Adding a Class:



1. Click "Add a Class"

PEPPERDINE U Strenthening Lives for Purpose, S	NIVERSITY Service, and Leadership	
Menu 🗖		<u>vVaveNet Ho</u>
Menu Image: Search: Search: Image: Search: > Self Service Personal Information > Payroll and Compensation Benefits > Enrollment Campus Finances > Academic Records Degree > Progress/Graduation > Transfer Credit - Student Center > Reporting Tools	Dennis Bortz my class schedule wish list class search add drop Add Classes 1 <td></td>	
	✓ My Fall 2008 Class Schedule	
	You are not registered for classes in this term. <u>My Class Schedule Wish List Class Search Add Drop</u> go to go to	

2. Enter 4-digit class number or use Search for Class function.

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Self Service Personal Information Payroll and Compensation		my class s	schedule	wish list	class search ad	ddrop	
	Add Cl	asses					
Enrollment	1. Sele	ect classes	s to add - Enr	ollment Pr	eferences		
Academic Records	Fall 2008	Undergradu	ate Pepperdine U	niversity			
Progrees/Graduation	ECON 2	200 - Econor	mic Principles				
Transfer Credit - Student Center Reporting Tools	Class Pr	Class Preferences					
	ECON 2	10-1 1	actum a	Wait List	📃 Wait list	if class is full	
	ECON 20	J0-1 L	ecture Vopen	Grading	Undergradua	ate Grading Basis	
	Session Regular Academic Session Units 4.00						
	tareer	Undergrad	Juate				
				-	CANCEL PREV	10US NEXT	
	Section	Component	Days & Times	Location	Instructor	Start/End Date	
	1	Lecture	MoTh 8:00AM - 9:50AM	Pendleton Learning Center 125	Robert Sexton	8/25/2008 - 12/11/2008	
	NOTES						
	Class Notes Satisfies GE requirement.						
	My Class Schedule Wish List Class Search Add Drop						

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	Add C	Add Classes							
Enrollment Compus Finances	1. Sel	ect classes	to add						
 Campus Finances Academic Records Degree Progress/Graduation Transfer Credit 	Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.								
 − Student Center ▷ Reporting Tools 	ECON 200 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.								
	Fall 20	08 Undergra	duate Pepperd	ine University					
	Add a class using one of the following:								
	Search for Class Search								
	Enter Class Nbr enter								
	Fall 2008 Enrollment Shopping Cart								
				Open	Closed	AWait	List		
	Delete	Class	Description	Days/Times	Location	Instructor	Units	Status	
	Î	ECON 200-1 (1888)	Principles (Lecture)	MoTh 8:00AM - 9:50AM	Learning Center 125	R. Sexton	4.00		
	View All Classes in Cart 🛛 First 🗹 1 of 1 🖹 Last							Last	
					PRO	ICEED TO ST	EP 2 O	F 3	
	▼ _{My}	Fall 2008 Class	Schedule						
		Ye	ou are not registere	ed for classes in thi	is term.				

4. Click "Proceed to Step 2 of 3" or add more classes.

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▷ Benefits ▷ Enrollment	2 Confirm cla	15525				e -9		
Campus Finances Academic Records	Click Einish Enro	lling to process vo	ur request for the	rlacces listed h	elow To			
Degree Progress/Graduation	exit without adding these classes, click Cancel.							
▶ Transfer Credit								
 Reporting Tools 	Fall 2008 Undergraduate Pepperdine University							
			Onen	Close	d Aw	/aitlist		
	Class	Economic	Days/Times	Location Pendleton	Instructor	Units Sta	tus	
	(1888)	Principles (Lecture)	9:50AM	Learning Center 125	R. Sexton	4.00		
			CANCEL	PREVIOUS	FINISH	ENROLLIN	IG	
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5 Click "Finish Engell	inc"							
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 Personal information Payroll and Compensation 	Add Classes						
Campus Finances Academic Records Degree Progress/Graduation Transfer Credit - Student Center Reporting Tools	View the following Fall 2008 Undergrad	g status report for enr duate Pepperdine Un	rollment confirmations and errors: iversity				
		🖋 Success: e	nrolled 🗙 Error: una	able to add class			
	Class	Message		Status			
	ECON 200	Success: schedule	: This class has been added to your 	× 1			
	My Class Schedule V	Vish List Class Searc	th Add Drop	CLASS SCHEDULE			

6. This is a confirmation screen which shows whether they actually got in the classes or not.

Dropping a class:

1. Click on the "drop" tab.

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Self Service	my class s	chedule	wish list cla	ss search	add	Irop	
 Personal Information Payroll and Compensation Benefits 	Drop Classes					121-13	1
 ▶ Enrollment ▶ Campus Finances 	1. Select classes	to drop					
▷ Academic Records ▷ Degree	Select the classes t	to drop and click [Drop Selected Clas	ses.			
Progress/Graduation Transfer Credit							
 Student Center ▶ Reporting Tools 	Fall 2008 Undergra	aduate Pepper	dine University				
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	Select Class	Description Economic	Days/Times	Location	Instructor	Units S	itatus
	ECON 200-1 (1888)	Principles (Lecture)	MoTh 8:00AM - 9:50AM	Learning Center 125	R. Sexton	4.00	×
	7			C	ROP SELECT	ED CLA	SSES
	/			1			
	My Fall 2008 Clas	s Schedule					
	Mv Class Schedule - Wi	ish List - Class Se	arch Add Drop				
	go to	0	/	/			
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2. Check the box next	to the class to b	e dropped.					

3. Click "Drop Selected Classes"

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▷ Benefits ▷ Enrollment	2 Confirm voi	ur selection			_ U-				
 Campus Finances Academic Records 	Click Einish Dror	pring to process y	ur drop request T	o exit without	dropping				
Degree Progress/Graduation	these classes, cl	lick Cancel.	ar arop request. r		dropping				
▷ Transfer Credit									
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	flace	Description	Days /Times	Location	Instructor	Unite Status	1		
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							-		
	<u>My Class Schedule</u> <u>Wish List</u> <u>Class Search</u> <u>Add</u> <u>Brop</u>								
	go to	v (>>)							
4. Click "Finish Dropp	ing"								