

Student Resource Guide

September 8, 2020 - July 30, 2021





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Table of Contents

Welcome	3	Campus Life	12
WaveNet and My Community	4	Completing Your Degree	16
Student Services	6	Alumni Services	17
Student Financials	10	Wellness and Safety	18
Student Employment	11		



WELCOME!

Welcome to the Graduate School of Education and Psychology (GSEP)

Student Services provides important resources to support your academic success, while also encouraging you to make deeper connections with the Pepperdine community.

The Student Services Office actively strives to empower, encourage, and educate students for success. Our mission is to provide exceptional service to students, faculty, and staff, and support the overall mission of the University to strengthen student lives for purpose, service, and leadership.

We highly encourage you to utilize the services at the University to maximize potential opportunities and fulfill your professional and personal goals. The GSEP community is service-oriented, and it's important that throughout your academic career you inquire about events and services to enhance your educational experience.

GSEP is recognized as an innovator in higher education and strives to offer you a seamless transition from the classroom to the community. We are excited that you have chosen GSEP and have joined the Pepperdine family.

Michelle Blas
Senior Director, Student Success
Graduate School of Education and Psychology

CAMPUSES

Calabasas Graduate Campus	818.702.1000
Drescher Graduate Campus, Malibu	310.506.4000
Encino Graduate Campus	818.501.1600
Irvine Graduate Campus	949.223.2500
West Los Angeles Graduate Campus	310.568.5600



WAVENET AND MY COMMUNITY

Wavenet.pepperdine.edu is the link to Pepperdine's student system portal. Through the use of WaveNet, students can access email, enroll in classes, view grades, contact their academic advisor or program administrator, request transcripts, access Courses, and much more.

Pepperdine uses a Campus Wide Identification number (CWID) as a numeric identifier for your student records. Your unique CWID will appear on your Student ID card. Be sure to use your CWID in correspondence with the University as well as your Pepperdine email address for all electronic communications with the University.

To access your student WaveNet account:

- Type wavenet.pepperdine.edu in your browser
- Click the "Log in to WaveNet" button
- Enter your Network ID and Password
- Click "Login" to enter your WaveNet student portal "Home" page

My Community

Community.pepperdine.edu is an internal site designated to provide information to current students, staff, faculty, and alumni. You can find instructions to guide you through WaveNet and important information to keep you updated with the Pepperdine community.

community.pepperdine.edu/it/tools/wavenet/students | 310.506.HELP (4357)

Please click the button below to begin your full WaveNet experience

[Log in to WaveNet](#)
[Forgot Password?](#)

MY i.D. - Password Management

Verify/Update your MyID profile NOW!

- Bypass the IT Service Desk and **reset** your password **yourself**
- **Retrieve** a PIN to reset your password on your **mobile device** or **alternate email address**
- **24/7** password reset service

For best results, we recommend using Firefox. You may experience some incompatibility issues using an Internet Explorer browser. To configure your browser for optimum use with WaveNet, follow the browser instructions.

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.

✓ EGLC 755 has been added to your Shopping Cart.

Fall 2018 | Graduate | Pepperdine University

[CHANGE TERM](#)

● Open ■ Closed ▲ Wait List

Add to Cart
Enter Class Nbr

[ENTER](#)

Find Classes

[SEARCH](#)

FALL 2018 SHOPPING CART

Select Class	Days/Times	Room	Instructor	Units	Status	Class Material(s)
<input type="checkbox"/> EGLC 714-25 (2653)		TBA	K. Rhodes	3.00	●	Class Material(s)
<input type="checkbox"/> EGLC 755-25 (2656)		TBA	L. Polin	3.00	●	Class Material(s)
for selected		DELETE	ENROLL			

My Fall 2018 Class Schedule

✓ Enrolled ⊗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status	Class Material(s)
EDOL 791-51 (2479)	Dissertation Research (Dissertat)		TBA	F. Madjidi	2.00	✓	Class Material(s)



Home



Personal info



Academics



Advising



Finances

To Do (1)

- ☐ Approve Financial Resp Agrmnt
Due: 5/24/2019

Holds (1)

⚠ Registration Hold

Popular Links

[Manage Guest Access](#)
[International Programs](#)
[Courses \(powered by Sakai\)](#)
[Online Course Evaluations](#)
[Navigate](#)

Spring 2019

Summer 2019

You may begin enrolling for the Summer 2019 Education & Psychology 10 session on May 28, 2019 at 8:00AM PT.

Shopping Cart

Your Shopping Cart is empty. Please use Class Search to add classes.



STUDENT SERVICES

Academic Advisement

Each academic program is assigned to an academic advisor or program administrator to assist students with personalized guidance throughout their program. Advisors and program administrators can counsel you on enrollment options, academic progress, registration holds, and much more.

Students are encouraged to request individualized advisement appointments whenever they have questions regarding their academic program or student record. Refer to the program list below for direct contact to your academic advisor or program administrator.

Education

K-12 Education Programs, MS Programs, and SEC	310.568.5770
EdD and PhD Programs (Leadership and Technology)	310.568.5738

Psychology

PsyD Program	310.568.5607
MA Psychology Programs (Evening Format)	310.568.2351
MA Psychology Programs (Malibu Daytime Format)	310.506.4608
MS Psychology Program and Aliento	310.568.2317
Online Psychology Programs	844.288.1502

<https://community.pepperdine.edu/gsep/student-services/academic-advising/>



Class Registration

Students are assigned a date and time block for registration each term. This time block will appear on the “Home” page in your WaveNet account once assigned. Students must clear all registration holds prior to registering for classes.

For detailed instructions on how to add or drop classes, submit various academic requests, and view term registration dates, please visit

<https://community.pepperdine.edu/gsep/student-services/registration/>

Degree Progress

Students can track their academic progress through the use of the Degree Audit Report (DAR). Your DAR will confirm for you which classes you have completed, are in the process of completing, and which you have left in order to complete your degree.

To access your DAR, select the “Academics” button from the “Home” page of your WaveNet account and click the Degree Audit Report link.

For questions regarding your curriculum, consult with the GSEP Academic Catalog applicable to your term of entry, or applicable to the term of a program plan change. You should also contact the Education or Psychology departments listed on page 6.

[gsep.pepperdine.edu/student-life/catalog/](https://community.pepperdine.edu/gsep/student-life/catalog/)





International Students

Pepperdine defines an international student as one having neither U.S. citizenship nor a U.S. Permanent Resident Visa. The Office of International Student Services (OISS) is here to support you while on your F-1 student visa.

You must enroll for a full-time unit load each term unless you have prior authorization from OISS for a reduced unit load.

<https://gsep.pepperdine.edu/student-life/services/international-student/resources/oiss@pepperdine.edu> | 310.506.4246

Institutional Review Board

The primary goal of the Graduate and Professional Schools Institutional Review Board (GPS IRB) Office is to protect the rights and welfare of human subjects participating in research activities conducted under the auspices of Pepperdine University.

Research projects conducted by any Pepperdine graduate student including: critical literature reviews, theses, dissertations, and independent research projects, with the intent to contribute to generalizable knowledge must be supervised by a Pepperdine faculty member. Because such directed or independent research projects employ systematic data collection and plan the public dissemination of the research findings, they must also be submitted to the GPS IRB Office for review prior to the commencement of any data collection and/or contact with human subjects. The GPS IRB Office only accepts online applications which can be submitted through the eProtocol IRB system.

community.pepperdine.edu/irb/ | gpsirb@pepperdine.edu

Student Accessibility

The Office of Student Accessibility (OSA) seeks to accommodate students with documented disabilities to allow them equal standing in educational endeavors. In compliance with state laws, OSA at Pepperdine is dedicated to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities, and facilities.

pepperdine.edu/student-accessibility/
student.accessibility@pepperdine.edu | 310.506.6500

Teaching Credentials and MFT/LPCC Program Certification

The GSEP Credentials Office is the central administrative office for all students working toward their teaching credentials or MFT/LPCC certification. The office can assist you in everything from deciding which credential may suit you best, fulfilling state credential requirements, scheduling credential sessions, completing the proper prerequisites upon admittance, and providing MFT/LPCC Program Certifications for Board of Behavioral Sciences state applications.

credinfo@pepperdine.edu | 310.568.5656

Transcripts/Enrollment Verifications

Current students can view transcripts free of charge or order official transcripts through their WaveNet account. Simply select the “Academics” button from the “Home” page of your WaveNet account, then click the “View Unofficial Transcripts” or “Order Transcript/Verification” link. Processed transcripts are \$5.00 per copy.

Enrollment verification may be provided upon request to students for the purposes of health and auto insurance, credit card application, employment application, and scholarship application. Enrollment verification is processed for the current term of enrollment and after the add/drop period for the term. The University reports all enrollment to the National Student Clearinghouse throughout each term. Currently enrolled students may request an Enrollment Verification by selecting the “Order Transcript/Verification” link through their WaveNet student portal.

pepperdine.edu/registrar | onestop@pepperdine.edu

Writing Support

Writing Support provides a variety of services, including guidance and feedback on writing for all papers and dissertations, webinars and workshops on the writing process, in-class workshops, and individual consultation and tutoring.

community.pepperdine.edu/gsep/writing-support
community.pepperdine.edu/gsep/dissertation
gsep.writingsupport@pepperdine.edu



STUDENT FINANCIALS

Financial Aid

Financial aid awards are based on an analysis of the student's financial aid eligibility and enrollment status. Students must reapply for financial aid (FAFSA) before the start of each aid year. Students must be enrolled half-time to receive a Federal Stafford Loan and full-time in course work to receive institutional grants or scholarships (enrollment in comprehensive exam and dissertation does not qualify for institutional grants). All financial aid may be adjusted upon review of a student's eligibility and enrollment status at and after the start of the term.

gsep.pepperdine.edu/admission/financial-aid | gsepfaid@pepperdine.edu

Veterans utilizing the Veterans Administration benefits program should consult the Office of Student Information and Services prior to registration.

pepperdine.edu/registrar/veterans | 310.506.7999

Student Accounts

Students are responsible for anticipating total tuition and fee charges and should be prepared to make appropriate payment on or before the first day of the term. If financial arrangements are not completed by the last day of the add/drop period, finance charges will be assessed. The Student Accounts Office provides student account information and processes tuition payments, company reimbursement, and student refunds. To review your Pepperdine student account activity, including detailed information about tuition charges, payment due dates, financial aid credited to your account, or refunds processed, log into your WaveNet account and select the "Finances" button from the "Home" page.

Students may drop classes without tuition penalty during the add/drop period only; however, once students have registered for a term, if all classes are dropped after the initial registration through the last day of add/drop for the term, a charge of \$150 is assessed. Students withdrawing from courses after the add/drop period are subject to the partial tuition refund policy. You may view the tuition refund policy in the 2020-2021 GSEP Academic Catalog or on the GSEP Student Accounts website.

community.pepperdine.edu/gsep/student-accounts | gsepsa@pepperdine.edu



STUDENT EMPLOYMENT

Career Services

The GSEP Career Services team operates from an innovative model of career education and holistic career counseling for today's rapidly changing workforce. Services include helping individuals clarify their purpose and build lifelong employability skills in order to strengthen their personal brand and prepare for career advancement. Students and alumni have access to career counseling, as well as virtual self-marketing consultations for resume/CV and cover letter customization assistance; interview preparation and practice; and industry-specific employment search strategies. Career Services hosts relevant career development programs, providing career exploration and networking opportunities with alumni and industry leaders, as well as prospective employers. Grounded in a postmodern theory called Career Construction, we help you construct your career narrative through Life Design Counseling as well as provide you with the tools and strategies to become competitive in today's job market.



GSEP uses Handshake as its official career portal—a modern career management platform that provides students and alumni with access to over 300,000 employers globally as well as career resources and events.

gsep.pepperdine.edu/career-services
gsep.careerservices@pepperdine.edu | 310.568.5656

Student Employment

The GSEP Student Employment Office is here to assist students with their on-campus student employment needs and questions. We offer three types of on-campus student employment: Graduate Assistant (GA), Research Assistant (RA), and Teaching Assistant (TA). Available positions are listed in Handshake.

community.pepperdine.edu/gsep/student-services/student-employment
gsepsemp@pepperdine.edu | 310.568.2327



CAMPUS LIFE

Bookstore

All book price information can be accessed on the bookstore website. You have the option to buy new or used textbooks, to rent textbooks, or to download a digital textbook. Students can reach the ordering service at the following websites: pepperdine.wla.bkstr.com for the Calabasas, Encino, Irvine, and West Los Angeles Graduate Campuses, and pepperdine-drescher.bkstr.com for the Drescher Graduate Campus.

Housing

On-campus housing is offered only at the Drescher Graduate Campus in Malibu.

For all other campus locations, housing is not provided for graduate students. Housing and Residence Life guides for the Calabasas, Encino, Irvine, and West Los Angeles Graduate campuses are available for reference on the Housing and Residence Life web page to help graduate students search for the best location to meet their residential needs.

gsep.pepperdine.edu/student-resources/services/housing

Library

Students, faculty, staff, and alumni of GSEP are served by three libraries and three reference centers for the University library's system. The library collection contains 800,000 books and an extensive number of government documents, periodicals, electronic databases, online materials, and specialized print and nonprint materials.

library.pepperdine.edu



Shopping, Dining, and Entertainment

Calabasas Organic Patio Cafe (Calabasas Graduate Campus) [organicpatiocafe.com](https://www.organicpatiocafe.com)

Malibu Country Mart (Malibu Campus) [malibucountrymart.com](https://www.malibucountrymart.com)

Sherman Oaks Galleria (Encino Graduate Campus) [shermanoaksgalleria.com](https://www.shermanoaksgalleria.com)

South Coast Plaza (Irvine Graduate Campus) [southcoastplaza.com](https://www.southcoastplaza.com)

The Promenade at Howard Hughes Center (West Los Angeles Graduate Campus) [hhpromenade.com](https://www.hhpromenade.com)

Student Activities

Athletic Events

Admission into all regular-season home events is free to those with a current, valid Pepperdine ID.
[pepperdinewaves.com/index.aspx](https://www.pepperdinewaves.com/index.aspx)

Center for the Arts

Experience the power and joy of the performing arts on the Malibu campus. Become a subscriber and save 10 percent or more on the best seats. Anyone can subscribe by choosing just four or more shows and ordering over the phone or in person through the box office.

arts.pepperdine.edu | 310.506.4522



GSEP Events

At GSEP, we have a calendar of events that reflects our commitment to advancing in intellect and growing in spirit. Our events include lecture series, service opportunities, devotional gatherings, and other ways to connect with your community. The Margaret J. Weber Distinguished Lecture Series brings leading change agents to GSEP to discuss the challenges and opportunities in our world today.

community.pepperdine.edu/events/gsep

Student Groups

The student-affiliated scholarly organizations and societies at GSEP provide students with the opportunity to enhance their personal and professional development beyond academic studies. With the support of faculty advisors, our student-led organizations encourage members to learn and grow together in an environment supportive of diversity and creativity. A complete list of student-led organizations for the education and psychology departments can be found on the GSEP website.

gsep.pepperdine.edu/student-resources/groups

Student Parking

Student parking is available at each of our five campuses. For detailed information regarding parking passes, key cards, and vehicle registration at your preferred campus, please visit the My Community parking page.

<https://community.pepperdine.edu/gsep/student-services/parking/>



COMPLETING YOUR DEGREE

Degree Posting

Students must apply to graduate in order for their degree to be posted to their transcript. Master's-degree students will be sent instructions for completing an application for degree posting at the start of the term in which they are expected to graduate. Doctoral students will be given instructions for applying to graduate during APA clearance.

Degrees are posted on transcripts at the end of the term in which all requirements for the degree have been satisfied, official grades have been received, and an Application for Degree Posting has been submitted.

gsep.pepperdine.edu/student-resources/services/graduation-faqs | gsepreg@pepperdine.edu



Commencement Ceremony

The GSEP Commencement Ceremony is held annually in May at the Malibu campus. Attendance at the commencement ceremony is expected of all graduating students. Students must RSVP by completing the Commencement Ceremony RSVP link, which will be emailed to all potential graduates during the spring term.

community.pepperdine.edu/gsep/student-services/graduation
gsepgrad@pepperdine.edu



ALUMNI SERVICES

As a GSEP graduate, you belong to an exclusive alumni network boasting more than 26,000 leading educators and psychologists. Your alma mater provides you lifelong access to a broad range of services, resources, and events designed to help you tap into your global alumni network to support you in any stage of life and your career. Connect with your Pepperdine family early and often to find a purposeful career and prepare for your future.

gsep.pepperdine.edu/alumni



PeppConnect is an online resource where you can build professional, personal, and purposeful relationships with the Pepperdine community all over the world. Join PeppConnect today to meet fellow Waves who share your interests and expertise and begin expanding your professional network.

<https://connect.pepperdine.edu/>



WELLNESS AND SAFETY

Counseling Center

Pepperdine's Counseling Center provides free, confidential services for all students, including individual, couples and group counseling; walk-in consultations; and psycho-educational outreach programming. We recognize that mental health issues are inextricably intertwined with academic functioning and spiritual development. If you need some support, feel free to reach out to the Counseling Center.

community.pepperdine.edu/counselingcenter
student.counseling.center@pepperdine.edu | 310.506.4210

Health Center

The Student Health Center provides a wide variety of services similar to any family practice office, including care for respiratory problems, sports medicine, injuries, women's and men's health, and dermatology. The Center also administers the immunization and travel medicine programs.

community.pepperdine.edu/healthcenter/ | 310.506.4316

Pepperdine Resilience-Informed Skills Education (RiSE) Program

RiSE is a central resource that provides students opportunities through workshops, classes, peer educators, resilience mentors and coaches, films and speakers, special service opportunities, and digital resources.

pepperdine.edu/rise | 310.506.4472



Public Safety

If you believe an individual poses an imminent threat to a member or members of the University community, please contact the Department of Public Safety immediately. If you are located at a graduate campus and believe imminent danger is likely, please contact 911 immediately, and then contact the Department of Public Safety. If you do not believe that harm is imminent, but an individual’s behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern to the Department of Public Safety or your dean’s office. The Department of Public Safety is open every day, 24 hours a day.



Report tips to campus police, digitally walk your friends home, and know what to do in emergencies. Download “LiveSafe” from Google Play or the App Store. Select “Pepperdine University” If you have any questions, contact the Department of Public Safety.

LiveSafe pepperdine.edu/publicsafety/ | 310.506.4442

Student Code of Conduct

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. A detailed description of the University’s policies regarding discrimination, harassment, and sexual misconduct, as well as applicable complaint and grievance procedures are available in the link included below.

pepperdine.edu/student-life/student-code-of-conduct/standards-of-conduct/standards-gsep.htm
gsep.studentservices@pepperdine.edu

Emergency Information

For up-to-date information about University-related emergency issues, please visit:

emergency.pepperdine.edu.

Department of Public Safety	310.506.4442
Graduate School of Education and Psychology Dean’s Office	310.568.5615
Graziadio Business School Dean’s Office	310.568.5689
Human Resources	310.506.4397
School of Law Dean’s Office	310.506.4621
School of Public Policy Dean’s Office	310.506.7490
Seaver College Dean of Students Office	310.506.4280



STAY CONNECTED

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DOWNLOAD THE PEPPERDINE MOBILE APP

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Follow us on Twitter @PepGSEP

CONTACT US

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6100 Center Drive, Suite 500

Los Angeles, CA 90045

Phone: 310.568.5600

Email: gsep.studentservices@pepperdine.edu

Web: gsep.pepperdine.edu/student-resources/