STUDENT RESOURCE GUIDE

2023-2024

CALABASAS

IRVINE

MALIBU

WEST LA

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Calabasas Graduate Campus	818.702.1000
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WELCOME TO THE GRADUATE SCHOOL OF EDUCATION AND PSYCHOLOGY (GSEP)

At GSEP, we are committed to supporting student success in the classroom and through engaging activities and events that build community across the graduate campuses. We aim to provide exceptional service to students rooted in Pepperdine's mission of strengthening student lives for purpose, service, and leadership.

The GSEP Student Services Office supports each student's academic pursuits through advisement, writing support, student registration, and linking students to Pepperdine resources across the University. Regardless of the program modality, each student is assigned an advisor to assist them through their graduate program.

We encourage students to meet their advisors, seek learning opportunities, attend professional events, and build relationships with students, faculty, and staff.

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

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

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 the learning management system (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 website 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)

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, EdD (EDLP and LT)	310.568.5543
MS Programs, SEC, EdD (OL)	310.568.5770
PhD Program	310.568.5738

Psychology

PsyD Program	310.568.5607
MA Psychology Programs *(Evening Format)*	310.568.2351
MA Psychology Program *(Malibu Daytime Format)*	310.506.4608
MS Psychology Program *(ABA)*	310.568.2317
MA Psychology Program *(Latinx)*	949.223.2571
Online Psychology Programs	844.288.1502

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 *community.pepperdine.edu/gsep/student-services/registration*

Degree Progress

Students can track their academic progress through the use of the Degree Audit Report (DAR) in WaveNet. 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.

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 5.
gsep.pepperdine.edu/student-life/catalog

International Students

Pepperdine defines an international student as a student who does NOT hold US citizenship, US dual citizenship, US permanent residency, or US refugee/asylee status.

You must enroll for a full-time unit load each term unless you have prior authorization from the Office of International Student Services (OISS) for a reduced unit load.
oiss.pepperdine.edu | *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

The GSEP Credentials Office is the central administrative office for all students working toward their teaching credentials. The office can assist you in everything from deciding which credential may suit you best, fulfilling state credential requirements, scheduling credential sessions, and completing the proper prerequisites upon admittance.

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 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 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

Veterans

Pepperdine is an active participant in the Yellow Ribbon G.I. Education Enhancement Program (Yellow Ribbon Program), proudly offering tuition support (almost $3M annually) to Yellow Ribbon-eligible students. Pepperdine does not limit the number of Yellow Ribbon-eligible students that can attend our schools at any time. Veterans utilizing the Veterans Administration benefits program should consult the Office of Student Information and Services prior to registration.

Pepperdine is where PeppVets are valued, supported, challenged, and prepared for their lives ahead. Veteran's affiliated students also receive a priority registration appointment.

pepperdine.edu/registrar/veterans | 310.506.7999

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.

You may schedule an appointment or submit a paper at pepperdine.mywconline.com

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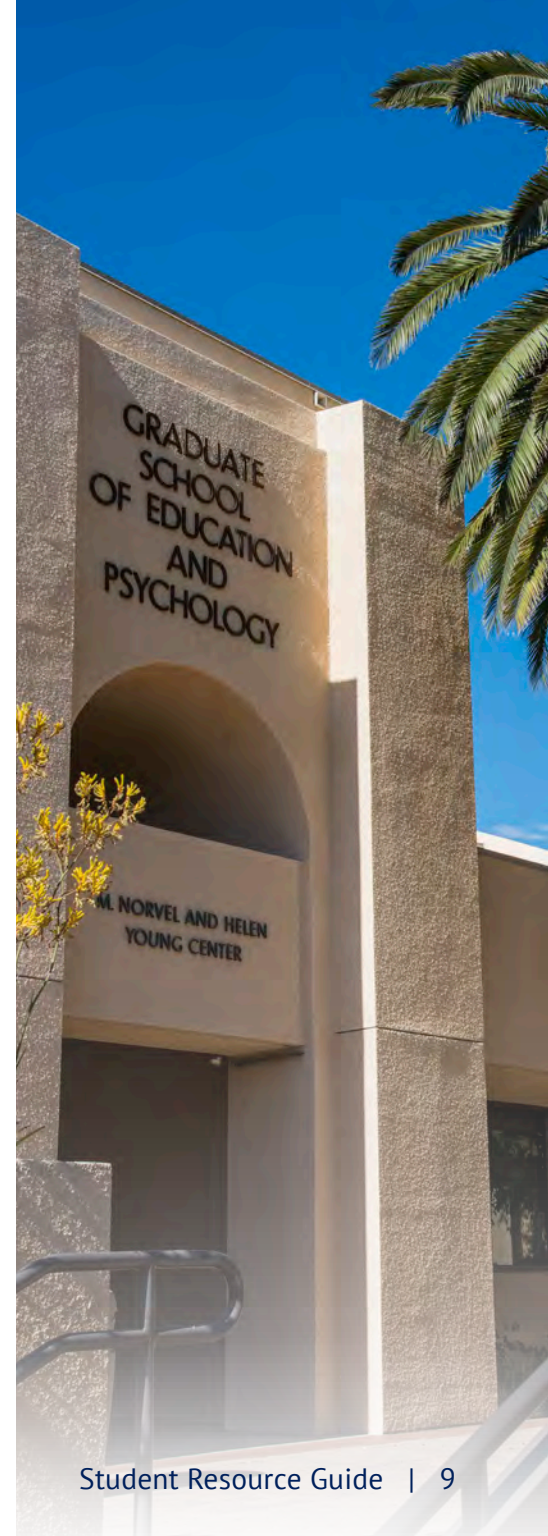
STUGENT FINANCIALS

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. Students who transition into clinical practicum or dissertation research after selection are eligible to retain their awarded scholarship). 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 | *310.568.5775*

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 2023-2024 GSEP Academic Catalog or on the GSEP Student Accounts website.

community.pepperdine.edu/gsep/student-accounts

gsepsa@pepperdine.edu | *310.568.5588*

STUDENT EMPLOYMENT

Career Services

GSEP Career Services operates from an innovative approach that promotes clarity of purpose, self-confidence, and community connections. We offer customized services for our graduate students and alumni throughout their career, whether they are preparing for a transition, positioning themselves for advancement, clarifying their next goal, navigating workplace dynamics, or launching their own business. Through career design sessions, self-marketing consultations, and our signature programs, we provide lifelong career development support for accessing and thriving in a rapidly changing workforce. By honoring the intersectionality of identities, GSEP Career Services empowers each individuals' unique career journey of purpose, service, and leadership. GSEP uses Handshake as its official career portal—a modern career management platform that provides students and alumni with access to over 750K employers globally, as well as career resources, events, and peer-to-peer networking.

gsep.pepperdine.edu/career-services
gsep.careerservices@pepperdine.edu | 310.568.5632

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. **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, 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. A Housing and Residence Life guide for the Calabasas, Irvine, and West Los Angeles Graduate campuses is available for reference on the Housing and Residence Life website 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

Malibu Village (Malibu Campus) *malibuvillage.com*

South Coast Plaza (Irvine Graduate Campus) *southcoastplaza.com*

The Commons at Calabasas (Calabasas Campus) *shopcommons.com*

The Promenade at Howard Hughes Center
(West Los Angeles Graduate Campus) *shophhla.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*

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. *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. *community.pepperdine.edu/events/gsep*

The Margaret J. Weber Distinguished Lecture Series brings leading change agents to GSEP to discuss the challenges and opportunities in our world today. *gsep.pepperdine.edu/dls*

Sacred Centering is a monthly devotional gathering for GSEP faculty, staff, students, and alumni to gather as a community, pause to focus on God's sanctity, and allow for the renewal of our collective spirits. All religions and faith practices are welcome.

gsep.pepperdine.edu/student-life/spiritual/sacred-centering

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 four campuses. For detailed information regarding parking passes, key cards, and vehicle registration at your preferred campus, please visit the My Community parking page.

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. Students must RSVP by completing the Commencement Ceremony RSVP link, which will be emailed to all potential graduates during the spring term.

gsep.pepperdine.edu/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

gsepalum@pepperdine.edu *(GSEP Alumni Relations)*

PeppConnect

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.

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.

Crisis support is available 24/7 by calling 310.506.4210. An on-call counselor stands ready to respond to you for crisis consultation.

As a part of the Thrive Wellness program, Pepperdine University has partnered with TimelyCare to offer students free access to counseling and psychiatric support through the TimelyCare platform. TimelyCare serves as a 24/7 virtual extension of the Counseling Center, with the goal of supporting student mental health.

Your pepperdine.edu email gives you free premium access to the app Sanvello. With Sanvello you can track your mood and health habits, practice mindfulness and meditation, and build good daily habits to support your mental health.

Download the TimelyCare or Sanvello app through Google Play or the App store.

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.

Pepperdine has partnered with TimelyMD to offer students free access to medical support through the TimelyCare platform.

community.pepperdine.edu/healthcenter | *310.506.4316*

Pepperdine Resilience Skills Education Program

Pepperdine Resilience-Informed Skills Education (RiSE) Program

RiSE seeks to build the physical, cognitive, social, life skills, service, and spiritual resilience of our students by providing them with frameworks that can be used to navigate life's difficulties. RiSE seeks to equip students with resilience skills across six different dimensions (each dimension has three core building blocks).

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.

Subscribe to the monthly newsletter to stay in the know about RiSE programming, workshops, and community-building opportunities by visiting: *pepperdine.edu/rise/newsletter*

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.

pepperdine.edu/publicsafety | [310.506.4442](tel: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

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Find us on LinkedIn
linkedin.com/school/pepperdine-university-graduate-school-of-education-and-psychology
Follow us on Twitter and Instagram @PeppGSEP, and TikTok @PepperdineUniversityGSEP

CONTACT US
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Phone: 310.568.5600
Email: gsep.studentservices@pepperdine.edu
Web: gsep.pepperdine.edu/student-resources