PEPPERDINE
SCHOOL OF PUBLIC POLICY

Welcome New SPP Students!

The Office of Admissions and Student Services is thrilled you are joining us here at the Pepperdine School of Public Policy! We are located in the beautiful city of Malibu, California; and this location offers many activities from surfing and hiking to delicious eateries – not to mention breathtaking views of the Pacific Ocean! Our students can attend classes and relax just steps away at the Malibu pier. You have come to the right place to begin your graduate academic journey in pursuit of your Master of Public Policy (MPP) degree!

This Pre-Orientation Packet provides useful information that will make your transition into student life a breeze! Review this package completely before your arrival, as many items require action before you get here in order to make your transition to Malibu smooth. Such items include:

1. **Providing official degree conferral transcripts**
2. **Arranging for housing during your studies (either on- or off-campus)**
3. **Submitting your FAFSA, if requesting Federal Student Loans and/or Federal Work-Study**
4. **Demonstrating health insurance coverage**
5. **Knowing how to order textbooks**
6. **Submitting your REQUIRED photo for your Pepperdine Student ID Card**
7. **Registering your vehicle (as a campus resident or commuter student)**
8. **For International Students, submitting all required information to OISS**
9. **Getting to know the various SPP student organizations**

We know this is a lot of information – but we want you to be fully prepared. If you still have questions, always feel free to contact the Office of Student Services and Admissions directly at SPPAdmissions@pepperdine.edu or 310.506.7493.

We look forward to welcoming you in August! Remember: New Student Orientation begins the week of Monday, August 21, and will conclude Wednesday, August 23. Orientation is required for all new School of Public Policy students. Class will begin on Monday, August 28, 2023.

See you soon!
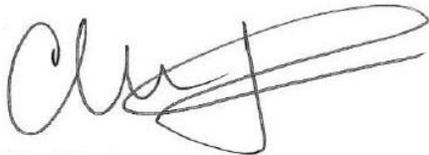
Christopher Jones
Senior Director, Office of Admissions and Student Services

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OFFICIAL DEGREE TRANSCRIPT REMINDER

If it is noted that the School of Public Policy has not received your final transcripts, which reflect your baccalaureate degree conferral, please contact your undergraduate institution and request that they be sent to the Pepperdine School of Public Policy as soon as possible.

Address and mail transcripts to:

Pepperdine University
School of Public Policy
ATTN: Office of Admission
24255 Pacific Coast Highway
Malibu, CA 90263-7493

*Official Electronic Submissions **DIRECTLY** sent from Schools/Clearinghouses Accepted and **ENCOURAGED**!*

Submit to: SPPAdmissions@pepperdine.edu

Before you can begin classes, we must have final official transcripts, which include the degree and date conferred.

HOUSING INFORMATION

Phone: 310.506.7586 – Email: housing@pepperdine.edu - Housing Website

Planning to live on campus? Check out the Public Policy Housing website to learn more about how to sign up for on-campus housing.

Planning to live off-campus? Familiarize yourself with Malibu and its surrounding areas. Consider the length of your off-campus lease terms as you may or may not stay in the Malibu area for your summer and consider any transportation requirements to ensure you have reliable transit to and from campus.

Note: The School of Public Policy is not responsible for student housing – either on-campus or off-campus.

On-Campus Graduate Student Housing

The Drescher Graduate Residential Complex is reserved expressly for graduate students. Apartments are fully furnished and include all utilities, basic cable, and phone service. Each room is wired for internet access. Review the Living Area page on the Housing website to learn more.

Housing applications are now live. Access the Housing Portal via the Public Policy Housing website. Familiarize yourself with all sections of the website. **To apply** for housing, click on "Housing Selection," review the "Selection Dates and Instructions," the "Living Area," and "Rates." Then click on the "Housing Portal" to start the application process. *Note: applications are not complete until you have deposited the $500 pre-payment onto your student account.*

Spaces are limited and assigned on a first-come, first-served basis. Apartments usually house four students. Each student has a single occupancy bedroom. Each unit contains four bedrooms, one bathroom, a living/dining area and a kitchen. You may request one-to-three specific roommates using the Housing Portal by mutually linking with each other. Otherwise, the Housing Office will select your roommates from the School of Public Policy first. As spaces fill up, Housing may need to place students together from different graduate programs. See the Housing website for specific instructions and more detailed information.

Please be sure to connect directly with the housing office regarding important move-in dates for Fall 2023.

Per Semester 2023-2024 academic year housing costs (utilities and telephone included): **$ 9,500.00**

We recommend that you submit your housing contract on-line and make your $500 pre-payment via WaveNet as soon as possible. The non-refundable deposit applies to your room charges upon enrollment.

Off-Campus Graduate Student Housing

There are many different off-campus options, ranging from apartment complexes in Malibu and its surrounding areas to private rentals. If you are living off-campus, it is the student's responsibility to ensure they are comfortable with the living situation, have the necessary funds to make on-time rent and utilities payments, and have transportation necessary to travel to and from campus.

The SPP graduate housing website has some off-campus housing resources for students. These are public resources available to anyone and SPP does not vet, nor is responsible for, the listings found on these off-campus housing resources.

Our office and the Pepperdine Housing Office is available to assist and provide tips for your housing search.

Feel free to reach out if you have any questions: Pepperdine Housing Office: 310.506.7586 or e-mail housing@pepperdine.edu

FINANCIAL AID

We will process federal financial aid only for those who have submitted a FAFSA. If you do not want Federal Student Loans, but **do want to be considered for Federal Work study** you must still submit a FAFSA if you are eligible to file for Federal Financial Aid.

For those who have not submitted the FAFSA yet, here is a Financial Aid Checklist to keep you on track:

- Submit the FAFSA or Renewal FAFSA: https://studentaid.gov/h/apply-for-aid/fafsa
- Accept/Decline/reduce Financial Aid amounts on WaveNet when prompoted: https://wavenet.pepperdine.edu

General Financial Aid Information:
https://publicpolicy.pepperdine.edu/admission/financial-aid/

Federal Work-study Information:
https://publicpolicy.pepperdine.edu/admission/financial-aid/federal-work-study/

Starting with the 2017-2018 FAFSA, students will be required to report income and tax information from an earlier tax year. This is because students can now submit their annual FAFSA as early as October 1.

For example, for 2023-2024, you will be required to report income from 2021. You must report the information FAFSA asks for. Please submit your Free Application for Federal Student Aid (FAFSA) for 2023-2024, and **use the IRS data retrieval tool**, which will allow FAFSA to import your tax data, making the process easier and more accurate.

If you are not planning to take any Federal Work Study or Federal Student Loans, please let our office know as soon as possible. You may contact Christopher "CJ" Jones, Senior Director of Student Services and Admissions, directly at Christopher.j.jones@pepperdine.edu or 310.506.7369.

HEALTH INSURANCE

Pepperdine University requires health care coverage to limit undue financial and academic stress related to illnesses during the academic year. A health policy will assist in meeting not only common illnesses treated at the Student Health Center or at a private physician's office, but also with the financial burden of illness and accidents involving more extensive care.

School of Public Policy Requirements (SPP)

All SPP students (including those studying abroad) are required to purchase health insurance with U.S. based coverage comparable to the University's policy or enroll in the Student Health Insurance Plan (SHIP) EACH semester/term. It is highly recommended that insurance coverage include local care close to Malibu. All new and returning students must submit an electronic waiver upon entrance and each fall term thereafter, as proof of insurance.

New Fall Students

All degree-seeking students registered on the Malibu campus are required to submit an **electronic waiver** of other insurance if they do not wish to purchase the Student Insurance Health Plan (SHIP).

AHP Insurance Dashboard Guidance

To meet the University health insurance requirement, new and returning students must select one of two options on the AHP Insurance Dashboard:

1. Confirm the Student Health Insurance Plan (SHIP) option by clicking the **ENROLL** button, or
2. Provide proof of an existing health insurance plan by clicking the **WAIVE** button
   Note:

To log into the system, students will need to enter their Pepperdine campus-wide identification (CWID) number and password. CWID numbers can be found on the front of student ID cards or in the "personal info" section on WaveNet.

When students first log into the system, their password is their date of birth (MMDDYYYY).

Fall Waiver Submissions, Deadlines, and Premium Charges

AHP Insurance Dashboard is Open
Select one of two options on the **AHP Insurance Dashboard** to meet the University's health insurance requirement. Students with a health insurance plan comparable to SHIP must complete an online waiver form before the August 2023 (tentative) waiver deadline.

SHIP Charges Post
August 16, 2023: Fall SHIP charges post to the student accounts of all eligible students who have selected the SHIP option or have not completed an online waiver submission through the AHP Insurance

Dashboard and received an approved waiver notification by August 2023.

Grace Period

Aug 16 – Sept 5, 2023: Final opportunity for students who have not completed the University's health insurance requirement through the AHP Insurance Dashboard to select from the two available options. Students who select to waive out of the SHIP option, complete a waiver request, and receive an approved waiver notification, will have the premium charges reversed from their student accounts.

Final Waiver Deadline

September 5, 2023: Charges for SHIP will only be reversed for students who submit proof of insurance through the AHP Insurance Dashboard and receive an approved waiver notification between May 2023, and September 5, 2023. If the waiver is submitted and approved after the August 15, 2023 deadline and SHIP charges post to the student account, the charge will be reversed prior to the due date for this fee.

Students who do not provide proof of U.S.-based insurance and have an approved waiver notification through the AHP Insurance Dashboard prior to the September 2023 deadline are automatically enrolled in SHIP to meet the University's health insurance requirement and are responsible for the charge on their student account.

Fall Premium:

$2,117 (Policy Period: August - December 2023)

Students who enroll in SHIP for the fall term will automatically roll over to spring/summer enrollment. These students have the option to waive the spring/summer SHIP through the AHP Insurance Dashboard between November 2023, and February 2024 (tentative).

Note: Non-degree and exchange students are not required to provide proof of health insurance coverage and are not eligible to purchase SHIP.

Students graduating in December 2023 who enroll in SHIP for the Fall 2023 term will have the option to enroll in the 2024 spring/summer SHIP by contacting Academic Health Plans by the February 1 enrollment deadline.

Questions?

To learn more about SHIP, SHIP enrollments, information for those graduating in December, the insurance requirement, or to access the SHIP brochure, please utilize the Academic HealthPlans customer care online resource center.

PEPPERDINE ONLINE CAMPUS BOOKSTORE

Phone: 310.568.5741 – Email: pepperdine.wla@bkstr.com - Online: Pepperdine West LA Bookstore
Apparel, Merchandise, & Gifts - **Contact Info**: https://www.bkstr.com/pepperdinewestlastore/help-faq

School of Public Policy students may purchase textbooks and materials at Pepperdine's online store. There you can purchase course materials, as well as school and office supplies and Pepperdine-themed apparel and accessories. Textbooks can be purchased or rented.

Renting will save you 50% or more. Register for this exciting program at Follett Rental. You can review the rental FAQ located here. To purchase books online click here:

The Bookstore also offers a selection of miscellaneous supplies from pencils, post-its, paper and USB flash drives to clothing, gifts and accessories created especially for the School of Public Policy.

They will also buy back your books anytime no matter where you bought them from.
For more information, please call: 1-310-568-5741

Purchasing Books from Amazon

Many students prefer to purchase their books (used or new) on Amazon. If doing so, please ensure you are purchasing the correct textbook (i.e. edition, volume, publisher, etc…) and when selecting a shipping option, be sure your books will arrive in time for classes. Note: Amazon offers a discounted prime membership for students; use your Pepperdine email address to receive this discount.

If you have any questions about your textbooks or suggested summer reading, feel free to reach out: 310.506.7493 or christopher.j.jones@pepperdine.edu

STUDENT ID CARD INFORMATION

DUE DATE: AUGUST 10, 2023

Pepperdine University issues all students an identification (ID) card when your association with Pepperdine begins. Everyone must carry their Pepperdine ID card at all times. Student ID cards are valid for seven years. The first ID card is free. Should a card become damaged, return it to One Stop and get a new card free of charge. If a card is lost or stolen, there is a $15 fee for the replacement card, payable at the Malibu campus Cashier Office in the Thornton Administrative Center (TAC).

Students **ARE REQUIRED** to submit a "selfie" picture for their Pepperdine ID card photo and their identification card will be provided to them at NSO. The photo must comply with the guidelines listed below. The system will reject photos that do not comply, and you will need to submit a new photo!

From within the GET app, take your photo with your cell phone's camera following these guidelines:

- Your photo must show the head and shoulders of just you. Think passport or driver's license style.
- Your photo must be of you and no one else. No photobombing or group selfies, please.
- Your head must face the camera directly with your full face in view, centered in the frame. No side profile selfies.
- Please remove sunglasses, hats, and anything else that obstructs the view of your face.
   - **Exception**: items used for religious purposes.
- You must use a plain white, off-white, or light blue background.
- You must submit a color picture: no black-and-white or filtered photos.
- You must crop your picture as a square image.

How to Upload a Selfie

iPhone Users

1. Download the GET Mobile App on your iPhone from the iTunes Store.
2. Open the app and select Pepperdine University.
3. Login with your network credentials.
4. Create a 4-digit PIN that you'll remember. Verify it when prompted.
5. Select the Menu icon.
6. Select Settings.
7. Select Upload Photo.
8. Take your photo with your phone's camera, ensuring you are following the required guidelines. Submit when ready. You will receive an email notice once your picture has been approved.

Android Users

1. Download the GET Mobile App on your phone from the Google Play Store.
2. Open the app and select Pepperdine University.
3. Log in with your network credentials.
4. Create an easy-to-remember, four-digit PIN. Verify your PIN when prompted.
5. Select your photo.
6. Select the Settings gear (the wheel icon in the lower right corner).
7. Select Camera, then Select Photo.
8. Take your picture with your cell phone camera, following the required Selfie Guidelines. Select Crop when ready to submit. You will receive an email notice once your picture has been approved.

Please contact the Pepperdine IT Service Desk at 310.506.HELP (4357) 24 hours a day, 7 days a week, 365 days a year with any questions about the Pepperdine ID Card.

VEHICLE REGISTRATION INSTRUCTIONS

The best news: Parking permits are free!

All vehicles on campus – including motorcycles, scooters, and mopeds – must be properly registered with Pepperdine University and the Department of Motor Vehicles (DMV). Compliance with the registration process includes: possession of a valid driver's license, proof of auto insurance, and current DMV registration tags on the vehicle.

We are pleased to introduce virtual parking permits to the Pepperdine community. This option provides an easy, efficient and sustainable way to manage vehicle registration and parking management procedures on campus. Please review the following FAQs to learn more. We welcome your questions at parking@pepperdine.edu or by calling our reception services team at 310-506-4700 during regular business hours.

Review designated parking areas for your assigned permit; click here.

If you are ready to register your vehicle; click here.

Please check this website beginning in August, 2023 for instructions on obtaining your vehicle permit: https://www.pepperdine.edu/publicsafety/_virtual-permitting/faqs.htm

Vehicle Registration

§ 1.05.00 Registrants are responsible for any applicable citation fines incurred on campus.

§ 1.06.00 Pepperdine University reserves the right to revoke an individual's campus parking and driving privileges while on campus property.

§ 1.07.00 The University shall assume no liability or responsibility for theft, damage, or loss that may occur during the use of parking facilities or services. Individuals choosing to park at Pepperdine University do so at their own risk.

Parking FAQ:

Where can I park?
Specific parking areas for Malibu Campus students are listed in detail in the Pepperdine University Department of Public Safety Parking and Traffic Regulations posted online. There are enough parking spaces on campus, even though they may not always be immediately adjacent to where you want to park. When a close parking space is not available, please consider taking the shuttle.

How much does a parking permit cost?
Parking permits are currently **free**. You may obtain as many vehicle permits as you have vehicles registered in your name (or in the name of any other member of your immediate family). You may not register any vehicle that is not registered to you or another member of your immediate family.

Do I need a visitor's pass for the weekend?
Visitors of students, who are staying for the weekend, must be registered with Housing and Residence Life. A visitor who will be staying Sunday night into Monday morning will be issued a visitor's parking pass from one of the entrance booths, good for 24 hours. Visitors who will not be staying in to Monday morning do not need a visitor's pass.

If you have any questions or concerns, please feel free to contact the Department of Public Safety at 310.506.4700.

IMPORTANT INTERNATIONAL STUDENT INFORMATION

The Office of International Student Services (OISS) and the School of Public Policy welcomes our newly admitted international Waves to Pepperdine University! It is an honor to help you as you transition to and make Pepperdine University your new home. In order to help you best, there are some important next steps we ask you to follow:

Important First Step: Utilize WaveNet

Until now you have been communicating with Pepperdine via your personal email. Now that you are an official Pepperdine Wave, ALL communication from the University will be sent to your unique Pepperdine email address and can be accessed through the University portal known as WaveNet. WaveNet serves as a single, unifying location for Pepperdine news and services, such as your student account, class registration, email, campus resources, etc.

Next Steps…

Request your Pepperdine I-20

The Form I-20 is the document that you must present at the U.S. embassy or consulate in order to apply for your F-1 visa. Please consult the instructions available on the embassy or consulate website where you intend to apply and review the interview wait time for the location where you will apply. F-1 visas can be issued up to 120 days in advance of your course of study start date. Allow sufficient time to obtain your visa by requesting your Form I-20 as soon as possible.

International Student Data:
https://oiss.pepperdine.edu/istart/controllers/start/StartEngine.cfm

Apply for Your F-1 Visa

All persons who intend to visit the United States temporarily to pursue a full course of study at an academic institution must be classified as an alien in F-1 student-visa status. Click on the tab below for a checklist of the steps you must take to obtain your visa and admission to the U.S.

Arrival Checklist

Within **one week** of your program start date, you must submit the following documents to OISS in order to report your status to the US government. Please complete, scan, and email the documents to OISS@pepperdine.edu. All documents must be sent all at once to: HERE, under one cover.

1. Copy of your passport, including dependents
2. Copy of your F-1 visa, including dependents
3. Copy of I-94, including dependents
4. SEVIS Contract completed and signed

NOTE: Illegible copies of documents will not be accepted.

Information Technology has been working with International Programs to create a solution for students and applicants who may have difficulty accessing their Pepperdine email through email.pepperdine.edu.

Alternate email page: Students, Faculty, Staff, and Applicants can now use failsafe.pepperdine.edu to access their Pepperdine email. Information Technology strongly encourages our community to use email.pepperdine.edu as this will provide the best user experience. Failsafe.pepperdine.edu was designed as an alternate method for the small number of users that have difficulty accessing their email via email.epperdine.edu.

When accessing FailSafe, you will log in with your full email address as your username, e.g. first.last@pepperdine.edu. To learn more, please visit the FailSafe website at https://community.pepperdine.edu/it/tools/email/googlemail/failsafe.htm

SPP STUDENT ORGANIZATIONS

The Office of Student Services and Admissions invites you to review the variety of student organizations available for professional and personal development and to further cultivate and explore your policy knowledge and expertise.

Association of Environmental Professionals
The Association of Environmental Professionals (AEP) will create a welcoming space for those interested in environmental policy. Members will have the opportunity to learn and network with members of the National and California Associations of Environmental Professionals (NAEP and CAEP). AEP will also work to promote sustainability on the Pepperdine Campus.

Christianity and Public Policy (CPP)
Christianity and Public Policy (CPP) is a student organization dedicated to the practical application of the Christian faith in the public square through deliberation, examination of Biblical and other literary text, community involvement, and fellowship.

Conservatives of Public Policy
The Conservatives of Public Policy (CoPP) organization provides a community amongst fellow conservatives in the School of Public Policy, as well as provide an outlet to those who may want to learn more about conservatism through experiencing a community of conservatives. CoPP works with organizations to discuss and influence conservative policy making. CoPP falls directly in line with Viewpoint Diversity at the School of Public Policy. CPP is meant to create a space for conservatives to dialogue with one another, network, and create relationships both professionally and personally that will last a lifetime.

International City/County Management Association Student Chapter

In collaboration with SPP's Davenport Institute for Public Leadership and Civic Engagement, Pepperdine is host to a student chapter of the International City/County Management Association (ICMA). Student members are offered a number of resources including: access to ICMA online, which includes research and job postings; free registration for the ICMA annual conference, guidance from Rod Gould, former city manager of Santa Monica, who serves as a professional mentor for the chapter; and on-campus speaking engagements with local government leaders. ICMA is the professional and educational association for appointed local government administrators throughout the world, making this an excellent opportunity to build a network of contacts with local government administrators both in California and across the country.

Pepperdine Policy Review

The *Pepperdine Policy Review* (PPR) is a student-run journal that showcases the best scholarly work of School of Public Policy students at Pepperdine University. It features articles, commentaries, opinion pieces, and book reviews that address a variety of issues from health care and national security to political philosophy. The mission of the Pepperdine Policy Review is to publish the best scholarly research, innovative policy solutions, and insightful commentary that School of Public Policy students have to offer. All articles are thoroughly reviewed by student editors and must meet rigorous academic standards.

Pepperdine University Chapter of Pi Alpha Alpha

Pi Alpha Alpha (PAA), the National Honor Society of Public Affairs and Administration, encourages and recognizes outstanding scholarship and accomplishment in public policy, to promote the advancement of education and practice in the art and science of public policy, and to foster integrity, professionalism and creative performance in the conduct of governmental and related public service activities. PAA membership identifies those with the highest performance levels in educational programs preparing them for public service careers. The application process for Pi Alpha Alpha begins in both September and January.

Politics in Public Policy (PiPP)

Politics in Public Policy (PiPP) provides a forum to develop graduate students' understanding of how politics and political climates play a role in shaping public policy. It is founded on the principle that quality public policy begins with—and depends on—constructive political discussion. The goal of this organization is to facilitate a diverse range of conversations through student-to-student dialogue. This organization seeks to honor the School of Public Policy's firm commitment to ideological diversity, made possible by exposing students to ideologically diverse perspectives and viewpoints relevant to present day issues and enduring policy debates.

Women in Public Policy (WPP)

Women in Public Policy (WPP) is a student organization established to promote the development of women in the academic and professional arenas with an emphasis on ethics and leadership. Through a blend of guest speakers, community involvement, social activities, and seminars, WPP supports and encourages women as they tackle unique challenges in public policy. While ethnically and politically diverse, these women share a commitment to use innovative solutions to address complex national and global issues.

PEPPERDINE | SCHOOL OF PUBLIC POLICY

Preparing #Wavemakers in Policy and Politics

See your future differently from here.

For an era marked by political polarization and distrust, the Pepperdine School of Public Policy prepares public leaders who can work across differences and across sectors to create sustainable policy solutions. We do this via America's unique graduate curriculum, balancing quantitative coursework with rigorous study of the Great Ideas, equipping public leaders who analyze our toughest policy challenges historically and philosophically, as well as quantitatively. We call these kinds of leaders "Wavemakers"—those who seek ways to keep the "public" in public policy.