STUDENT RESOURCE GUIDE

September 5, 2022–August 4, 2023

PEPPERDINE | GRADUATE SCHOOL OF
EDUCATION & PSYCHOLOGY

CALABASAS

IRVINE

MALIBU

WEST LA

TABLE OF CONTENTS

CAMPUSES

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

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

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)

WaveNet
PEPPERDINE

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)
☐	EGLC 714-25 (2653)		TBA	K. Rhodes	3.00	●	Class Material(s)
☐	EGLC 755-25 (2656)		TBA	L. Polin	3.00	●	Class Material(s)
	for selected		**DELETE**		**ENROLL**		

▽ **My Fall 2018 Class Schedule**

🏠 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, 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). 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

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.

gsep.pepperdine.edu/student-life/services/international-student
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 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. 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*

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 2022-2023 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 three-pillar model of career strategy, community engagement, and research insights. Through genuine care, students and alumni are provided lifelong career development support as they enter and succeed in a rapidly changing workforce. The department's vision is that every GSEP graduate will have the clarity, confidence, and community to access, thrive in, and transform the future workplace. Through one-on-one Career Design Sessions and classroom presentations, students receive support in clarifying their purpose, creating a strategy, and developing an action plan. Topics might include: preparing for a career transition; positioning for career advancement; determining the next career goal; navigating workplace dynamics; and discussing plans for launching a business or practice. Through Document & Social Media Consults, students can receive feedback on their Resume/CV, cover letter, and LinkedIn profile, as well as learn about current online career tools.

In addition, customized career programs, including "Jamii: Communities of Practice" and the annual "Meet the Schools: K-12 Virtual Event," are hosted to share labor market insights and networking opportunities. GSEP uses Handshake as its official career portal—a modern career management platform that provides students and alumni with access to over 650K 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.

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

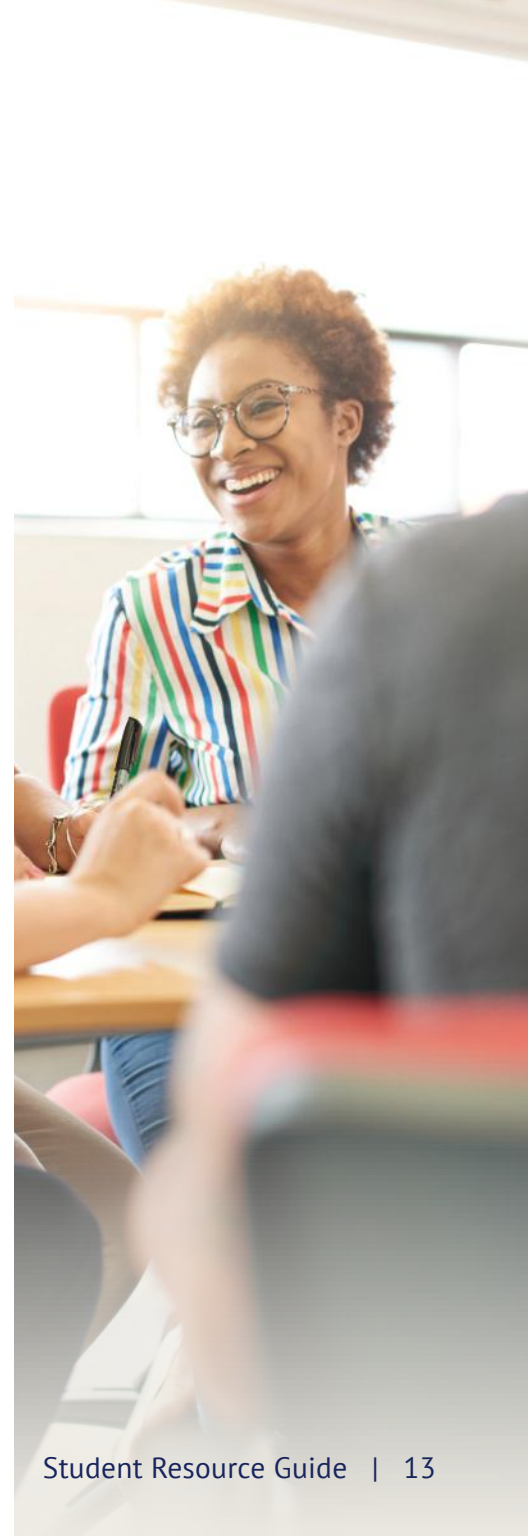On-campus housing is offered only at the Drescher Graduate Campus in Malibu.

For all other campus locations, housing is not provided for graduate students. Housing and Residence Life guides for the Calabasas, 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

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. 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 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. 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.

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.

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

Pepperdine Resilience Skills Education 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.

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

DOWNLOAD THE PEPPERDINE MOBILE APP
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Follow us on Twitter @PeppGSEP

CONTACT US
Pepperdine | Graduate School of Education and Psychology
6100 Center Drive, Suite 500
Los Angeles, CA 90045
Phone: 310.568.5600
Email: gsep.studentservices@pepperdine.edu
Web: gsep.pepperdine.edu/student-resources/