

## Auditing Class Rosters via WaveNet

All class rosters can now be reviewed online, via WaveNet. To view your class roster(s) on the web, please follow the following steps:

1. Click on or visit <https://wavenet.pepperdine.edu>
2. Enter your **Network user ID** and **password** (e.g. user name: edjones, password: xxxxxx).
3. Click on **Faculty Services located in the Academic Tools pagelet or in the upper right corner of the page.**
4. You are now connected to SIS.
5. Click on **Class List**.
6. From the drop-down box, select the course that you wish to review. Click **Submit**.
7. Check that every student on your class roster is actually attending.
8. Confirm the accuracy of your class roster(s) **and** submit any discrepancies by sending an email to Eva Reid ([eva.reid@pepperdine.edu](mailto:eva.reid@pepperdine.edu)), Grade Services Supervisor at the Office of Student Information & Services, by **January 22<sup>nd</sup>** .

Please use the email link located above the class roster. Using only your Pepperdine email account, please provide the following information:

If your class roster is correct, indicate **course name** and **section number**, and type "OK." For example,

PE 199.01 - OK

If your class roster is incorrect, indicate **course name**, **section number**, **full name of student**, and whether the student is **listed but not attending** or **attending but not listed**. For example,

REL 102.01

John Anderson - listed but not attending

Sally Jones - attending but not listed

If you are experiencing technical problems with WaveNet, contact the Information Technology Help Desk at ext. 4357, or your division's Technology Liaison:

Communication - [Hong Kha](#) - 310-506-4257

HUTE - [Tyson Gosch](#) - 310-506-6020

Social Science/Religion - [Chris Low](#) - 310-506-6512

Business - [Alan Regan](#) - 310-506-6756

Natural Science - [Doug Gilbert](#) - 310-506-6256

ISL/Fine Arts - [Jennifer Cha](#) - 310-506-7381

**PLEASE NOTE: Students not listed on your class roster(s) must not be allowed to continue attending class unless they present proof of registration.** Instructors will be notified of students whose registrations have been cancelled for non-payment of financial obligations. These students should not be allowed to attend class or meet course requirements without proof of reinstatement from the Credits Committee or the Office of Student Information & Services.

Please direct your questions to Eva Reid at ext. 6151 or ([eva.reid@pepperdine.edu](mailto:eva.reid@pepperdine.edu))