

How to Register for IP Classes

Follow instructions below in order to find courses, add courses to your cart, and register for your classes.

1. Log in to your Wavenet Account

The screenshot shows the Pepperdine University Central Authentication Service (CAS) login page. At the top, the Pepperdine logo and the title "Central Authentication Service (CAS)" are displayed. Below the logo is a login form with fields for "NetworkID" and "Password", a "LOGIN" button, and a "Forgot Password?" link. To the right of the form, there is a paragraph explaining the CAS service, a link to the University's Computer and Network Responsible Use Policy, a security warning for shared use computers, and a "LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT" instruction. At the bottom, there is a link to the password management web site.

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 Wavenet dashboard. A red box highlights the "Holds (0)" section, with an arrow pointing to it from the annotation "1. Ensure that you have zero holds!". Another red box highlights the "Class Search" button, with an arrow pointing to it from the annotation "2. Start here in order to look for new classes!". The dashboard includes a sidebar with links to Home, Personal Info, Academics, Advising, and Finances. The main content area shows a "Welcome to the New WaveNet" message, a "To Do (0)" section, a "Holds (0)" section, and a "Popular Links" section. Below these are tabs for "Fall 2018", "Spring 2019", and "Summer 2019". The "Shopping Cart" section shows an empty cart. 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	

3. The search window should pop up. Make sure that when you are searching for classes that you are selecting the correct term for the classes you are looking to register for. If it's Fall 2018, but you're registering for classes for the next semester, set your term to "Spring 2019" -- the January through April term.

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 'Enter Search Criteria' and has a sub-header 'Search for Classes'. It contains several sections for search criteria:

- Institution:** Pepperdine University (selected)
- Term:** Spring 2019 (selected)
- Class Search:**
 - Subject:** (empty)
 - Course Number:** is exactly (empty)
 - Course Career:** (empty)
 - ☒ Show Open Classes Only
- Additional Search Criteria:**
 - Meeting Start Time:** greater than or equal to (empty)
 - Meeting End Time:** less than or equal to (empty)
 - Days of Week:** Include only these days (empty)
 - Instructor Last Name:** begins with (empty)
 - Class Nbr:** (empty)
 - Course Keyword:** (empty)
 - Minimum Units:** greater than or equal to (empty)
 - Maximum Units:** less than or equal to (empty)
 - Course Component:** (empty)
 - Session:** (empty)
 - Mode of Instruction:** (empty)
 - Campus:** (empty)
 - Location:** (empty)

Annotations with red arrows point to specific fields:

1. Make sure that you are searching for classes in the correct term that you are looking to register for. (Points to the Term dropdown)
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. (Points to the Course Number dropdown)
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! (Points to the Location dropdown)

Buttons at the bottom: CLEAR, SEARCH

***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.'

Add to Shopping Cart - Enrollment Preferences

Spring 2019 | Undergraduate | Pepperdine University
HUM 111 - Western Culture I

Class Preferences

HUM 111-02 Lecture ● Open
Session: Regular Academic Session Grading: Ugrd Grade Basis
Career: Undergraduate Units: 3.00

Enrollment Information
• General Education

Section **Component** **Days & Times** **Room** **Instructor** **Start/End Date**

02Lecture	TuTh	4:00PM - 5:30PM	Elkins	Jennifer Smith	01/07/2019 - 04/25/2019
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NOTES

Class Notes: GE

CANCEL **NEXT**

1. Confirm that this is the correct class and then click 'Next.'

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

Drop

Class Search Weekly Schedule Bookstore Download Calendar

Student Convocation Records
The Convocation Series is dedicated to help Pepperdine students build Christian faith, affirm Christian values, and

6. 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!

7. 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:

WaveNet

https://wavenet.pepperdine.edu/psp/PPUN2P/EMPLOYEE/EMPL/h?tab=iS_SSS_TAB&x=y&FolderPath=PORTAL_ROOT_OBJECT.IS_STUDENT_HOME...

Student Resources Employee Favorites

Welcome to the New WaveNet

Click here for training guides

To Do (0) Holds (0)

Popular Links

- Manage Guest Access
- International Programs
- Courses (powered by Sakai)
- Online Course Evaluations

Fall 2018 Spring 2019 Summer 2019

You may begin enrolling for the Spring 2019 Regular Academic Session session on November 7, 2018 at 7:00AM PT.

Shopping Cart

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
HUM 111 (3/GRD)	Smith	Elkins	4:00 PM - 5:30 PM	TTh	
INTS 497 (4/GRD)	Caldwell	Jerene's Room AC298	2:00 PM - 5:50 PM	W	
REL 301 (3/GRD)	Barton	AC 290	6:00 PM - 8:50 PM	W	

Add / Submit / Edit

1. View your shopping cart of classes by selecting the term that you are registering for from these tabs.

2. This will show which classes are in your shopping cart.

8. 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.

Enrollment Shopping Cart

https://wavenet.pepperdine.edu/psp/PPUN2P/EMPLOYEE/EMPL/h?tab=iS_SSS_TAB&x=y&FolderPath=PORTAL_ROOT_OBJECT.IS_STUDENT_HOME_FLD&jsconfig=iS_ED_SSS_SUMMARYLnk

Personal Info To Do (0) Holds (0) Popular Links

Add Classes to Shopping Cart

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

Spring 2019 | Undergraduate | Pepperdine University

CHANGE TERM

Open Closed Wait List

Add to Cart Enter Class Nbr

Find Classes SEARCH

SPRING 2019 SHOPPING CART

Select Class	Days/Times	Room	Instructor	Units/Status	Class Material(s)
HUM 111-02 (1206)	TuTh 4:00PM - 5:30PM	Elkins	J. Smith	3.00	Class Material(s)
INTS 497-01 (1321)	We 2:00PM - 5:50PM	Jerene's Room AC298	D. Caldwell	4.00	Class Material(s)
REL 301-06 (1137)	We 6:00PM - 8:50PM	AC 290	J. Barton	3.00	Class Material(s)

for selected DELETE ENROLL

1. Select 'Enroll' when your enrollment appointment begins.

My Spring 2019 Class Schedule

You are not registered for classes in this term.

Add / Submit / Edit

Enrolled Courses

You have no enrolled courses for this term. Please submit from the Pending Shopping Cart to enroll in classes.

Class Search Weekly Schedule Bookstore Download Calendar

Student Convocation Records

The Convocation Series is dedicated to help Pepperdine students build Christian faith, affirm Christian values, and address the moral and ethical dimensions of current issues.

For a calendar of upcoming events, list of our policies, and lineup of Club Canvas, please visit our website: <http://community.pepperdine.edu/seaver/convos> You can also find us on Facebook and Twitter (@PepperdineConvo).

9. 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.

NOTES:

If there is a class that you need to take that you weren't able to register for due to a prerequisite error or a cap error, please contact beverly.cawyer@pepperdine.edu

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. For example, if you have registered for Religion 102 and then you realize that you do not want to take this class, you can drop Religion 102 until the end of the first week that you are taking the class.