

**PEPPERDINE UNIVERSITY**  
Graduate School of Education and Psychology

**Summer 2011**  
*Term Handbook*

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# INTRODUCTION

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## *For All Students*

Students register for courses online. Each student is assigned specific dates and a time block for registration, which will be emailed to your Pepperdine University email account. *During your time block, courses may be added and/or dropped without penalty.* If for any reason you cannot register within your assigned registration period, you may still register late through your Student Services Advisor or online during the add/drop period. **A late registration fee of \$150.00 will apply.**

- The maximum unit load for **PSYCHOLOGY** graduate students is **ten** units. Students who wish to exceed the maximum should put their request in writing to obtain approval from the Student Services Advisor before registration.
- Requests for Independent Study must be handled by the Program Office or Student Services Advisor at the phone number listed below prior to the start of the term.

PsyD Program	(310) 568-5607
MA Psychology Programs	(310) 568-5618
K-12 Education Programs	(310) 568-5770
Education Programs in Leadership and Technology	(310) 568-5738
- After you register for courses, you are **OFFICIALLY ENROLLED AND COMMITTED TO ATTEND CLASS(ES)**. Billing due date reminders and account activity notifications will be emailed to students each month.
- Financial arrangements for Summer 2011 must be made by May 8, 2011. Failure to comply with the University Financial Policy will result in the cancellation of your registration and an assessment of a \$150.00 withdrawal fee.
- After you have registered, **please confirm your schedule of classes in the Wavenet Student Center** before the beginning of the term. Follow steps on page G under “*To View Class Schedule and Find Classes*” heading.

*Best wishes for the Summer 2011 academic term.*

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# ACADEMIC CALENDAR AND TUITION REFUND SCHEDULE

## Academic Calendar

### General Administrative Dates

May 2	Late registration fee and withdrawal fee apply
May 30	Memorial Day holiday (No classes meet)
July 4	Independence Day Holiday (No classes meet)

### Education

May 2	Classes begin
May 2-6	Add/drop period
May 7	Tuition due*; Tuition refund schedule applies
May 21	Education Graduation Ceremony – 3 pm
June 3	Last day to withdraw with grade of “W”
July 22	Last day of Summer Term

### Psychology, Session I

May 2	Classes begin for Summer session I
May 2-6	Add/drop period
May 7	Tuition due - Tuition refund schedule applies
May 21	Psychology Graduation Ceremony – 10 am
June 3	Last day to withdraw with grade of “W”
June 17	Last day of Summer session I

### Psychology, Session II

June 20	Classes begin for Summer session II
June 25	Tuition due (students only in session 2 classes)*; Tuition refund schedule applies
July 22	Last day to withdraw with grade of “W”
Aug 5	Last day of Summer session II

\*Students must sign up for a payment plan by going to the “Account Inquiry” link in the Wavenet Student Center before the term starts.

## Tuition Refund Schedule

Students may drop classes without tuition penalty during the add/drop period only. Students dropping courses, **including weekend courses**, after the add/drop period are subject to the tuition refund schedule below:

<i>tuition refund</i>	<i>withdrawal fee</i>
<i>if all or partial</i>	<i>if all classes</i>
<i>classes are dropped</i>	<i>are dropped</i>

### Education Programs

May 2-6	100%	\$150
May 7-13	75%	\$0
May 14-21	50%	\$0
May 22-28	25%	\$0
After May 28*	0%	\$0

### Psychology, Session I

May 2-6	100%	\$150
May 7-13	75%	\$0
May 14-21	50%	\$0
May 22-28	25%	\$0
After May 28*	0%	\$0

### Psychology, Session II

June 20-24	100%	\$150
June 25-July 1	75%	\$0
July 2-8	50%	\$0
July 9-15	25%	\$0
After July 15*	0%	\$0

\*Obligated to pay balance of tuition due

## BOOKSTORE INFORMATION

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### WEST LOS ANGELES BOOKSTORE

<http://www.pepperdine.wla.bkstr.com>

(310) 568-5741

#### Standard Hours of Operation\*

Monday – Thursday: 10:00 a.m. – 7:00 p.m.

Friday: 10:00 a.m. – 5:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

Sunday: CLOSED

### IRVINE BOOKSTORE

<http://www.pepperdine-occ.bkstr.com>

(949) 223-2552

#### Standard Hours of Operation\*

Monday – Thursday: 1:00 p.m. – 7:00 p.m.

Friday: 1:00 p.m. – 6:00 p.m.

Saturday – Sunday: CLOSED

\*The bookstore will be open for extended hours at the beginning of the term. Please check with the bookstore directly to find out specific dates and times.

**WHERE:** There are two Graduate Campus locations to purchase your books: West Los Angeles and Irvine. If you are taking classes at the Irvine Graduate Campus, you will only be able to purchase your books from the Irvine Store. **All other graduate students may purchase their text books at the West Los Angeles Graduate Campus Bookstore.** Remember that purchasing books at the store or through the website gives you the advantage of choosing from Used and New textbooks that are available.

**BOOKLIST:** All book price information can be accessed on our website. This will eliminate confusion over which books students should purchase. Students can reach our ordering service at the following websites: <http://www.pepperdine.wla.bkstr.com> for the West Los Angeles, Encino, and Westlake Village Graduate Campuses and <http://www.pepperdine-occ.bkstr.com> for the Irvine Graduate Campus.

**ONLINE ORDERING:** The preferred and safest option is to order your textbooks online. Just follow the user-friendly instructions provided to you on our website. Students should feel free to call the bookstore with any questions they might have. Please fill out all information that is requested so that we can process your order efficiently.

**MAIL ORDER:** We also offer the opportunity to order books via mail. Students may call in an order, ensuring that they have all course information, including course number, section number and professor at hand, as well as a credit card.

**REFUND / RETURN POLICY:** During the first week of classes, students are entitled to a full refund on book purchases. Any book purchase after the first-week will be issued a full refund within 48 hours of purchase. Books that are marked non-returnable and books used for a one-weekend class will not receive any refunds.

**BUY-BACK POLICY:** The best time to sell back your books is during the final week of classes. *Buyback will be available at the West Los Angeles Graduate Campus Bookstore.* The bookstore will pay 50% of the selling price, if there is a need for the book the following term. If not required, the wholesale price from a national wholesaler will be offered, if any.

# STUDENT PARKING INFORMATION

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## WEST LOS ANGELES GRADUATE CAMPUS

Student Parking Cardkeys are available from the parking office in the parking structure for a fee of \$65.00 per term (*plus a \$15.00 administrative fee for new keycards or for reinstating unpaid accounts. The Cardkey may be renewed each following term with no further administrative fee, as long as the student keeps the same card.*) This cardkey permits unlimited parking from 2:45 p.m. to 11:30 p.m. on weekdays, 6:45 a.m. to 8:00 p.m. on weekends and holidays. Cardkeys may also be obtained by completing the parking form on the web at: <http://services.pepperdine.edu/gsep/parking>. Keycards not renewed within five (5) days of the start of the term will be deactivated and student will be charged a \$10.00 late fee. Students not possessing a Cardkey should take a ticket from the gate. This ticket should be stamped in the Valometer available in Suite 200 (*West Los Angeles Graduate Campuses Office*), open from 8:00 a.m. to 5:00 p.m. The ticket must be stamped to qualify for the student rate. Unauthorized cars parked in reserved spaces are subject to tow-away on a 24-hour basis.

## IRVINE GRADUATE CAMPUS

Regular students (*taking one or more courses per term*) will be charged a \$65.00 Facilities Fee to their student accounts each term. Parking structure gates will be down 24/7. No attendants will be on duty, Students must obtain a ticket and bring the ticket to Suite 209; tickets will be validated between 3-7pm. A lost ticket will cost the student \$14.00 upon exiting. Parking rates: ½ hour (1-30 minutes) \$1.75, additional with \$1.75 every half hour and a Daily maximum of \$14.00.

## ENCINO GRADUATE CAMPUS

Regular students (*taking one or more courses per term*) will be charged a \$65.00 Facilities Fee to their student accounts each term for a Regular parking pass, which provides unlimited parking from 2:30 pm to 11:00pm, Monday through Friday. The University provides parking validation between 2:00 and 2:30 p.m. for weekday classes scheduled to meet before 2:45 pm. The hours prior to 2:30 pm are not covered by the Regular parking pass. The University validates for weekday classes prior to 2:30 pm, only for students attending a class, or other Pepperdine activity starting prior to 2:30pm. Parking is free on Saturdays; Pepperdine is closed on Sundays. Students may obtain a Parking Pass Application Form and parking pass from the Reception in the lobby during the first two weeks of each term. Students with a parking pass must take a ticket from the gate in order to gain entry into the parking lot. Upon arrival at the Pepperdine Reception area, the student must stamp the gate ticket in the Valometer (on the counter). Pepperdine students may park in underground Levels B-1 and B2, and about half of the parking structure's roof-parking area. Street parking is free after 6:00pm weeknights.

## WESTLAKE VILLAGE GRADUATE CAMPUS

Because there is ample parking space at the Westlake Village Graduate Campus, parking is free and special cardkeys and passes are not required.

# STUDENT CENTER IN WAVENET

## *Student ID/Campus Wide Identification Number (CWID)*

Pepperdine University has implemented a Campus Wide Identification Number (CWID) as the numeric identifier for your student records. Each student is assigned a unique number that will appear on the Student ID card. Please use the CWID in your correspondence and transactions with the University.

Below is a sample view of the Student Center in Wavenet (visit <http://wavenet.pepperdine.edu> and select the “Student Services” link at the top right to access the Student Center).

The screenshot displays the Student Center interface with three main sections:

- Academics:** Includes links for Enrollment (My Class Schedule, Wish List, Add a Class, Drop a Class), Academic History (Grades, Degree Audit), and Other Links (Campus Information, International Programs, Manage Guest Access). A message states "You are not enrolled in classes." A search bar contains "other academi" and a magnifying glass icon.
- Finances:** Includes links for My Account (Account Inquiry) and Financial Aid (View Financial Aid, Accept/Dedline Awards). A message states "You have no outstanding charges." There are buttons for "make a payment" and "refund enrollment and maintenance". A search bar contains "other financial." and a magnifying glass icon.
- Personal Information:** Includes links for Emergency Contact Names and Contact Information (Local Address, Permanent Address). A search bar contains "other persona" and a magnifying glass icon.

On the right side of the screenshot, there is a sidebar menu with the following items:

- SEARCH FOR CLASSES
- Holds: No Holds.
- To Do List: No To Do's.
- Enrollment Dates: Open Enrollment Dates
- Advisor: Program Advisor (None Assigned)

## *To View Class Schedule and Find Classes*

Step 1 Go to: <http://wavenet.pepperdine.edu> to log in with your User ID and Password.

Step 2 Click on the "Student Services" link on the upper right corner to go to the Student Center.

Step 3 Click on the “Search for Classes” button at the top right of the page.

Step 4 Select a term from the drop-down menu.

Step 5 Select a Subject and Course number to view course information.

Psychology (MA, PsyD): EDPSY-Psychology  
ED courses: EDPSY-Core Courses Education  
EDTC courses: EDPSY-Teaching Credential  
EDTP courses: EDPSY-Teaching as a Profession  
EDSM courses: EDPSY-MS in Administration  
EDEL courses: EDPSY-Educational Lead Admin  
EDOL courses: EDPSY-Organizational Leadership  
EDC courses: EDPSY-Master Learning Techn.  
EDLT courses – EdD Learning Technologies  
ESEC courses – MA in Social Entrepreneurship

# REGISTRATION

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The Pepperdine University portal, Wavenet, provides access to email, class schedules, grades, student account summary, graduation information, and university announcements / information. If you need assistance logging into the portal, please contact the Help Desk at (310) 506-HELP (4357) or (866) 767-8623 any time. **Please use your Pepperdine e-mail address for all e-mail communications with the University.**

## *To Login*

- Step 1 Type <https://wavenet.pepperdine.edu> in your browser address bar.  
(We recommend you use either Internet Explorer version 5.5 or higher or Netscape version 7.1 or higher.)
- Step 2 Enter your User ID and password.
- Step 3 Click "Login" to enter this secure site.

## *To Add and Drop Classes*

- Dates and Times: Each student is assigned a specific date and a time block for registration.  
Please check "Enrollment Dates" in the Student Center for your assigned registration dates.
- Step 1 Go to: <https://wavenet.pepperdine.edu> to log in with your User ID and Password.
  - Step 2 Click on the "Student Services" link on the upper right to go to the Student Center.
  - Step 3 Under "Enrollment" click on Add a Class (or Drop a Class).
  - Step 4 Select a term from the menu.
  - Step 5 Follow the steps and click the **"Finish Enrolling in Classes"** button to confirm your registration/add/drop.

**IMPORTANT NOTE:** Please refer to the GSEP academic catalog or contact your Student Services Advisor if you have questions about pre-requisites/co-requisites and your course enrollment.

## *To Check Student Account Status or Make a Tuition/Fee Payment*

- Step 1 Click the "Student Services" link.
- Step 2 Go to the "Finances" section.
- Step 3 Click the "Account Inquiry" **or** the "Make a Payment" link (ensure that pop-up blockers are turned off).

## *To Check E-Mail*

From the Wavenet homepage, click on the "E-mail" icon on the top right of the screen.

# WAIT LIST PROCESS

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## *For Master's Students Only*

If you are unable to register in a class, you may put yourself on the WAIT LIST for a course that is full at time of registration. Students that are on a wait list are not considered officially enrolled in that class.

If a space becomes available for the class, the department will notify you either by phone or via e-mail. If you have not been notified by phone or e-mail before the class begins, please pick up a Registration Adjustment form from your Student Services Advisor or from Registration Office and take the form with you to the class you wish to add. You will need to obtain the signature from the faculty, indicating that he/she allows you to enroll in his/her class. Submit the signed Registration Adjustment form to the GSEP Registration Office.

Please do not put yourself on the wait list for MORE THAN ONE SECTION. Your cooperation will help us to identify how many students want to enroll in a particular class.

GSEP reserves the right to move wait-listed students as well as registered students (specifically, those students last to register) into a newly-added class section to equalize class size.

Please Note: Professors are guaranteed that class enrollment will not exceed the capacity; it is at the discretion of faculty that a student on a wait list is added to the class. Instructors are under no obligation to add those on a wait list to their classes.

## *Graduate Campus Locations*

The Graduate School of Education and Psychology offers courses at five southern California graduate campuses: West Los Angeles, Westlake Village, Irvine, Encino, and Malibu. Not all academic programs are offered at all graduate campuses. Maps, directions, and information on programs offered at each graduate campus can be found at: <http://gsep.pepperdine.edu/welcome/locations/>

# DEFERRAL OF ENROLLMENT, LEAVE OF ABSENCE OR WITHDRAWAL

Students who have **not yet registered** may complete and submit the form below or notify the Student Services Advisor in writing. Students who have **registered** for the term are required to complete the **Registration Adjustment** form or notify the Program Office in writing using their Pepperdine e-mail account regarding any changes to their enrollment status including adding/dropping of classes, deferral of enrollment, leave of absence, or withdrawal from the University (*please refer to page C for the tuition refund and withdrawal fee schedule*).

**NOTE:** If you do not notify us of your leave of absence or deferral of enrollment, you may not receive any future registration information after this term. Students who have been continuously absent for two or more terms must submit a Readmission Form to the GSEP Admissions Office. If readmitted, students are required to comply with current program requirements. The Readmission Form is available for download from the **Readmission** section of the Admissions website: <http://gsep.pepperdine.edu/admission/application>.



## DEFERRAL OF ENROLLMENT, LEAVE OF ABSENCE or WITHDRAWAL FROM: Summer 2011

*New Students:*       Request for DEFERRAL OF ENROLLMENT

*Continuing Students:*    Request for LEAVE OF ABSENCE                       Request for WITHDRAWAL from the University

*Reason for deferral or withdrawal request:* \_\_\_\_\_

*I plan to RETURN or ENROLL in:*    Fall (September)       Spring (January)       Summer (May)      Year \_\_\_\_\_

PROGRAM OF STUDY \_\_\_\_\_

NAME \_\_\_\_\_ ID No. \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

Please return this form to:      PEPPERDINE UNIVERSITY  
GSEP Registration Office  
6100 Center Drive, 5th Floor  
Los Angeles, CA 90045

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# GRADE REPORTING

*The Office of Student Information and Services does not automatically mail grade reports for an individual or previous term. Students interested in obtaining grades should follow the steps below:*

- |        |  |
|--------|--|
| Step 1 | Go to: <a href="http://wavenet.pepperdine.edu">http://wavenet.pepperdine.edu</a> to log in with your User ID and Password. |
| Step 2 | Click on the "Student Services" link.  |
| Step 3 | For Summer 2010 grades, go to the "Academic History" section and click on <u>Grades</u> .                                  |
| Step 4 | Select the term from the drop down menu.   |
| Step 5 | Students may choose to print an Official Grade Report by selecting "Print Official Report"                                 |

If you cannot get a complete report, it usually indicates that not all grades have been received and processed. Please be patient and check again later. An official grade report is available by request from the Office of Student Information and Services (OSIS) at (310) 506-7999.

## *Use of Data for Evaluation Purposes*

The Graduate School of Education and Psychology (GSEP) evaluates its programs on an ongoing basis. The data from such evaluations provide us with information to help improve the quality of the educational experience we provide our students. The data are also required by accrediting bodies, such as the Western Association of Schools and Colleges (WASC), to make decisions as to whether we can maintain our accredited status. The data included in the archive may include: (a) information provided on the application for admission; (b) surveys that are administered at different stages of matriculation; (c) course work such as papers, examinations, and exercises; and (d) other relevant academic data and records such as GPAs. The data entered into the archive are de-identified, which means your name or other personally identifying information is removed so that the data cannot be associated with your identity.

## *Graduation*

GSEP conducts only **one graduation ceremony** each year that all qualified potential graduates may attend. However, your degree is posted at the end of the term in which all degree requirements are completed. You are required to fill out a **Graduation Application** and pay the \$65.00 graduation fee for the degree to be posted.

The term for which you apply to graduate is determined by the term in which you expect to complete your degree requirements:

- |         |  |
|---------|--|
| Fall:   | Degree requirements completed in December  |
| Spring: | Degree requirements completed in April   |
| Summer: | Psychology – Degree requirements completed in June (session I) or August (session II)<br>Education – Degree requirements completed in July |

# REGISTRATION INFORMATION AND GUIDELINES

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## ***Eligibility to Register***

Students are required to be cleared by the Student Accounts and Admission Office before registering for classes. A student who has been absent for more than two calendar years is required to file a new application with the Graduate School of Education and Psychology Admission Office and pay the regular application fee. Students are permitted to register in Unclassified Admission status for only one term. For policies, consult the most current GSEP Academic Catalog, available on the GSEP website in the Education and Psychology sections (<http://gsep.pepperdine.edu/>). It is the responsibility of every student to attend to the correct procedural matters.

## ***Adding or Dropping of Classes***

Students may add or drop classes online during the add/drop period (see the Academic Calendar on Page C). After the add/drop period, students who drop a class(es) must complete a Registration Adjustment Form or notify the Psychology or Education Student Services Advisor **in writing using their Pepperdine email account**. Students will not be permitted to add classes after the add/drop period. Please note that adding or dropping classes may affect your student account balance and your financial aid eligibility.

## ***Temporary or Permanent Withdrawal***

All students who wish to withdraw from all classes for the term or withdraw permanently from the University must notify the Psychology or Education Student Services Advisor **in writing** on a Registration Adjustment Form or using their Pepperdine e-mail account. If notification is postmarked by the end of the add/drop period, all tuition will be refunded, **less a \$150 withdrawal fee**. If it is during the withdrawal period, please see the Refund Schedule on Page C for refund percentages. A grade of “W” will be assigned.

In the event a student fails to attend a class, or leaves the University for any reason, the student must formally withdraw through the Psychology or Education Student Services Advisor **in writing** on a Registration Adjustment Form or using their Pepperdine e-mail account. Failure to complete the withdrawal process will result in a failing grade for the course(s) and continued obligation for tuition and other charges.

## ***Auditing a Course***

Students may audit certain classes with the consent of the instructor, providing space is available. An audited class does not appear on the student's academic record and no grade is assigned. Program requirements cannot be met through auditing. Students who are not enrolled for other courses will be assessed a fee of \$100 per audited course. The Petition to Audit a Course is available for download on the Registration website: <http://services.pepperdine.edu/gsep/registration/content/petition-to-audit-a-course.pdf>

## ***Enrollment Verification***

Enrollment verification can be processed by the Office of Student Information and Services (OSIS) at the Malibu Campus or through online Self-Service Enrollment Verification after the add/drop period ([www.pepperdine.edu/registrar/verifications/enrollmenthistory.htm](http://www.pepperdine.edu/registrar/verifications/enrollmenthistory.htm)). Students must indicate the specific term(s) of enrollment they wish to be verified. Future enrollment will not be verified.

# REGISTRATION INFORMATION AND GUIDELINES

*continued*

## ***Payment of Tuition and Fees***

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 May 8, 2011, finance charges will be assessed. Students who have had a check returned are required to make subsequent tuition payments by cash or cashier's check. **Past due accounts are required to be paid in full prior to registration.** Registration is not finalized until financial obligations are met. Students pay online through Wavenet or by cash or check.

## ***Two Payment Plan***

The first half of the payment of the Two Payment Plan is due on May 8, 2011 and the balance is due 30 days later. Failure to make either payment on time will result in the assessment of finance charges. Students must sign up for the payment plan online by logging into the Student Center, selecting "Account Inquiry" and then selecting the "Payment Plan" tab before the start of the term. Students may also contact the GSEP Student Accounts Office at (310) 568-5588 or gsepsa@pepperdine.edu to sign up for the payment plan.

## ***Three Payment Plan***

Under the Three Payment Plan, the tuition charges are divided into three equal payments per term after deduction of any applicable financial aid or company reimbursement. First, second and third payments are due on May 8, 2011 and then 30 and 60 days later, respectively. Failure to make payments on time will result in the assessment of finance charges. Students must sign up for the payment plan online by logging into the Student Center, selecting "Account Inquiry" and then selecting "payment plan" before the start of the term.

## ***Company Tuition Reimbursement***

If students are reimbursed for all or part of their tuition by an organization, the University will allow them to defer payment. Payment must be received by the Student Accounts Office at the West Los Angeles Graduate Campus on or before September 15, 2011 to avoid a \$50 late payment fee and finance charges that accrue daily on any unpaid balance. In addition, the privilege of deferring payments under the Company Tuition Reimbursement Plan at future registrations may be revoked.

The student is ultimately responsible for payment of all charges incurred on the student account, regardless of the company's agreement. To qualify for the Company Tuition Reimbursement Plan students must submit a Company Reimbursement Agreement available at <http://gsep.pepperdine.edu/student-services/student-accounts/companyreimbursement.htm>.

The Company Reimbursement Agreement must be submitted at the start of each term if it only defers one term, the student does not attend for one or more terms, the student's company changes policy or amount covered or the student is no longer employed by the company. Failure to submit proper documentation will result in loss of deferment privileges.

**If the company reimburses less than 100% of the total tuition, the student is responsible for the balance, which is due on or before the first day of the term.** The balance may be paid according to the Payment Plans listed above.

## ***Pepperdine University Faculty/Staff Tuition Discount Form***

Eligible employees of the University must submit a Faculty/Staff Tuition Remission form. The form can be completed online at <http://services.pepperdine.edu/hr/benefits/fulltime/tuition.htm>.

## ***Financial Aid, Unit Load, and Enrollment Status***

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 academic year. Students must be enrolled half-time to receive a Federal Stafford loan and full-time in coursework to receive a Colleagues Grant and/or scholarship (enrollment in comprehensive exam and dissertation does not qualify for Colleagues Grant). ***All financial aid may be adjusted upon review of a student's eligibility and enrollment status at and after the start of the term.***

The enrolled student status categories are as follows:

1. Full-time status: Enrolled in 6 units per term (Teaching Credential only: Full-time is 12 units per term, Half time is 6 units);
2. Half-time status: Enrolled in 3 units per term (or enrollment in clinical practicum or Administrative Field Work);
3. Enrollment in doctoral internship, dissertation, or comprehensive exam courses constitutes full-time status.

If student plans to borrow a student loan, *the loan application and loan entrance counseling must be complete prior to registration date*. Students applying for financial aid should visit the financial aid web site at <http://gsep.pepperdine.edu/financial-aid> for more information. Students are responsible for tuition payment arrangements if their financial aid does not cover the full tuition cost. Payment arrangements must be made with the Student Accounts Office by the last day of the add/drop period each term.

## ***Veteran's Benefits***

Veterans utilizing Veterans Administration benefit programs should consult the Office of Student Information and Services prior to registration at (310) 506-7999.

## ***Security Interest in Student Records***

Students may not receive any diploma, certificate, or transcript until all accounts have been satisfied in accordance with University policies. Such documents will be retained by Pepperdine University as security for obligations until they are satisfied. The security interest shall not be discharged by bankruptcy or other creditor arrangements.

## ***International Student Advisement***

International students enrolling at the University for the first time should consult the Office of International Student Services within the first week of the term. The office is located on the Malibu Campus, Thornton Administrative Building (TAC) next to the Office of Student Information and Services on the 2<sup>nd</sup> floor, (310) 506-7999.

## ***Plagiarism***

Plagiarism is commonly understood in the academic community to involve taking the ideas or words of another and passing them off as one's own. When paraphrasing or quoting an author directly, one must credit the source appropriately. Plagiarism is not tolerated at the Graduate School of Education and Psychology.

## ***University Nondiscrimination Policy***

Pepperdine University does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, disability or prior military service in the administration of its educational policies, admissions, financial aid, employment, educational programs, or activities. Further details of this policy are found in the University Policy of Nondiscrimination and Program of Affirmative Action Statement.

The University Equal Opportunity Officer is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints alleging discrimination. The Equal Opportunity Office on the Malibu Campus is located in the Thornton Administrative Center, fourth floor, Room 438. The telephone number is (310) 456-4208. Fair and comprehensive grievance procedures have been established and complainants are encouraged to exhaust those procedures before seeking relief outside the University.

The laws and regulations prohibiting the described discrimination are:

- (1) Titles VI and VII of the Civil Rights Act of 1964, 29 CFR 1601-1607;
- (2) Equal Pay Act of 1963, 29 CFR Part 800;
- (3) Title IX of the Education Amendments of 1972, 45 CFR Part 86;
- (4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850;
- (5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Parts 84, and 41 CFR Part 741;
- (6) Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, 42 CFR Parts 60-250; and
- (7) The Americans with Disabilities Act of 1990.

Inquiries regarding compliance may be directed to the Equal Opportunity Officer or the following agencies:

Equal Employment Opportunity Commission  
3255 Wilshire Blvd.  
Los Angeles, CA 90010 (213) 688-3400

Office of Civil Rights, Health & Human Services  
300 Independence Avenue, S.W.  
Washington, D.C. 20201

Wage and Hour Division  
Department of Labor  
300 N. Los Angeles Street  
Los Angeles, CA 90012 (213) 688-4957

# REGISTRATION INFORMATION AND GUIDELINES

*continued*

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## *Student Records Policy*

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment or FERPA, and California Code 67-100ff provide, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records to non-school employees without consent of the student, subject to the exceptions provided by law. “Students” as used in this notice includes former students but does not include applicants who have not attended Pepperdine University.

Right of Access: With a few exceptions provided by law, students at Pepperdine University may see any of their educational records upon request. Access must be granted no later than 15 days after request. Students further have the right, under established procedures, to challenge the factual accuracy of the records and to enter their viewpoints in the records.

Students may waive their right of access to recommendations and evaluations in the cases of admission, applications for employment, and nominations for awards. Pepperdine University may not require students to sign a waiver of their right of access to their records, but students and prospective students should be aware that users of recommendations and evaluations made without a signed waiver may discount their helpfulness and validity.

Disclosure of Student Records: With several exceptions provided by law, Pepperdine University cannot release information concerning students to prospective employers, government agencies, credit bureaus, etc., without the written consent of the student. Students and alumni applying for jobs, credit, graduate school, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release should be made. The student’s written consent is not required for the disclosure of grades, disciplinary action, or other information to parents of students who are dependents for federal income tax purposes. Parents requesting information may generally be granted access upon submission to the University of a signed statement or other evidence of federal income tax dependency.

The University has designated the following categories of information as “directory information,” which may be released to the public without consent of the student: student’s name, address, e-mail address, telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full or part-time status, degrees and awards received, and the most recent previous public or private school attended by the student.

The student may request that certain categories of directory information not be released to the public without the student’s written consent. Requests for withholding directory information should be made at the beginning of each academic year and filed with the University Office of Student Information and Services (Office of Student Information and Services provides the form). The request to withhold directory information will remain valid until the student notifies the Office of the University Registrar in writing to rescind the hold. Such requests shall be submitted in accordance with the Student Records Policy of the University.

Further Information: This notice is not intended to be fully explanatory of student rights under FERPA or California law. Students may obtain copies of the official Student Records Policy, which contains detailed information and procedures, upon request to the Office of Student Information and Services, Malibu, California 90263.

## REPORTING A THREAT

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While shootings in schools are rare episodes, when they occur, they are often devastating. As an institution of higher learning, it is important for Pepperdine to view these types of incidents with the appropriate perspective. Since 1966, there have been 89 shooting deaths at U.S. universities and college campuses; Virginia Tech was the largest. Compare that to the approximately 1,100 that commit suicide on college and university campuses every year, or the 1,400 to 1,700 alcohol-related deaths on college and university campuses each year.

Despite shootings on campuses being rare, we as a community must be vigilant and prepared. It is important to note a few facts about these types of shootings. The Secret Service has studied the 30 major shooting incidents that have taken place at schools (elementary through college) since 1974. They found remarkable similarity in them. First, almost all of the individuals who have committed these crimes have been male, and were known for being isolated socially. Almost all of them planned out their actions in advance, and over three quarters of them actually shared their plans with others before putting them into effect. Unfortunately, in only two cases did anyone report the plan to authorities before the attack. With these facts in mind, it is critically important that members of our community report threats and potential threats in a timely manner.

If you believe an individual poses an imminent threat to a member or members of the University community, please contact our 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. If you are a student or a faculty member, contact Public Safety or your dean's office. If you are a staff member or other member of the community, contact Public Safety or the Center for Human Resources. In the event you would like to submit a report during non-business hours, the Department of Public Safety is open everyday, 24 hours a day. It is better to err on the side of notifying the appropriate individuals than to remain silent; the institution has resources with which to assess these situations and the individual of concern. If you have any questions, please contact the Department of Public Safety.

For convenience, contact information appears below:

Department of Public Safety	(310) 506-4442
Seaver College Dean of Students Office	(310) 506-4472
School of Law Dean's Office	(310) 506-4621
GSBM Dean's Office	(310) 568-5689
GSEP Dean's Office	(310) 568-5615
SPP Dean's Office	(310) 506-7490
Center for Human Resources	(310) 506-4397