

# STUDENT WAVENET GUIDE

## CONTACT YOUR ACADEMIC ADVISOR

- From the “Home” page of your WaveNet account, select the “Advising” button on the left-hand side of the page and then click the email link to compose an email message

## STUDENT FINANCIAL AGREEMENT

- From the “Home” page of your WaveNet account, select “Approve Financial Resp Agrmnt” from the To-Do box
- On the next page, select the “Financial Responsibility” link under the “To Do List Link”
- Read the agreement, scroll to bottom of page, select the check box, type in your name in the “Student Signature” field, and press the “Submit Financial Responsibility Agreement” button
- Click the “X” in the top right corner to close the agreement and return to the “Home” page of your WaveNet account

## SHOPPING CART

- You must first add classes to the “Shopping Cart” in order to enroll in them during the registration period for the term. Make sure you are on the applicable term tab from the “Home” page of your WaveNet account and click the “Search for Classes” link
- Click the “Search” button to search for classes, or enter the 4-digit class number and select “Enter”
- After selecting the “Search button, select the EDPSY-subject of the course from the “Subject” drop down menu. You can add the course number to narrow your search, or select “Additional Search Criteria”
- Click the “Select” button next to the class you wish to add to the Shopping Cart
- Review the displayed class information and click the “Next” button to proceed to adding the class to your Shopping Cart. Click the check box next to the course you wish to confirm eligibility for and select “Validate;” note ‘success’ or ‘error’ message
- Click the “X” in the top right corner to close the Shopping Cart feature and return to the “Home” page of your WaveNet account

Additional WaveNet Instructions & Resources can be found at: [community.pepperdine.edu/it/tools/wavenet/students/](http://community.pepperdine.edu/it/tools/wavenet/students/)

For IT support, scroll to the bottom of the page in your WaveNet account and select the “Contact Help Desk” link, or visit them directly at: [community.pepperdine.edu/it/students/](http://community.pepperdine.edu/it/students/)

## ACCESS WAVENET

- Type **wavenet.pepperdine.edu** in your browser
- Click the “Log into WaveNet” button
- Enter your Network ID and Password and click “Login”

## REGISTER FOR CLASSES

- From the “Home” page of your WaveNet account, click the “Add/Submit/Edit” button located in your “Shopping Cart”
- Check the box next to the class/es you wish to enroll in and click the “Enroll” button
- Check the box next to “I Agree” at the bottom of the next page (Confirm Class) and then click the “Finish Enrolling” button
- Review the “Status” column on the next page (View Results) for ‘success’ or ‘error’ message
- Click “My Class Schedule” to view your updated class schedule; “Add Another Class” to add another class, or the “X” in the top right corner to close the box and return to the “Home” page of your WaveNet account
- Classes for which you have successfully enrolled in will appear under the “Enrolled Courses” section under the applicable term of the “Home” page in your WaveNet account

## TO “DROP” AN ENROLLED COURSE

- From the “Enrolled Courses” section on the “Home” page of your WaveNet account, select the “Drop” button
- Check the box next to the course you wish to drop and then click the “Drop Selected Classes” button
- Review/confirm your selection on the next page and click “Finish Dropping;” note the ‘success’ or ‘error’ message on the next page. (Contact your academic advisor or program administrator to resolve “error” messages)
- Click the “My Class Schedule” button to view your updated class schedule, or the “X” at the top right corner to close this feature and return to the “Home” page of your WaveNet account

*To view/request transcripts, enrollment verification, program GPA, grades, or conduct a degree audit, select the appropriate link from the “Academics” page in your WaveNet Account.*

*Note: Grades are posted to academic records approximately one week after the term ends.*

[community.pepperdine.edu/gsep/student-services/registration/](http://community.pepperdine.edu/gsep/student-services/registration/)