

# Student Resource Guide

September 8, 2015 – August 5, 2016



INSPIRATION

*for change*

PEPPERDINE | Graduate School of  
Education and Psychology

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## Welcome

Our focus is on providing an experience that inspires our students to serve, change, and improve our communities.

From their first day at any of our graduate campuses, our students are able to witness the rich environment provided by our school's value and spiritual commitments. This institution is laying out the framework for lofty goals and is consistently putting forth the resources and dedication to make those goals a reality, all designed with one client in mind—the student/graduate. We offer our students and alumni a sense of community that is often forgotten within the context of graduate education. It is possible to prepare students for professional success and personal meaning, while also being available to comfort and encourage them throughout their academic pursuits. To educate the heart as well as the mind, we employ faculty who are experts in their selected fields and have a passion for connecting with students on a personal level.

The Graduate School of Education and Psychology is recognized as an innovator in higher education and will continue to offer graduates a seamless transition from the classroom to the community, all the while challenging them to strive for ever higher standards of excellence.

## Campuses

West Los Angeles Graduate Campus .....	310.568.5600
Drescher Graduate Campus, Malibu.....	310.506.4000
Encino Graduate Campus .....	818.501.1600
Irvine Graduate Campus .....	949.223.2500
Westlake Village Graduate Campus.....	805.449.1181

# Academic Calendar 2015–2016

September							January							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30				31							29	30	31				

October							February							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6				1	2	3	4	
4	5	6	7	8	9	10	7	8	9	10	11	12	13	5	6	7	8	9	10	11
11	12	13	14	15	16	17	14	15	16	17	18	19	20	12	13	14	15	16	19	20
18	19	20	21	22	23	24	21	22	23	24	25	26	27	17	18	23	24	25	26	27
25	26	27	28	29	30	31	28	29						19	20	21	22	23	24	25
														26	27	28	29	30		

November							March							July						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

December							April							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30	31			

Fall 2015 classes begin: 09/08  
 Add/drop period: 09/08–09/14 | Tuition due: 09/15  
 Registration for Spring 2016 classes: 11/16–12/11  
 Fall 2015 classes end: 12/18  
 Grading period: 12/18–12/23 | Degrees awarded: 12/23

Spring 2016 classes begin: 01/11  
 Add/drop period: 01/11–01/15 | Tuition due: 01/16  
 Registration for Summer 2016 classes: 03/21–04/15  
 Spring 2016 classes end: 04/22  
 Grading period: 04/22–04/27 | Degrees awarded: 04/29

Summer 2016 Education classes begin: 05/02  
 Add/drop period: 05/02–05/06 | Tuition due: 05/07  
 Summer 2016 Education classes end: 07/22  
 Grading period: 07/22–07/27 | Degrees awarded: 07/29

Summer 2016 Psychology Session I classes begin: 05/02  
 Add/drop period: 05/02–05/06 | Tuition due: 05/07  
 Summer 2016 Session I classes end: 06/17  
 Grading period: 06/17–06/22 | Degrees awarded: 06/24

Summer 2016 Psychology Session II classes begin: 06/20  
 Add/drop period: 06/20–06/24 | Tuition due: 06/25  
 Summer 2016 Psychology Session II classes end: 08/05  
 Grading period: 08/05–08/10 | Degrees awarded: 08/12

### Student Services Academic Advisement

- Counseling on enrollment options, academic progress, degree requirements, and degree audit
- Transfer credit/waivers, course and program petitions, and probation status
- Assist with registration holds, leave of absence, readmission, and course and program withdrawal
- Comprehensive exams: submission of papers and notification of exam results

### Education

K-12 Education Programs (MAE, MAT, TESOL, ELA, ELAP) .....	310.568.5770
Leadership and Technology (MALT, EDOL, EDLT, SEC).....	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

### International Student Services

The Office of International Student Services supports international students by offering a range of services, including admission consideration (I-20s), immigration support, and student orientations.  
[pepperdine.edu/admission/international-students](http://pepperdine.edu/admission/international-students) | 310.506.4246

WaveNet is an online portal that connects the Pepperdine Community to intranet resources. It provides access to e-mail, class schedules, grades, student account summary, graduation information, and University communications.

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, and use your Pepperdine e-mail address for all e-mail communications with the University.

[community.pepperdine.edu/it/tools/wavenet/students](http://community.pepperdine.edu/it/tools/wavenet/students)  
 310.506.HELP (4357) or 866.767.8623

To access your Student Center:

- Type <https://wavenet.pepperdine.edu> in your browser
- Click the “Log into WaveNet” button
- Enter your Network ID and Password
- Click “Login” to enter the WaveNet portal main page
- Click the “Student Center” link under the “Student Services” heading on the left-hand side of the page



## Student Services

### Registration

Students are required to be cleared by the Student Accounts and Admission Offices before registering for classes. Students are permitted to register in unclassified admission status for only one term. Students who have been continuously absent for two or more consecutive terms, but less than two calendar years, must submit an Application for Readmission to the education or psychology academic advisor. A student who has been absent for more than two calendar years is required to file a new application with the GSEP Admissions Office and pay the regular application fee. For all applicable policies, consult the 2015–2016 GSEP Academic Catalog, available on the GSEP website [gsep.pepperdine.edu/student-resources/catalog](http://gsep.pepperdine.edu/student-resources/catalog).

Eligible students in cohort programs will be registered automatically for classes each term during the designated registration periods.

To view class schedule and find classes:

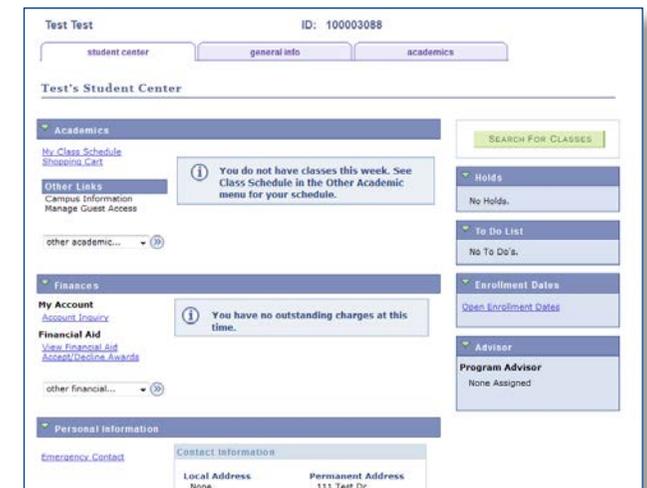
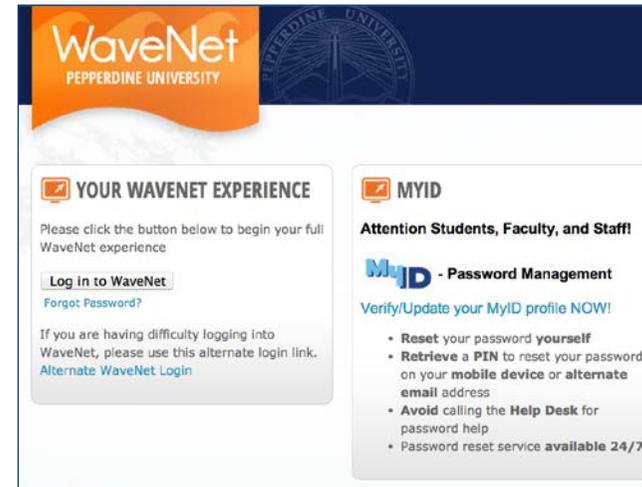
[community.pepperdine.edu/it/tools/wavenet/students/sturegistration90.htm](http://community.pepperdine.edu/it/tools/wavenet/students/sturegistration90.htm)

- Click on the “Student Center” link under the “Student Services” heading on the left-hand side of the page
- Click on the “Search” link directly under the Academics heading
- Select a term from the drop-down menu
- Select a subject and course number to view course information

Dates and Times: Each student in a non-cohort program is assigned a specific date and time block for registration. Check “Enrollment Dates” in the Student Center for your assigned registration dates.

To add/drop classes (non-cohort students only):

- Go to: <https://wavenet.pepperdine.edu> to login with your Network ID
- Click on the “Student Center” link under the “Student Services” heading on the left-hand side of the page
- Select the “Enroll” tab and then select either the “Add” tab or the “Drop” tab
- Select a term from the menu
- Follow the steps and click the “Finish Enrolling in Classes” button to confirm your registration



## 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 academic year. Students must be enrolled half-time to receive a Federal Stafford Loan and full-time in course work to receive a Colleagues Grant and/or scholarship (enrollment in comprehensive exam and dissertation does not qualify for the 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.

[gsep.pepperdine.edu/admission/financial-aid](https://gsep.pepperdine.edu/admission/financial-aid) | [gsepfaid@pepperdine.edu](mailto: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](https://pepperdine.edu/registrar/veterans) | 310.506.6199

### 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 WaveNet.

[gsep.pepperdine.edu/student-resources/services/student-accounts](https://gsep.pepperdine.edu/student-resources/services/student-accounts)

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 refund policy. You may view the refund policy in the 2015-2016 GSEP Academic Catalog.

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

## Writing Support

The Writing Support Center offers a variety of services, including and review of guidance on writing papers, dissertations, and other projects. Individual appointments can be made by contacting the office. In addition, writing seminars and APA workshops are scheduled each term virtually and face-to-face at each graduate campus.

[community.pepperdine.edu/gsep/writing-support](https://community.pepperdine.edu/gsep/writing-support)

## Institutional Review Board (IRB)

The primary goal of the GPS IRB is to protect the rights and welfare of human subjects participating in research activities conducted under the auspices of Pepperdine University.

[community.pepperdine.edu/irb/graduate](https://community.pepperdine.edu/irb/graduate)

## 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 non-print materials.

[library.pepperdine.edu](https://library.pepperdine.edu)

## Information Technology

The mission of Pepperdine's Information Technology department is to serve and empower the University community through innovative technology and good stewardship to offer simple and effective solutions.

[community.pepperdine.edu/it](https://community.pepperdine.edu/it)

## Career Services

GSEP Career Services, in collaborative partnership with faculty, staff, and the community, is committed to providing students and alumni with the tools and strategies to align their personal values with their career objective and apply their talents in real-world settings, building lifelong employability and careers of purpose, service, and leadership.

[gsep.pepperdine.edu/career-services](http://gsep.pepperdine.edu/career-services)

Career Services provides assistance with:

- Defining (or redefining) your next career objective
- Tailoring your employment application materials
- Customizing your employment-search and networking strategy
- Preparing yourself for career advancement

## Teaching/Administrative Credentials and MFT/LPCC Program Certification

The GSEP Credentials Office is the central administrative office for all students working towards their teaching credentials or MFT/LPCC certification. We 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](mailto:credinfo@pepperdine.edu) | 310.568.5701



## Campus Life

### Bookstore

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

### Student Parking

#### WEST LOS ANGELES GRADUATE CAMPUS

Student parking cardkeys are available from the parking office in the parking structure for a fee of \$65 per term (plus a \$15 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. Cardkeys may also be obtained by completing the parking form online. [community.pepperdine.edu/gsep/student-services/parking](http://community.pepperdine.edu/gsep/student-services/parking)

#### IRVINE GRADUATE CAMPUS

Regular students (taking one or more courses per term) will be charged a \$65 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 to 7 PM.

#### ENCINO GRADUATE CAMPUS

Regular students (taking one or more courses per term) will be charged a \$65 facilities fee to their student accounts each term for a regular parking pass, which provides unlimited parking from 2:30 to 11 PM, Monday through Friday. The University provides parking validation between 2 to 2:30 PM for weekday classes scheduled to meet before 2:45 PM.

### WESTLAKE VILLAGE GRADUATE CAMPUS

Parking is free and special cardkeys and passes are not required.

### DRESCHER GRADUATE CAMPUS

Parking is free; however, vehicle registration and a parking permit are required. You can register your vehicle and obtain your parking permit online.

[pepperdine.edu/publicsafety/parking/vehiclereg.htm](http://pepperdine.edu/publicsafety/parking/vehiclereg.htm)

## Housing

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

[community.pepperdine.edu/housing/grad-students](http://community.pepperdine.edu/housing/grad-students)

GSEP Student Services offers a roommate referral service to help individuals with similar housing needs connect with one another. After you complete the [Roommate Referral and Release of Liability Form](#), a list of possible roommate contacts will be prepared and e-mailed to you.

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

## Student Activities

### 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](http://arts.pepperdine.edu) | 310.506.4522

### Athletic Events

Admission into all regular-season home events is free for those with a valid and current Pepperdine ID.

[pepperdinesports.com/school-bio/pepp-downloadable-schedules.html](http://pepperdinesports.com/school-bio/pepp-downloadable-schedules.html)

## Shopping, Dining, and Entertainment

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

Discounts available: [hhpromenade.com/sales](http://hhpromenade.com/sales)

**Sherman Oaks Galleria** (Encino Graduate Campus) [shermanoaksgalleria.com](http://shermanoaksgalleria.com)

**South Coast Plaza** (Irvine Graduate Campus) [southcoastplaza.com](http://southcoastplaza.com)

**The Promenade at Westlake** (Westlake Village Graduate Campus) [shoppromenade.com](http://shoppromenade.com)

## Student Groups

At the Graduate School of Education and Psychology (GSEP), we believe education is more than what happens in the classroom. 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, the student-led organizations of GSEP 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](http://gsep.pepperdine.edu/student-resources/groups)

## Student Forms

Important student data change forms can be located on the GSEP Student Services MyCommunity webpage.

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

- [Leave of Absence Request](#)
- [Name Change Request](#)
- [Petition to Audit a Course](#)
- [Readmission](#)
- [Request to Withhold Directory Information](#)

For questions, contact your education or psychology academic advisor referenced on page 6.

## Degree Information

### Degree Awarding

You must apply to graduate in order for your degree to be awarded. Master's-degree students will be sent instructions for completing the Graduation Application at the start of the term in which they are expected to graduate. Doctoral students will be given instructions for completing the Graduation Application during APA Clearance.

You are strongly encouraged to review the graduation FAQs.

[gsep.pepperdine.edu/student-resources/services/graduation-faqs](https://gsep.pepperdine.edu/student-resources/services/graduation-faqs)

### Transcripts, Degree Verification

Current students and recent alumni may save steps by ordering transcripts through WaveNet. Click on Academic Resources, then National Student Clearinghouse under the Academic Services folder.

[pepperdine.edu/registrar/transcripts](https://pepperdine.edu/registrar/transcripts)

Students, alumni, or third party background-screening agents or companies may request verification of student academic information.

[pepperdine.edu/registrar/verifications/degree.htm](https://pepperdine.edu/registrar/verifications/degree.htm)

### Commencement Ceremony

If you are interested in attending the GSEP Commencement Ceremony, be sure to RSVP by completing the Commencement Ceremony RSVP link which will be e-mailed to all potential graduates during the spring term.

[community.pepperdine.edu/gsep/student-services/graduation](https://community.pepperdine.edu/gsep/student-services/graduation) | [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu)

## Alumni Relations

As a graduate of the Pepperdine University Graduate School of Education and Psychology (GSEP), you belong to a growing alumni network of more than 23,000 experienced and successful scholar-practitioners who can open doors to new opportunities. You also have access to a broad range of services, resources, and calendar of events designed to help you stay in touch with your alma mater as you advance in your chosen career. Connect with the Pepperdine community to find your dream job and prepare for your future. Additionally, you get access to lifetime Pepperdine Alumni e-mail forwarding and access to all Pepperdine libraries. [gsep.pepperdine.edu/alumni](https://gsep.pepperdine.edu/alumni)



#### Kelley Stevens, MA '13

Private Practice Therapist and Outreach Coordinator at Engage Treatment Programs  
2013 Alumna, MA in Clinical Psychology with Emphasis in MFT

One of the reasons I chose Pepperdine is that it isn't just about academic excellence; it's about the human element and who we are as students, as professionals, and as people. Some programs forsake one element over the other, but Pepperdine combines them. The program provided the balance I needed as a student, and because of that I was able to launch my career at a young age.

## Additional Contacts and Information

### Admissions Office

[gsep.pepperdine.edu/admission](https://gsep.pepperdine.edu/admission)

E-mail: [gsep.admissions@pepperdine.edu](mailto:gsep.admissions@pepperdine.edu) | 310.258.2850

### Office of Disability Services

[pepperdine.edu/disabilityservices](https://pepperdine.edu/disabilityservices)

E-mail: [dso@pepperdine.edu](mailto:dso@pepperdine.edu) | 310.506.6500

### Student Employment

[gsep.pepperdine.edu/student-resources/services/student-employment](https://gsep.pepperdine.edu/student-resources/services/student-employment)

E-mail: [gsepsemp@pepperdine.edu](mailto:gsepsemp@pepperdine.edu) | 310.568.2373

## Discrimination, Harassment, and Sexual Misconduct Policy

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. Please see the GSEP Academic Catalog for a detailed description of the University's policies regarding discrimination, harassment, sexual misconduct, as well as applicable complaint and grievance procedures.

### Academic Catalog

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

## 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, please contact the Department of Public Safety.

### Emergency Information

For up-to-date information about University-related emergency issues, please visit: [emergency.pepperdine.edu](https://emergency.pepperdine.edu).

Department of Public Safety .....	310.506.4442
Graduate School of Education and Psychology Dean's Office.....	310.568.5615
Graziadio School of Business and Management 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 .....	310.506.4472

Stay Connected



## Download the Pepperdine Mobile App

Like us on Facebook <https://www.facebook.com/PepperdineUniversityGSEP>

Follow us on Twitter @PepGSEP



## Contact Us

Pepperdine University  
Graduate School of Education and Psychology  
6100 Center Drive, Fifth Floor  
Los Angeles, CA 90045

Phone: 310.568.5600 | Fax: 310.568.5755

E-mail: [gsep.studentservices@pepperdine.edu](mailto:gsep.studentservices@pepperdine.edu)

Web: [gsep.pepperdine.edu](http://gsep.pepperdine.edu)