



PEPPERDINE

GRADUATE SCHOOL OF  
**EDUCATION &  
PSYCHOLOGY**



# Student Resource Guide

September 4, 2018–August 2, 2019

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CALABASAS | ENCINO | IRVINE | MALIBU | WEST L.A.



**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—fellow graduate students, faculty, staff, alumni, and friends of the University.

Our 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.

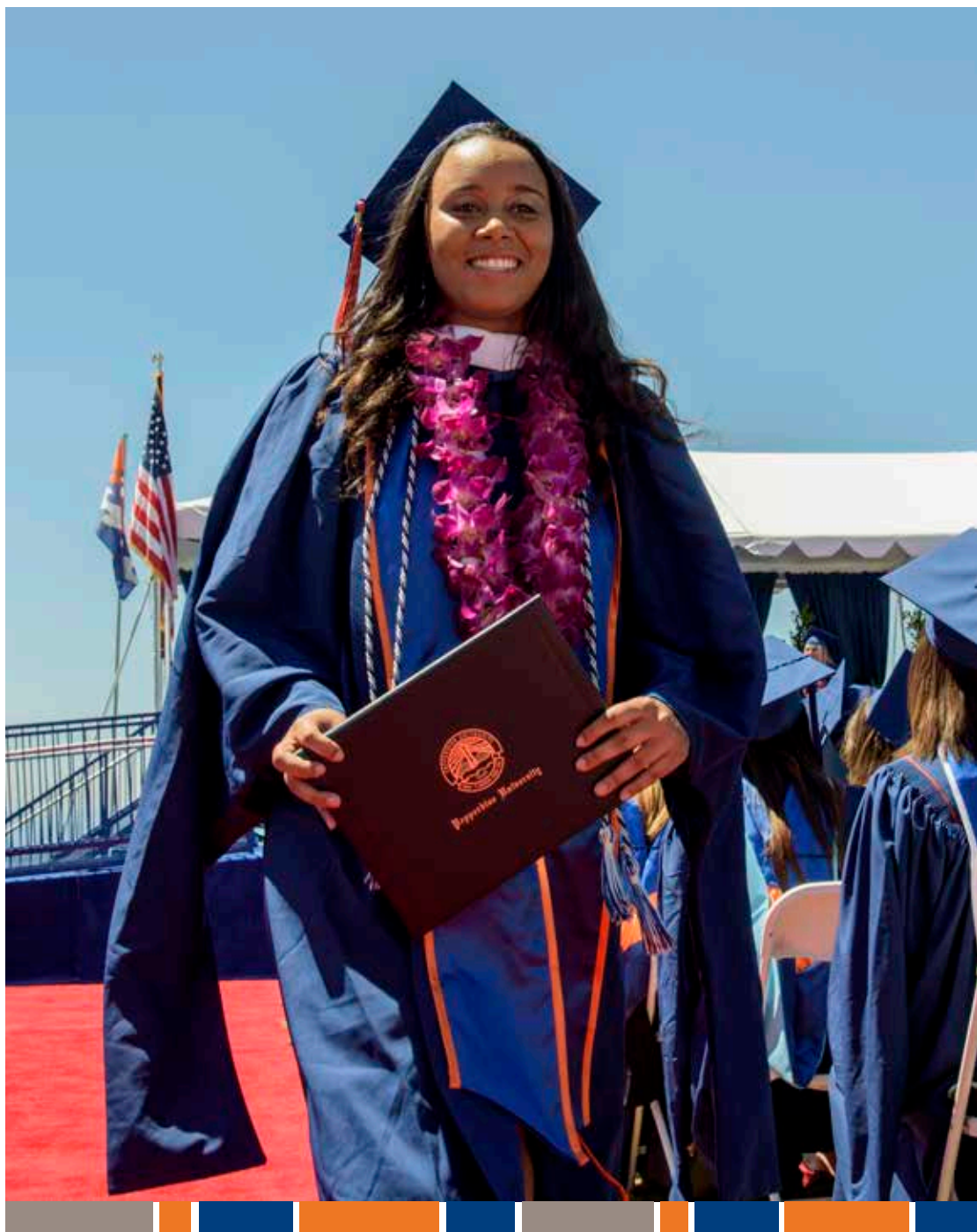
We highly encourage you to utilize our services to maximize potential opportunities and fulfill your professional and personal goals. The GSEP community is service-oriented, and it's important that throughout your academic career you inquire about events and services to enhance your experience with us.

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*

**Campuses**

Calabasas Graduate Campus .....	818.702.1000
Drescher Graduate Campus, Malibu .....	310.506.4000
Encino Graduate Campus .....	818.501.1600
Irvine Graduate Campus .....	949.223.2500
West Los Angeles Graduate Campus .....	310.568.5600







## **REGISTRATION CALENDAR**

### **2018–2019**

Fall 2018 (Sept. 4–Dec. 14)

Class schedule available for viewing: May 29

Registration for new students: July 16–Aug. 3

Add/drop period: Sept. 4–Sept. 10

Spring 2019 (Jan. 7–Apr. 19)

Class schedule available for viewing: Oct. 12

Registration for continuing students: Nov. 12–Dec. 7

Add/drop period: Jan. 7–Jan. 11

Summer 2019 (EDUC: Apr. 29–July 19;

PSYCH Session I: Apr. 29–June 14;

PSYCH Session II: June 17–Aug. 2)

Class schedule available for viewing: Feb. 15

Registration for continuing students: Mar. 18–Apr. 12

Add/drop periods:

EDUC and PSYCH Session I: Apr. 29–May 3

PSYCH Session II: June 17–June 21



# ACADEMIC ADVISORS AND DEPARTMENTS

## 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, MS Programs, and SEC .....	310.568.5770
Leadership and Technology .....	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
MS Psychology Program and Aliento .....	310.568.2317

## 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 STUDENT CENTER

WaveNet is an online portal that connects the Pepperdine community to intranet resources. It provides access to email, class schedules, grades, student account summaries, 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 email address for all email communications with the University.

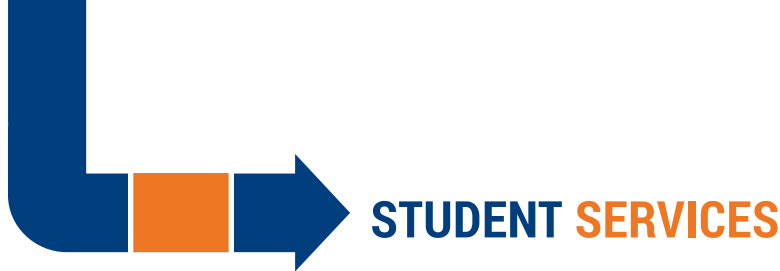
[community.pepperdine.edu/it/tools/wavenet/students](https://community.pepperdine.edu/it/tools/wavenet/students)

310.506.HELP (4357) or 866.767.8623

To access your Student Center:

- Type [wavenet.pepperdine.edu](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





## Registration

All students must electronically sign a Financial Responsibility Agreement through their WaveNet Student Center each term in order to register for classes. Students must be cleared of all registration holds before registering for classes.

Each registration period students are assigned a date and time block for registration. This time block will appear on the "Home" page in your WaveNet account once assigned.

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

To view class schedule and find classes:

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

To search and enroll in classes:

- Go to [wavenet.pepperdine.edu](https://wavenet.pepperdine.edu) and login with your Network ID
- Select the "Class Search" link in the "Shopping Cart" section on the "Home" page of your WaveNet account
- Click the "Search" button and select a subject and course number to view course information
- Click the "Select" button next to the class you wish to add to the Shopping Cart
- Check the box next to the class 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
- Click the "X" in the top right corner to return to the "Home" page of your WaveNet account



## Welcome to the New WaveNet

Please click the button below to begin your self-activated experience:

[Login to WaveNet](#)

If you are having difficulty logging into WaveNet please visit this alternate login link:  
[Alternate Self-Activated Login](#)

### Attention Students, Faculty, and Staff

#### MyID - Password Management

Verify/Update your MyID profile NOW!

- Reset your password yourself
- Retrieve a PIN to reset your password on your mobile device or alternate email address
- Avoid calling the help desk for password help
- Password must contain symbols 24/7

For best results, we recommend using Firefox. You may experience some incompatibility issues using an Internet Explorer browser. For compatibility, configuring your browser. To help with this, please follow the instructions on this site browser instructions.

WELCOME, User ID: [User ID] | Logout

LOG OUT | My Profile | My Account | My Courses | My Grades | My Calendar | My Alerts | My Settings

Student | Resources

Registration Dates

Click here for registration dates

To Do (0)

Index (0)

Personalized Report

Personalized Letter

Personalized Email

Regular Links

Managerial Self-Service

Courses (powered by Blackboard)

Online Course Evaluations

Summer 2018

Shopping Cart

Course (s) / Section (s)	Instructor	Location	Time	Days	Message
ED 751-20 (1724)	Ed	TBA	02:00 AM - 02:00 PM	TBA	
ED 751-20 (1725)	TBA	Online Graduate Campus	4:00 PM - 7:00 PM	TBA	

[Add / Remove / Edit](#)

Enrolled Courses

You have no enrolled courses for this term. Please enroll into the Pending Shopping Cart to enroll in classes.

## Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select available to have the system check for possible conflicts prior to enrolling.

Summer 2018 | Graduate | Pepperdine University

CHANGE TERM

Add to Cart

Enter Class ID:

[SEARCH](#)

Find Classes

[SEARCH](#)

Open | Closed | Wait List

SUMMER 2018 SHOPPING CART

Selected Class	Class Times	Rooms	Instructor	Units/Status	Class Materials
<input type="checkbox"/> ED 751-20 (1724)	Th 4:00PM - 5:30PM Fr 5:00PM - 6:30PM Sa 8:00AM - 9:30AM	WestLA Grad Campus WestLA Grad Campus WestLA Grad Campus	Ed Clark	3.00	Class Materials
<input checked="" type="checkbox"/> ED 751-20 (1725)	Th 4:00PM - 5:30PM Fr 5:00PM - 6:30PM Sa 8:00AM - 9:30AM	WestLA Grad Campus WestLA Grad Campus WestLA Grad Campus	V. Casner	2.00	Class Materials
<input type="checkbox"/> ED 751-20 (1726)		TBA	J. Davidson	2.00	Class Materials

Not selected | [DELETE](#) | [VALIDATE](#) | [ENROLL](#)

My Summer 2018 Class Schedule

Class	Description	Class Times	Rooms	Instructor	Units/Status	Class Materials
ED 751-20 (1726)	Observation Research (Dissemination)		TBA	J. Davidson	2.00	Class Materials

## 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 institutional grants or scholarships (enrollment in comprehensive exam and dissertation does not qualify for institutional grants). 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) | 310.506.7999

### 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 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 2018–2019 GSEP Academic Catalog. [gsep.pepperdine.edu/student-resources/catalog](https://gsep.pepperdine.edu/student-resources/catalog)

## 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](https://community.pepperdine.edu/gsep/writing-support) | [community.pepperdine.edu/gsep/dissertation](https://community.pepperdine.edu/gsep/dissertation)  
[grammarly.com/edu](https://grammarly.com/edu) | [pepperdine.mywconline.com](https://pepperdine.mywconline.com)

## **Institutional Review Board (IRB)**

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.

Additionally, to meet the needs of the Pepperdine community the GPS IRB Office representatives are available to meet with researchers who have questions about the IRB process at Pepperdine. Our goal is to help provide all applicants seeking our services with outstanding advising and guidance that will then help reduce the number of resubmission cycles. However, the applicant bears sole responsibility for the quality of any submission or resubmission.

[community.pepperdine.edu/irb/graduate](https://community.pepperdine.edu/irb/graduate) | [gpsirb@pepperdine.edu](mailto:gpsirb@pepperdine.edu)

## **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](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

The GSEP Career Services team operates from an innovative model of career education and holistic career counseling for today's rapidly changing job market. The department provides services and resources to education and psychology students and alumni, both face-to-face and virtually. Services include helping individuals clarify their purpose and build lifelong employability skills in order to strengthen their personal brand and prepare for career advancement. Students and alumni have access to clinical career counseling; resume/CV and cover letter customization assistance; interview preparation and practice; and industry-specific employment search strategies. Career Services hosts relevant career development programs, providing career exploration and networking opportunities with alumni and industry leaders, as well as prospective employers. Grounded in a postmodern theory called career construction, we help you construct your career narrative through life-design counseling, as well as provide you with the tools and strategies to become competitive in today's society.

[gsep.pepperdine.edu/career-services](http://gsep.pepperdine.edu/career-services) | 310.568.5666

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

The GSEP Credentials Office is the central administrative office for all students working toward their teaching credentials or MFT/LPCC certification. The office 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





## **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](http://pepperdine.wla.bkstr.com) for the Calabasas, Encino, Irvine, and West Los Angeles Graduate Campuses, and [pepperdine-drescher.bkstr.com](http://pepperdine-drescher.bkstr.com) for the Drescher Graduate Campus.

## **Student Parking**

### **Calabasas Graduate Campus**

Parking at the Calabasas Graduate Campus is unreserved and free. Special cardkeys and passes are not required. Vehicle registration and a parking permit are 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)

### **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 and 2:30 PM for weekday classes scheduled to meet before 2:45 PM.

### **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 for validation.

## 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](https://community.pepperdine.edu/gsep/student-services/parking)

## 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, Encino, Irvine, and West L.A. 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](https://gsep.pepperdine.edu/student-resources/services/housing)

## Student Activities

### GSEP Events

At Pepperdine University, we have a robust calendar of events that reflects our commitment to advancing in intellect and growing in spirit. Our events include lecture series, service opportunities, athletic gatherings, and other ways to connect with your community. The Margaret J. Weber Distinguished Lecture Series brings leading agents of change to GSEP to discuss the challenges and opportunities in servant-leadership in communities across the world. [community.pepperdine.edu/events/gsep](https://community.pepperdine.edu/events/gsep)

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

### Athletic Events

Admission into all regular-season home events is free to those with a current, valid Pepperdine ID. [pepperdinewaves.com/school-bio/pepp-downloadable-schedules.html](https://pepperdinewaves.com/school-bio/pepp-downloadable-schedules.html)

## Shopping, Dining, and Entertainment

Calabasas Organic Patio Cafe (Calabasas Graduate Campus) [organicpatiocafe.com](http://organicpatiocafe.com)

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 Howard Hughes Center (West Los Angeles Graduate Campus)

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

## 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](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 the education or psychology departments referenced on page 6.



## **Degree Awarding**

Students must apply to graduate in order for their 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 and Degree Verification**

Current students and recent alumni may save steps by ordering transcripts through WaveNet. Click the Academics button from the "Home" page of your WaveNet account, then click the "Order Transcript/Verification" link. [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**

All students who will complete degree-required courses by the end of the summer term are encouraged to attend the GSEP Commencement Ceremony. Students must RSVP by completing the Commencement Ceremony RSVP link, which will be emailed 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 GSEP graduate, you belong to an exclusive alumni network boasting more than 24,000 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](https://gsep.pepperdine.edu/alumni)



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### **Calvin Bonds** (EdD '16)

"#livethebestme Those are the words that truly express how I feel after completing Pepperdine University's EDOL program. I wanted an international educational experience that provided me with the best opportunity to effectuate change as a leader in multiple industries. Attending Pepperdine University exceeded all of my expectations. Because of this transformational experience, I am now proudly riding the wave as a global leadership consultant and master storyteller, applying creativity and innovation to assist organizations with conflict resolution, communication, foundational leadership, teamwork, equity mindedness, cultural competencies, business development, and health and wellness. Pepperdine University has helped me to #livethebestme!!!"



## **ADDITIONAL CONTACTS AND INFORMATION**

### **Enrollment Services Office**

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

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

### **Office of International Student Services**

[pepperdine.edu/admission/international-students](https://pepperdine.edu/admission/international-students)

Email: [oiiss@pepperdine.edu](mailto:oiiss@pepperdine.edu) | 310.506.4246

### **Office of Student Accessibility**

[pepperdine.edu/student-accessibility](https://pepperdine.edu/student-accessibility)

Email: [student.accessibility@pepperdine.edu](mailto:student.accessibility@pepperdine.edu) | 310.506.6500

### **Student Employment**

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

Email: [gsepsemp@pepperdine.edu](mailto:gsepsemp@pepperdine.edu) | 310.568.2327

## **Discrimination, Harassment, and Sexual Misconduct Policies**

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 visit [pepperdine.edu/studentcodeofconduct](https://pepperdine.edu/studentcodeofconduct) for a detailed description of the University's policies regarding discrimination, harassment, and 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, 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.....	310.506.4280

# Stay Connected



## DOWNLOAD THE PEPPERDINE MOBILE APP

Like us on Facebook [facebook.com/pepperdineuniversitygsep](https://facebook.com/pepperdineuniversitygsep)

Follow us on Twitter [@PepGSEP](https://twitter.com/PepGSEP)

## CONTACT US

Pepperdine University  
Graduate School of Education and Psychology  
6100 Center Drive, Suite 500  
Los Angeles, CA 90045

Phone: 310.568.5600  
Email: [gsep.studentservices@pepperdine.edu](mailto:gsep.studentservices@pepperdine.edu)  
Web: [gsep.pepperdine.edu](http://gsep.pepperdine.edu)