

Full-Time Faculty Services (Handbook 2023-2025)

The content of this chapter is applicable to only full-time faculty.

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7.1. ACADEMIC REGALIA

(Since 1988; updated 2023)

The Seaver Dean's Office provides services to Seaver College faculty members who may desire to rent academic regalia to attend commencement and convocation ceremonies. A Seaver Dean's Office staff member will reach out to faculty members for their rental orders in advance of commencement and convocation ceremonies.

7.2. ATHLETIC FACILITIES

(Since 1988; updated 2023)

Faculty and their immediate families may use the athletic facilities when available and during hours posted at each facility. Employees are required to furnish current University identification. Dependents are also required to show University identification cards, which will be supplied by Human Resources upon request. Guest passes may be obtained by

employees from Susan Bousman in Tyler Campus Center suite 210 during open hours using a valid Pepperdine ID. For weekend use, guest passes must be obtained during the normal business hours during the week. Faculty are allowed to receive a three-day guest pass valid for up to four guests four times per academic year. For facility hours and policies, visit the [Recreational Facilities](#) page on Campus Recreation's website.

7.3. ATM

(Since 1991; updated 2023)

There is an automated teller machine (ATM) located on campus for community members' banking convenience. It is located adjacent to the second-floor entrance of the Thornton Administrative Center.

7.4. CAMPUS STORE

(Since 1978; modified 2014; updated 2017, 2023)

1. The University Campus Store offers a variety of trade and reference books, school and office supplies, and general merchandise. A 20% discount is extended to all faculty and staff members (excluding select technology products) upon presentation of a faculty/staff identification card.

Office supplies are also available at the Campus Store and can be requisitioned through the divisional dean. A 30% discount is extended when a department uses a purchase order for payment.

2. We ask faculty members to please submit their textbook adoptions with the Campus Store in a timely manner with consideration of the Campus Store's adoption deadlines. When faculty members are able to submit adoptions in time, it helps to ensure there will be enough time for students to secure their course materials before classes begin, and it also helps the Campus Store to provide the maximum quantities of used books for our students. Our Campus Store is committed to providing textbooks (new, used, and online) at the most affordable rates possible and will match prices listed on Amazon and Barnes & Noble, when students purchase in-store.

Please note, desk copies or complimentary copies of textbooks must be ordered through divisional offices and will not be available through the Campus Store.

There are four ways faculty members can place their textbook adoptions:

- Follett Discover Online - Faculty may access this site through the [WaveNet portal](#);

please click on the “Faculty tab” and then click on the “Follett Discover” link.

- Email - Faculty may email the Course Materials Market Manager, Danielle Nodine, at d.nodine@follett.com.
- Phone - Faculty may call the Campus Store Manager, Seema Sharma, at 310-506-4291.
- In-person - Please feel free to walk into the Campus Store and place a textbook adoption with a team member.

3. Special supply orders needed for classes should be discussed with the Campus Store manager. The Campus Store will stock all textbooks required or recommended by faculty members including, upon request, faculty publications and special orders of any books currently in print. Please discuss requests with the Campus Store manager.

7.5. BUSINESS CARDS

(Since 1988; modified in 2006)

Business cards will be printed and issued to faculty members upon request. The cards must be ordered by requisition and approved by the Dean’s Office. These cards may refer only to functions affiliated with Pepperdine University.

7.6. CENTER FOR THE ARTS

(Since 1988; modified 2012, 2014, 2019; updated 2023)

The Lisa Smith Wengler Center for the Arts is home to Smothers Theatre, Lindhurst Theatre, Raitt Recital Hall, and the Frederick R. Weisman Museum of Art. Each year, the Center for the Arts hosts over 250 events including high-quality art exhibitions and performances by students, internationally acclaimed artists, and community groups. Admission to the museum is free. [Faculty/staff discounts](#) are available on select tickets when presenting a valid Pepperdine faculty/staff ID at the time of purchase. The Center for the Arts also works with faculty members to develop special museum tours and residency activities for Pepperdine students. For program information, call the Box Office at x4522 or visit the [Center for the Arts website](#).

7.7. CLERICAL, STUDENT, AND, LABORATORY ASSISTANTS

(Since 1988, updated 2017; 2019)

Administrative assistant help is provided to all Seaver faculty in each divisional office by full-time, regular staff. Student workers and lab assistants are made available as needed. Since the budget for this work is limited, such expenses can only be incurred by divisional deans through the Dean's Office.

7.8. DIVISION / FACILITY TECHNOLOGICAL RESOURCES

7.8.1. BUSINESS ADMINISTRATION

(Updated 2007)

The Business Administration Division has no open lab for faculty or student use.

7.8.2. COMMUNICATION

(Since 2006; modified 2007, 2010, 2014; updated 2023)

The Communication Division supports two computer classrooms that use a MAC platform. Both of these computer classrooms are located in the CCB. Appropriate courses are scheduled into these rooms by the division and limited computing lab hours are available in these rooms for students enrolled in those courses. The Speech Lab, located in Payson Library, provides tutorial and practice assistance for students enrolled in Communication Division courses requiring a presentation or public speaking component. The Student Journalism newsroom, Graphic Studio, Television newsroom, TV/Film Studio, radio studio, video edit bays and production offices are located on the first floor of the CCB. These facilities are available to students enrolled in Screen Arts and Journalism courses and/or students who are actively involved in student journalism and broadcasting co-curricular programs.

7.8.3. FINE ARTS

(Since 2006; modified 2010, 2012, 2014; updated 2023)

The Fine Arts Division's Kwong Music Technology Lab (MTL), located in the Ahmanson Music Building (AMB126), provides the necessary tools for students to acquire skills in music notation, MIDI sequencing, digital audio, sound design, and electronic music. The lab houses seventeen workstations, each outfitted with an iMac computer, Yamaha keyboard controller, M-Box Audio/MIDI interface, as well as specialized music software. Courses in music technology and sound design are offered in the MTL as are courses in music theory and class piano. The MTL offers an extensive schedule for student use, including daytime, evening, and weekend availability. Hours are posted on the door for

each semester.

7.8.4. HUMANITIES / TEACHER EDUCATION

(Additions in 2005; modified 2010; updated 2023)

The Humanities Division supports two computing facilities, the TRC (Technology Rich Classroom) and the Writing Center. The TRC hosts composition courses scheduled into the classroom by the division. All Pepperdine students and faculty and staff members are invited to use the Writing Center. The Writing Center is staffed by experienced writing consultants who are available to help students with a variety of writing tasks ranging from essays to cover letters and graduate school application essays. Generally, tutors are available six to seven days a week. The hours vary from day to day. Visit the [Writing Center's website](#) for more information or to schedule an appointment.

7.8.5. NATURAL SCIENCE

(Since 2006)

The Natural Science Division operates one computer classroom, primarily for instruction in Computer Science, although it is also used for other high-level computing applications. Faculty members teaching appropriate courses are scheduled in this classroom.

7.8.6. SOCIAL SCIENCE

(Since 2006)

The Social Science Division supports a computing classroom for use in its courses. Appropriate courses are scheduled into the room by the division.

7.8.7. ELKINS AUDITORIUM

(Since 2006; modified 2010; updated 2023)

Elkins Auditorium is used as Seaver College's large lecture hall. The facility supports the highest standard in audio and visual technology, including a smart podium with an intuitive touch panel. The technology also allows for the ability to record or stream lectures and events to other rooms on campus and online. Contact the Dean's office or Special Programs for reservations and scheduling information.

7.8.8. PAYSON LIBRARY

(Since 2006)

Payson Library serves as the main library for Seaver College and contains the majority of the University libraries' print collections. In addition, Payson Library has over 90 computer workstations, which provide access to the internet, to a variety of software applications, and to the library's online catalog. The Payson librarians, who help patrons, use both the print and electronic collections, offer information literacy classes to students and faculty. Students may bring their own laptop computers to Payson Library and connect to the Pepperdine network and the internet via wireless or hard-wired connections. Payson Library also hosts different media viewing stations and a self-serve video duplication station. Videos and an extensive selection of DVDs are available for viewing and checkout.

7.9. FACULTY DINING ROOM

(Since 1978; modified 2006, 2012, 2019; updated 2023)

1. The Faculty Dining Room provides a place for faculty members to meet together in a comfortable, informal setting to develop community and exchange ideas. In order for the room to achieve this goal, the privilege of using the Faculty Dining Room is restricted to the faculty, including adjunct faculty who are teaching during the current year. The president, chancellor, provost, as well as vice presidents, deans, budget managers, and the university chaplain in the administration are also welcome.
2. Outside visitors, guests, and students are welcome to eat in the faculty dining room when accompanied by and seated with faculty members.
3. A buffet lunch is served in the Faculty Dining Room for a reasonable price between 11:30 AM and 1:30 PM on Tuesdays and Thursdays, during the academic year when classes are in session. A buffet meal may be purchased onsite with meal points or credit card. Adding money to a faculty/staff identification card is simple and convenient; instructions are found on the [Pepperdine Card Services website](#).
4. Committee meetings or Center for Teaching Excellence events may be scheduled at other times and can be scheduled with the Seaver Dean's Office. When no committee meetings are scheduled in this room, it may be used as the faculty lounge and a space for the Center for Teaching Excellence.

7.10. FACULTY OFFICES AND CLASSROOM ASSIGNMENTS

(Since 1988; updated 2017, 2023)

1. Faculty office assignments are made by the Seaver Dean's Office in consultation with the appropriate divisional dean. Classroom assignments are made by the divisional dean from rooms assigned to that division by the dean's office. Inquiries regarding classroom use other than scheduled classes should be made to the respective academic division office manager.
2. Special Programs schedules the use of facilities in Tyler Campus Center (Fireside Room, Joslyn Plaza, Adamson Plaza).
3. Other major facilities are listed below with appropriate offices supervising their use:

Major Facility	Supervising Office	Ext.
Bettingen Conference Room	Second Floor Receptionist, TAC	(x6159)
Braun Conference Room	Advancement, TAC	(x6439)
Cultural Arts Center 122	HUTE Division	(x4225)
Heritage Hall	Athletics Department	(x4150)
Lamb Conference Room	First Floor Receptionist, TAC	(x4397)
Page Conference Room	Advancement, TAC	(x6439)
Shellenberger Conference Room	Second Floor Finance Office, TAC	(x6592)
Stauffer Chapel	Special Programs Office	(x4264)

7.11. ID CARDS AND EMPLOYEE DISCOUNTS

(Since 1988; updated 2023)

The University requires that all faculty and staff members have a University identification card in their possession at all times while on campus property. The card is used to obtain access to secure buildings, parking lots, and for library resource access. It acts as a debit card for services such as dining and personal photocopying at printers. The ID card also provides admission to all University events and facilities for which student identification cards provide admission, including regular-season home athletic events. Discounts for

amusement parks, movie theaters, and local restaurants and services are available through [OneStop](#) using a valid Pepperdine ID.

ID cards are available for all faculty and staff and are obtained from Human Resources.

7.12. INFORMATION TECHNOLOGY SERVICES

(Modified 2007, 2010, 2012; updated 2023)

The Information Technology department provides a full range of technology services for University students and faculty. Each of the University's campuses features modern classrooms with digital projection and wireless Internet access.

Students have access to general-use computer labs and fee-based black/white and color printing and photocopying. Students are required to abide by the [Computer and Network Responsible Usage Policy](#) as published on the Information Technology website. This policy, and detailed information about all Information Technology services, is available on the [Information Technology website](#).

Information Technology staff are available to support students, faculty, and staff. Tech Central provides in-person support on the Malibu campus during business hours and full telephone technical support 24 hours per day, 7 days per week, at 310-506-HELP (4357). See point 7 under section 7.21 for more information about Tech Central. The IT Audio Visual Technologies team (AVT) provides academic and event technology support during business hours at 310-506-6953.

Also within Information Technology, the Technology and Learning (TechLearn) team provides faculty professional development regarding learning technologies. TechLearn partners with faculty to develop innovative and helpful ways to foster learning using educational technology. Request a one-on-one consultation by sending an email to techlearn@pepperdine.edu or by visiting [TechLearn's website](#).

In addition to support services offered by Information Technology, Seaver College employs Academic Support and Resource Specialists (ASRS) who are assigned to specific academic divisions. To contact the ASRS team member assigned to a specific division, see the academic division office manager.

Academic Support and Resource Specialists work with Seaver faculty and staff to provide division and academic project consultation, development, and support. They are available to answer technology acquisition questions and serve as the primary contact for faculty technology-related lab support. They also provide backup classroom support when AVT is

not available.

7.13. INSTRUCTIONAL AND OFFICE SUPPLIES

(Since 1988; updated 2017)

Office supplies come under the divisional budget and such expenses are authorized by the Divisional Deans. Any supplies for instructional purposes must be ordered through the bookstore and should be discussed with the bookstore manager (see section 7.4 of this handbook).

7.14. KEYS / CARD SWIPE ACCESS

(Since 1978; updated 2017, 2023)

An employee's University identification card is used to obtain access to individual offices, secure buildings, and gated parking lots, as appropriate to their role. Access will be provided on a timely basis. Requests for additional access must be made via the academic division office manager. For questions or access issues, please contact Michael Landis via [email](#) or at 310-506-7346.

Requests for University keys must be made via the divisional dean to the Department of Facilities Services (DFS) via [Etrieve](#). Lost keys should be reported immediately to the Department of Public Safety. No key should ever be lent to someone else, nor should a key ever be duplicated.

7.15. LIBRARY SERVICES

(Since 1978; modified in 2006, 2009, 2010, 2012, 2014, 2023)

Inspired by the University's mission, Pepperdine Libraries serve the learning community by facilitating exploration, discovery, and creativity. Students, faculty, and staff have access to more than 1.4 million items via the library catalog and 3 billion items via interlibrary loan. Library materials are searchable in the online catalog on the [Libraries' website](#), and circulating items may be requested for pickup at any of the Pepperdine Libraries locations. The community also has access to more than 100 electronic databases featuring 65,000 journals, more than 500,000 e-books, and thousands of papers in [Digital Commons](#), the institutional repository for Pepperdine scholarship.

There are three library locations in Malibu (Drescher Graduate Campus Library, Jerene Appleby Harnish Law Library, and Payson Library) and other libraries across Southern

California (West Los Angeles Graduate Campus Library, and Irvine Graduate Campus Library). The Calabasas campus houses a closed stacks environment and provides pick-up services. There are also libraries at Pepperdine's international campuses. Special Collections and University Archives, located in Payson Library, provides access to historic primary source materials. Students doing primary source research can also search more than 40,000 items, including photographs, documents, films, and recordings, in the Digital Collections.

Additional information about library resources, including instructions for accessing electronic databases, can be found on the [Libraries' website](#). A brief description of services offered at Payson Library follows:

1. CIRCULATION

(Modified 2009, 2010, 2023)

a. The Pepperdine ID serves as the library card.

To check out materials from any of the libraries, please present a valid Pepperdine ID card at the circulation desk.

b. Faculty Borrowing Privileges:

Faculty may check out books for a four-month period and renew up to two times (excluding items with restricted loan periods). For additional information on borrowing privileges please go to the [Borrowing Privileges and Responsibilities web page](#) on the Libraries' website.

c. Faculty Proxy Privileges

(Included since 2006; updated 2012, 2023)

Faculty members may designate a research assistant, or other proxy, to perform certain library-related functions on his/her behalf (e.g., checking out library items, requesting ILL items, etc.). To request proxy privileges, email payson.library@pepperdine.edu. Please note that proxy privileges are granted for a period up to a year, and faculty members will be solely responsible for the materials that are charged to their account.

2. RESERVES AND ACQUISITIONS

(Modified 2009, 2010, 2012, 2023)

Pepperdine Libraries will place materials on hard copy or electronic reserve at the initiative of faculty for the non-commercial, educational use of students. For information on reserving materials, or to learn how to request that the library add

materials to its general collection that will be supportive of courses and programs taught at Pepperdine, visit the [Reserves and Special Requests web page](#) on the Libraries' website.

3. REQUESTING MATERIALS AT OTHER PEPPERDINE CAMPUSES

(Modified 2009, 2010, 2023)

Regardless of which Pepperdine campus a book or periodical is located, Pepperdine students, faculty, and staff have access to all physical materials owned by Pepperdine Libraries, except for those located at the international campuses. Through the campus loan service, the Libraries offers delivery of physical materials. Requests are submitted online through the Library Catalog in the following manner:

- After finding the item to request, select the blue “hold” button and click.
- When prompted enter one’s Pepperdine username and password.
- Choose the desired pick-up location from the drop-down menu.
- One can check on the status of one’s request by selecting “Your record” from the library catalog home page.

4. INTERLIBRARY LOAN

(Modified in 2009, 2010, 2014, 2023)

Interlibrary loan facilitates borrowing from and loaning to libraries outside Pepperdine University. It is available to all current students, faculty, and staff free of charge. Most journal articles and book chapters arrive in two to five working days, and most books arrive within five business days. Requests may be submitted electronically via the [interlibrary loan request form](#). Interlibrary loan requests can also be submitted directly during an online search in the library's catalog. Additional information can be found on the [interlibrary loan website](#).

5. FACULTY RECIPROCAL BORROWING

(Modified 2009, 2010, 2023)

a. Academic Research Libraries in OCLC

Pepperdine Libraries are part of OCLC's Academic Research Libraries group. Pepperdine faculty may borrow materials from these member libraries. If one wishes to visit one of these libraries and check out books, please email the Associate University Librarian for

Public Services and Instruction at payson.library@pepperdine.edu.

b. SCEL - Statewide California Electronic Library Consortium

This consortium provides reciprocal borrowing privileges for member faculty. The Getty Research Institute and the University of Southern California are both member institutions. Please contact the Associate University Librarian for Public Services and Instruction at payson.library@pepperdine.edu to secure a SCEL Reciprocal Borrowing Authorization form.

c. UCLA

Pepperdine faculty may obtain free library cards for use at UCLA Libraries by taking a valid driver's license (with photo) and a Pepperdine ID card to the circulation desk at one of the following UCLA Libraries: Arts, Biomedical, College, Management, Music, Research, and Science and Engineering. You will be issued a library card that allows you to check out books.

6. INSTRUCTION

(Modified in 2009, 2010, 2023)

The Payson Library information literacy Program is designed to acquaint students with a wide range of information resources. Payson librarians provide in-class instruction, workshops, and individual consultation in information-seeking skills and in the use of library resources. Instruction goals may include the ability to:

- Articulate and focus information needs
- Develop information-gathering strategies which save the researcher time
- Search electronic and print databases
- Use internet resources to research a topic
- Evaluate sources of information
- Apply information ethics (citing sources and fair use policy)

Class instruction can be scheduled in Payson's Digital Learning Lab, a state-of-the-art space, designed with active learning and collaboration in mind. The Lab contains four mediascape tables that allow students to connect their laptops to a larger screen and work collaboratively on projects. From the wheeled lectern, instructors can connect their laptops wirelessly to both the projector screen and the mediascape tables, enabling librarians to offer more detailed instruction in information literacy and other

topics.

To schedule class instruction, please email payson.library@pepperdine.edu. A librarian who is also a subject specialist in the faculty member's area will work with the faculty member and their class. Please schedule a class at least one week in advance.

7. RESEARCH CONSULTATIONS WITH LIBRARY SUBJECT LIAISONS

(Modified in 2009, 2010, 2023)

Individual and small group consultation is available to Pepperdine University students, faculty, and staff. Librarians are equipped to assist researchers at any phase of the research process, whether just getting started and needing help deciding what to research, having a document ready and looking for a journal in which to publish it, or measuring impact of already published works. The Libraries even offers stipends for faculty seeking to publish their work in open access journals; apply on the [Open Access Publishing Support web page](#). Research appointments with one of the Payson librarian subject liaisons may be made by phone, email, in person, or [online](#). Please refer to the [Libraries' staff directory](#) for a list of librarian liaisons.

8. GOVERNMENT DOCUMENTS

(Modified in 2009; 2010; 2014)

Pepperdine University Libraries receive a selection of federal government documents including books, periodicals, pamphlets, microfiche, and CDs through the Federal Depository Library Program. Since government agencies also provide information via the internet, the government information librarian has developed a web page that provides access to government websites that are particularly relevant to the Pepperdine curriculum. Government resources over the internet include Congress.gov, the official Congressional source of information on bills and pending legislation, as well as websites provided by the Commerce Department, the Census Bureau, the White House, and many other government departments and agencies. For more information on the government documents research guide, please visit the Libraries' [government information website](#).

9. DIGITAL AND ELECTRONIC RESOURCES

(Modified in 2009, 2010, 2012, 2014, 2023)

Pepperdine Libraries has a multitude of digital resources available for conducting research and sharing work with colleagues and students.

Faculty members have access to more than 100 electronic databases. Many indexed and abstracted journals are available full-text or full-image, including charts, pictures, and graphs. Faculty use their network ID and password to access databases. More library databases are available worldwide. Please refer to the [databases website](#) for a complete list of library databases.

[Pepperdine Digital Commons](#) is an e-publication and digital archiving platform for the scholarly output of Pepperdine's vibrant academic community, including journals, faculty webpages, conference proceedings, exemplary student research, and more.

[WorldCat](#) is a search interface that provides for discovery of and access to the 1.4 million books, journals, and e-resources that the Libraries hold and the 3 billion items worldwide.

[Pepperdine Digital Collections](#) facilitate the discovery of and access to a wide variety of digital materials drawn from Pepperdine's unique archival holdings.

10. BOONE SPECIAL COLLECTIONS AND ARCHIVES

(Added in 2023)

The Boone Special Collections and Archives consists of rare books, archives, and other historic documents that support research in multiple disciplines. Special Collections is also home to the extraordinary Saint John's Bible, the Malibu Historical Collection, and the Churches of Christ Heritage Collection. For more information, visit the [Boone Special Collections and Archives website](#). To schedule a class or research visit to work with these materials, contact specialcollections@pepperdine.edu.

11. EMERGING TECHNOLOGIES

(Added in 2023)

The Genesis Lab is Payson Library's makerspace where Pepperdine students and faculty can work, learn, and create in an interdisciplinary setting. Students can work with 3D printers, Virtual Reality rigs, and other emerging technology to create prototypes for business, learn to code to build an app for a service project, explore design with virtual reality tools, and more. In the iLab at Drescher Graduate Campus, users can access technological tools to engage in research tasks such as transforming complex datasets into simple visual graphics using software like Tableau, exploring virtual reality with an Oculus Quest 2 VR headset, creating original video recordings or podcasts in the iLab studio, fabricating three-dimensional objects with a Dremel Digilab 3D45 printer, and accessing Bloomberg financial data. Both the Genesis Lab and iLab are collaborative

spaces where faculty and students from different fields of study can use their varying expertise to produce innovative ventures. Visit the [Genesis Lab's web page](#) to learn more. To brainstorm ideas with a librarian, email genesis.lab@pepperdine.edu.

12. LIBRARY PROGRAMMING

(Added in 2023)

Each year, the Payson Library hosts a wide range of lectures and public events. Previous guest speakers have included authors, singers, activists, entrepreneurs, members of the U.S. Congress, and Emmy award-winning actors, writers, and costume designers. The Libraries also host monthly recitals performed by the guitar students of world-renowned guitar virtuoso Christopher Parkening. Additionally, rotating exhibits are presented in the gallery space on the second floor of Payson Library and in the Boone Special Collections and Archives center. Please see the [Libraries' events calendar](#) for a full list of upcoming programs. Faculty members are encouraged to contact the Libraries at libraries@pepperdine.edu if they are interested in bringing a speaker to campus or wish to speak on their scholarly work.

7.16. MAIL SERVICES

(Since 1978; modified 2007; updated 2010; modified 2012, 2017; updated 2023)

1. Mail Services is responsible for all incoming and outgoing mail and material for the University through the following areas:
 - a. Mail Services provides internal communication for all campus locations of the University and the metering of outgoing mail for dispatch to the US Postal Service. A retail window is located in Mail Services located on the DFS pad for the mailing of personal US mail and UPS packages. Mail Services must observe US postal regulations and requirements in order to process US mail.
 - b. Central Receiving and Shipping handles all incoming and outgoing freight shipments for the University. Incoming UPS and FedEx packages for departments will be delivered to the departments by Mail Services couriers. Arrangements for large truck freight shipments will be made with the departments.
2. Mail Services operates under the following policies and procedures:
 - a. Hours of operation are 8:00 AM to 5:00 PM, Monday through Friday, with the Retail Window hours of operation from 8:30 AM to 4:00 PM, Monday through Friday.

- b. All personal mail must be properly stamped and sealed.
- c. Only official University mail, which is to be charged to a departmental account, may be submitted for metering. The proper departmental name and mail code should appear on the upper left-hand corner of the mail piece or bundle.
- d. Mail Services will accept personal checks and credit cards.
- e. Certified mail, insured, and other special service mail to be metered should be clearly marked and separated from other mail.
- f. Campus mail for Malibu or any of the graduate campuses requires no postage; however, campus mail should be separated from outgoing First Class mail.
- g. Visit the [Mail Services web page](#) for more information or call Mail Services at x4293 with any questions regarding campus mail.

7.17. PARKING

(Since 1988; modified 2012, 2014)

The University maintains several parking lots for the convenience of faculty members, students, and visitors. Faculty members must register their cars with the Department of Public Safety and receive a parking permit which must be displayed while on campus. This permit entitles faculty members to park in parking spaces in their assigned parking lot(s). Faculty members are expected to observe all campus parking and traffic regulations. For a full explanation of all vehicle regulations, refer to the Department of Public Safety's [Parking Information](#) web page.

7.18. PRINTING SERVICES

(Modifications in 2006, 2012; updated 2023)

Printing Services utilizes the most up-to-date, efficient equipment and technology to provide a full range of services. Computerized graphic design and image setters, multi-color presses, high-speed color and black and white copiers and finishers, and automated binding equipment are all standard in the department. For a more detailed list of services please visit the [Products and Services](#) page of the Printing Services website.

Orders can be placed by initiating an online request. Printing Services at Calabasas is open from 7 AM - 5 PM Monday through Friday and can be reached at 818-702-1033. Printing Services on the Malibu campus is open from 8 AM - 4 PM and can be reached at

310-506-4196. For further information on services available, please check their [website](#).

7.19. REPAIRS AND MAINTENANCE

(Since 1988; modified 2014; updated 2017, 2019)

Faculty members should report the need for repairs or maintenance of existing equipment, furniture, or fixtures to their divisional dean, who will authorize and request the appropriate office to schedule repairs or maintenance. The replacement of existing equipment, furniture, or fixtures comes under budgetary allocations for each year and should be discussed with the divisional dean. Building maintenance issues may be reported directly to the [Department of Facilities Services](#) or by phone at x4101.

7.20. SECURITY AND EMERGENCY SERVICES

(Since 1988; updated 2010, 2014, 2023)

In case of any emergency at any time, call 911, then contact Public Safety at x4441. The Department of Public Safety Office is located in the Center for Communication and Business building. For more details about specific emergency procedures, please refer to [Pepperdine University's Emergency Information website](#).

7.21. TECHNOLOGY SUPPORT AND SERVICES

(Included since 1978; modified in 2002; significant changes in 2006; and modified 2007; significant changes in 2010; modified in 2012; updated 2023)

The Information Technology department provides the following helpful services to Pepperdine University faculty:

1. NETWORK, TELEPHONES, AND THE INTERNET

a. All Pepperdine faculty, staff, and students are given a Network ID, network password and a Pepperdine email address. Computers connected to the University's network can access email, the Internet, various servers and applications, the University WaveNet portal, and the digital resources of the University library. Pepperdine University has wireless networking capabilities in all non-residential buildings and in most educational facilities.

b. To allow for the proper use and management of all University computing and network resources, all computers connecting to Pepperdine's network are subject to

the University's [Computer and Network Responsible Usage Policy](#).

2. TELEPHONE SERVICES

a. Office Telephone and Voicemail

Your division office will arrange for a telephone and service for each faculty office. The University voice mail system is integrated with the email system to allow voice mail to be heard through your email inbox. For more information regarding cellular coverage on the Malibu campus, please visit the [IT website](#).

b. The University telephone system is intended for business use by the University faculty and staff. Budget managers are responsible for reviewing monthly telephone call reports to ensure that each employee makes no more than a limited number of personal calls to numbers off campus.

c. A [faculty/staff telephone and email directory](#) is available via the University network.

3. PEPPERDINE WAVENET

WaveNet is a web-based information portal that provides members of the Pepperdine University community with access to personal information such as paychecks and benefits. Students use WaveNet to register for classes, check grades, make payments to student accounts, and to access the library catalog and electronic resources. Faculty also use WaveNet to check course rosters, submit grades, access student information and degree audit reports, and enter advising flags. Login to [WaveNet](#) requires a University-issued Network ID and password.

4. COURSES

[Courses](#) is Pepperdine's learning management system. Powered by Sakai, Courses offers tools for course management, collaboration, content delivery, and assessment to support teaching and learning. For more information or training, contact [TechLearn](#) or your division's Academic Support and Research Specialist.

5. TECHNOLOGY TRAINING

Information Technology training is available online through self-help courses, through instructor-led classes, or by requesting one-on-one training from a division's Academic Support and Resource Specialist. In order to view the available online and instructor-led offerings, please visit the [IT Training website](#).

6. COMPUTING AND INSTRUCTIONAL FACILITIES

a. General computing access for students is available in locations throughout Payson Library and in the Café Fresca located on the second and third floors of the Center for Communications and Business (CCB).

b. In addition to general computing access for students, some divisions have computing classrooms specifically designed to support the division's programs and majors. The majority of Seaver's classrooms feature advanced audio/visual capabilities including digital projection, televisions, VCRs, and DVD players. Check with the division office manager or Academic Support and Resource Specialist regarding checkout procedures for AV equipment or data projectors to use in classrooms that do not have built-in resources.

7. TECH CENTRAL

Tech Central is Pepperdine University's Information Technology support center, offering total technology support for students, faculty, and staff. Tech Central is located on the basement level of the Thornton Administrative Center on the Malibu campus. Visit [Tech Central's website](#) for more information.

Hours of operation for in-person service are Monday through Friday, 8:00 AM to 5:00 PM. Contact Tech Central at 310-506-4811 for support 24 hours per day, 7 days per week.

8. TECHNOLOGY DISCOUNTS

Information Technology provides specific technology discounts for University faculty, students and staff. Through established partnerships with select vendors, Information Technology offers special pricing on software and hardware. Visit Information Technology's website for details on available [technology discounts](#).

9. INFORMATION TECHNOLOGY QUESTIONS AND ASSISTANCE

Additional information is available on the [IT website](#). Assistance for personal computing and printing is available by calling Tech Central at 310-506-4357 (HELP). Classroom support is provided by the Audio Visual Technologies (AVT) team at 310-506-6953. The divisional Academic Support and Resource Specialist provides support for division- and college-specific technology and for classroom technology when support from Tech Central or AVT is not available.

7.22. TRAVEL AGENCY

(Since 1988; modified 2008, 2010, 2012; updated 2023)

Corniche Travel is located at the Facilities, Management, and Planning pad. All University-related and personal travel can be arranged through Corniche Travel. Corniche is a full-service agency which provides travel-related services, including air tickets, car rental, hotel reservations, personal travel, and tour packages. They can be reached via phone at 310-854-6000 or via email at corniche@pepperdine.edu. Additional information can be found on Business Services' [Travel Services web page](#).

7.23. VANS AND SHUTTLES

(Since 1988; modified in 2012, 2014)

The University maintains several vans and shuttles which may be scheduled for official business, field trips, excursions by student groups, or other travel by classes or University organizations. A valid California Class B license with passenger endorsement is required of the driver. Contact your department head to see about reserving a van or shuttle. Only designated individuals in each area are authorized to reserve vans or shuttles with the Transit Services Office (x4802). Academic divisions or student organizations are charged for use of the vans and shuttles. There is also a fee for drivers provided by the Transit Services Office. Vans should be reserved at least two weeks in advance to ensure availability. Additional information can be found on Transit Services' [web page on department event requests](#).