Enrollment Form and Tuition Prepayment

**Step 1: Log into WaveNet**

Navigate to https://wavenet.pepperdine.edu. Log in using the credentials you received in a separate email the day after your admission decision notification. If you need assistance logging into WaveNet or retrieving your credentials, please contact the Help Desk at (310) 506-HELP (x4357). The Pepperdine Help Desk has personnel on duty 24 hours per day, 7 days per week, 365 days per year.
Step 2: Click Applicant Center

Click on the "Applicant Services" link in the menu bar and then click on "Applicant Center" link in the drop down menu, or click the "Applicant Center" shortcut link.

Step 3: Click on Intent to Enroll Form

Click on the “Intent to Enroll Form” link.

Step 4: Complete the form and submit

Review the enrollment form terms and conditions. Indicate acceptance of the terms by checking the boxes and typing your full name in the signature box. Then click the "Submit Intent to Enroll Form" button.
You will receive the following confirmation message when your Enrollment Form has been successfully submitted. Click "Return to Applicant Center" to move on to the next step of the enrollment process.
**Step 5: Return to Applicant Center and Refresh**

Click the "Refresh" button to update your enrollment items. Please note that it may take a few minutes for completed items to disappear.
**Step 6: Click on Pay Deposit**

Click on “Pay Deposit” on the Applicant Center page.
Step 7: Make the Tuition Prepayment

There are three payment options. The preferred payment method is eCheck. NOTE: You must hold an account with a **US Bank** in order to use this option. Please select the option you will utilize and follow the appropriate instructions to complete the payment. **NOTE:** Your funds must transfer by the Enrollment Deadline in order to complete your enrollment. It is your responsibility to ensure that the funds are transferred by the Enrollment Deadline. The Tuition Prepayment is **non-refundable.**

**eCheck (preferred):** To pay by eCheck, select the "Make a Payment" link in your WaveNet To Do List and follow the instructions. Please ensure that your browser’s pop-up blocker is off. Your funds must transfer by the Enrollment Deadline in order to complete your enrollment. It is your responsibility to ensure that the funds are transferred by the Enrollment Deadline.

Click on **Make a Payment** from your **Applicant Center** page.

This will bring up the CASHNet window. Click on Student Account Payment.

![Image of the CASHNet window](image1)

Enter the amount to be paid and click **Add to Current Transaction.**

![Image of the CASHNet window](image2)
Verify the correct amount and student’s name and click **Checkout**.

Select the method of payment and click **Continue Checkout**.

The next pages will ask you to enter your bank information, review the information, and submit.

At this point a receipt will be available to print. Make sure to print this and retain for your records. You may also send it to an additional e-mail address.

It may take several minutes for the Tuition Prepayment item to update in your Applicant Center.

**For ALL other payment options and instructions, including international wire transfer, please refer to our webpage.**
Step 8: Print Records

Once your Enrollment Form and Tuition Prepayment have been processed, your Applicant Center will be updated. We recommend printing all confirmation messages and retaining them for your records.

Your place in the class is not secured until both the Enrollment Form and the Tuition Prepayment are received. The Tuition Prepayment must be paid in full by the deadline. Errors of any kind, including mistyping your bank account numbers or insufficient funds in your account, will not be considered. You will receive a confirmation email once your enrollment has been processed, which may take 1-2 business days.