

Instructions to enter your Social Security number in WaveNet

Please find instructions below to enter your Social Security Number (SSN) on the Applicant Center in [WaveNet](#). If your FAFSA is rejected for any reason please follow the instructions listed on your Student Aid Report (SAR) to make corrections. You may contact FAFSA at: Federal Student Aid Information Center at 1.800.433.3243.

If you did **not** provide your SSN on the Common Application, you may update it through WaveNet by logging-into your WaveNet account. Your WaveNet access credentials were provided in a prior email. You may contact the Pepperdine HELP desk (310) 506-HELP or (866) 767-8623 if you need assistance logging onto WaveNet.

Please make the SSN update as soon as possible but no later than **March 25, 2016**. Once we receive your updated information we will review the FAFSA for federal aid and institutional need-based aid. Please note: Your file was already reviewed for academic/merit aid.

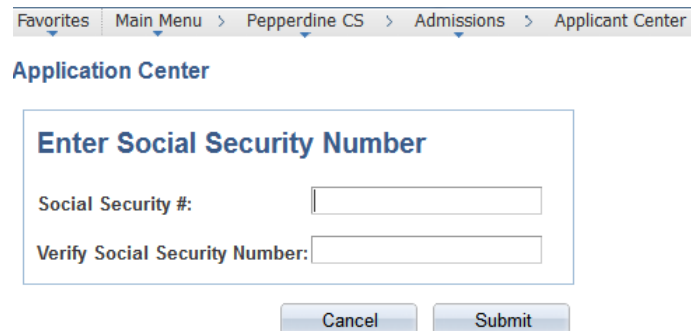
Once your SSN is updated and processed you may qualify for federal and/or institutional need-based funding. **If you qualify you will be notified no later than April 25, 2016.**

1. Log into your [WaveNet](#) account to update your SSN. You **cannot** correct your SSN in WaveNet you can only enter it if you did not provide it previously.
2. Once you login WaveNet follow the instructions/screens below.

The screenshot displays the Taylor's Applicant Center interface. The 'Admissions' section shows a table with one row for 'Seaver Undergraduate - Political Science' with status 'Admitted' for 'Spring 2015'. A red arrow points to the 'Update Social Security Number' link in the 'Personal Information' section. Other sections include 'To Do List' (Spring Enrollment Form, Tuition Prepayment), 'Academics' (Transfer Credit Report), and 'Finances' (My Account, Financial Aid).

School - Program	Application Status	Term/Year	
Seaver Undergraduate - Political Science	Admitted	Spring 2015	Congratulations! You have been admitted to Seaver College of Pepperdine University. Regular Degree Seeking Students: In order to secure your place in the class, you must submit both the Enrollment Form and your \$750 Tuition Prepayment by 11:59 PM Pacific Standard Time on the date detailed in your admit correspondence. Please refer to your To Do list for any outstanding items. Please note you will be required to submit your final high school transcript and/or your latest college transcript. Please refer to your admit correspondence for additional information and deadlines.

3. Select the link to Update Social Security Link.
4. When clicking the link, you will be taken to a new page where you enter and verify your SSN.

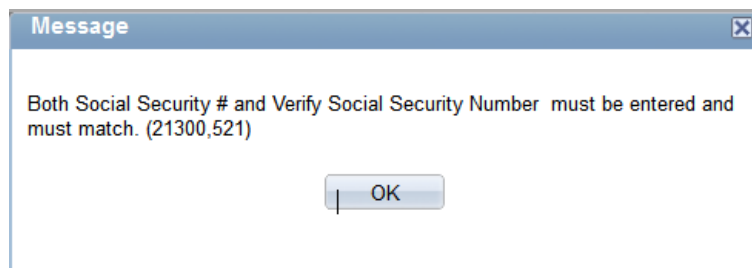


The screenshot shows a web browser window with the address bar displaying 'Favorites | Main Menu > Pepperdine CS > Admissions > Applicant Center'. Below the address bar, the page title is 'Application Center'. The main content area features a form titled 'Enter Social Security Number'. The form contains two input fields: 'Social Security #' and 'Verify Social Security Number:'. Below the input fields are two buttons: 'Cancel' and 'Submit'.

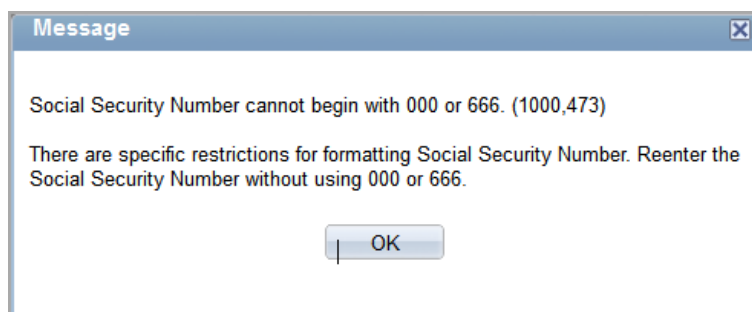
5. The values in the fields are checked and if they are considered valid, the SSN is updated. You will then be taken back to Applicant Center and the link disappears.

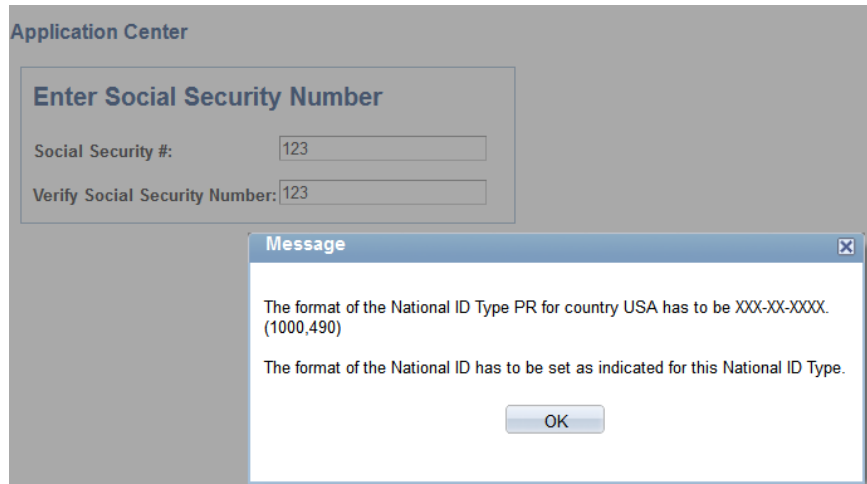
YOU WILL RECEIVE AN ERROR MESSAGE IF ANY OF THE FOLLOWING ISSUES EXIST:

- Either Social Security # or Verify Social Security Number is missing, or they differ.

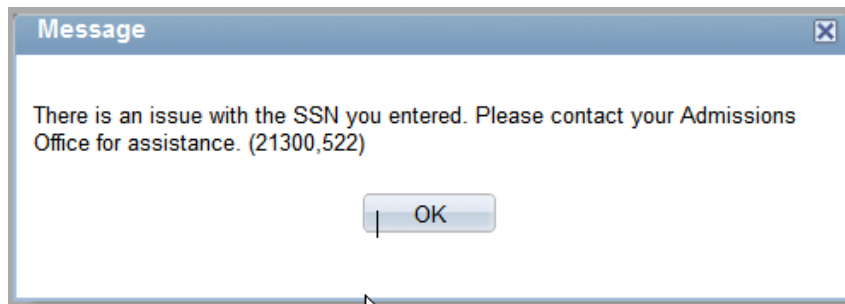


- The SSN does not comply with specific format rules, as enforced by HR.

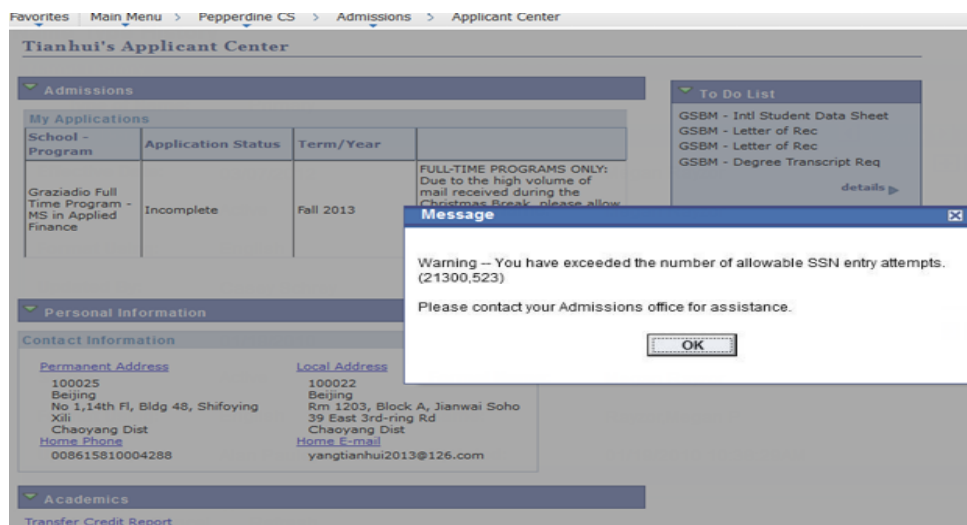




- If the SSN exists already on another person's record.



- If you have tried to enter somebody else's SSN 4 times, the following message shows. Also, the same message will show when you click the link. This number gets reset for every session (i.e. when you log out and then log back in).



After you successfully update your SSN in WaveNet, please email us at finaid2@pepperdine.edu so that we may process your FAFSA. To expedite processing of your email please type in the Subject line: 2015-2016 SSN Correction-Last name, First name, student CWID.

Sincerely,

Office of Financial Assistance
Seaver College | Pepperdine University