the following search methods will work, but it's often easiest to search by the course number. If you're registering for a class in an abroad location, it may be easiest to use the "Additional Search Criteria" drop down menu and search by "Location."

The screenshot shows the 'Enter Search Criteria' form on the Pepperdine University website. The form is titled 'Search for Classes' and includes several sections: 'Institution' (Pepperdine University), 'Term' (Spring 2019), 'Class Search' (Subject, Course Number, Course Career), and 'Additional Search Criteria' (Meeting Start/End Time, Days of Week, Instructor Last Name, Class Nbr, Course Keyword, Minimum/Maximum Units, Course Component, Session, Mode of Instruction, Campus, Location). Red boxes highlight the 'Term', 'Course Number', and 'Location' fields. Red arrows point from text annotations to these fields. The annotations are: 1. 'Make sure that you are searching for classes in the correct term that you are looking to register for.' 2. 'Search for classes via any of these methods. But the easiest is to type in a course number. Example: typing '111' into the box will lead you to any class that has '111' in the title. So it should pull up all offering for HUM 111.' 3. 'If you're registering for a class in an abroad location, it may be easiest to search for a class by location. However, it will also pop up on other search methods, just make sure you're choosing the course with the correct location!'

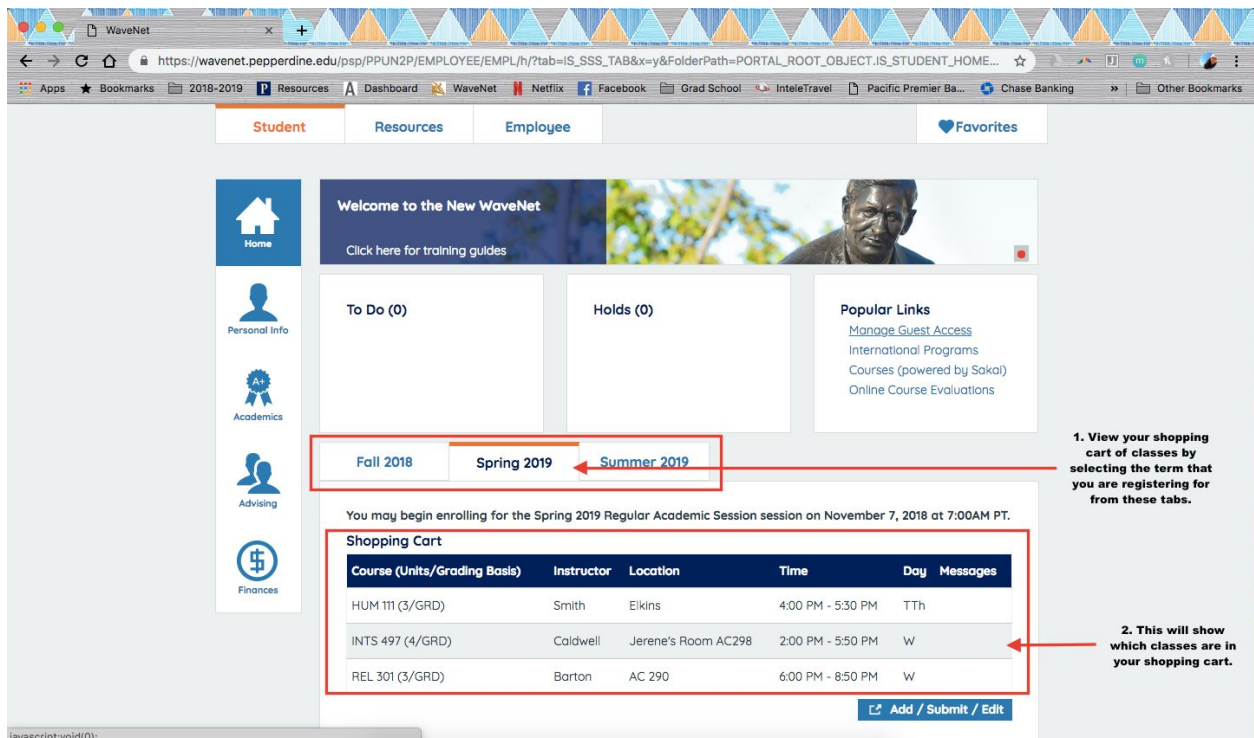
***Each International Program location has a different section number. Make sure that you are registering for the course in your program by making sure that the section number matches that of your program.**

- Buenos Aires: .83 (Example: COM 313.83)
- Florence: .95
- Heidelberg: .91
- Lausanne: .93
- London: .92
- Shanghai: .96
- Washington, D.C.: .72

5. Click 'Select' for the class that you want to be enrolled in. You are not committed to this class by clicking 'Select,' even after you register, you can go back and add and drop more classes provided that they aren't closed. You will then be taken to a page that show the information for the class you selected. Double check that you have selected the correct course and then hit 'Next.'



- Now that class should be added to your 'Shopping Cart.' On the day of your registration deadline, it's important to have all of your classes ready to go at the time that your registration appointment starts -- classes can fill up quickly!
- Now all of the classes you've added should appear in your shopping cart. You can view the classes in your shopping cart by selecting the term that you are registering for:



Registration Day!

- By clicking 'Add/Submit/Edit,' it will allow you to begin the enrollment process once your registration appointment starts. Then click 'Enroll' after confirming that you have all of the classes you need in your shopping cart.

The screenshot displays the Wavenet Pepperdine.edu enrollment shopping cart interface. A modal window titled "Add Classes to Shopping Cart" is open, showing a table of classes. A red box highlights the "ENROLL" button, and a red arrow points to it with the text "1. Select 'Enroll' when your enrollment appointment begins." The table lists three classes: HISM 111-02, INTS 497-01, and REL 301-06. The background shows the user's profile, to-do list, holds, and popular links.

Select Class	Days/Times	Room	Instructor	Units/Status	Class Material(s)
<input type="checkbox"/> HISM 111-02 (1256)	Tu 11:40AM - 5:00PM	Elkins	J. Smith	3.00	Class Material(s)
<input type="checkbox"/> INTS 497-01 (1321)	W 2:00PM - 5:00PM	Jerene's Room AC208	D. Caldwell	4.00	Class Material(s)
<input type="checkbox"/> REL 301-06 (1137)	W 6:00PM - 8:50PM	AC 290	J. Barton	3.00	Class Material(s)

- Wavenet will ask you to confirm that you understand that you are registering for those classes and remind you that you are able to add and drop those classes until the end of the add/drop period, which typically falls at the end of the first week of the term. Accept that agreement and confirm your classes. Your classes will then show up in that term's class schedule.

Important Note: If you need to change the classes, you can add any open class or drop any class with no penalty until the end of the add/drop period at the end of the first week of the term that those classes are in.