WAYPOINT TRAINING

VIEWING AND UNDERSTANDING THE PROGRAM EVALUATION
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Click on Advising.
If you have any questions or concerns about Waypoint please contact the Student Records Office at registrar@westmont.edu

## Which student do you want to work with?

Find a student by searching or selecting below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Review Requested</th>
<th>Assigned Advisor</th>
<th>ID</th>
<th>Program(s)</th>
<th>Date of last advisement</th>
<th>Advisor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Student</td>
<td></td>
<td></td>
<td></td>
<td>RS.BA/MU</td>
<td>N/A</td>
<td>Ferdinand, Charles E. (Major)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Butler, Levia J. (Minor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Larsen, Moeckley, Chad L. (Temporary)</td>
</tr>
</tbody>
</table>
Note you can see the student’s picture, name, ID number, and Westmont email address.

You can also see their declared majors and minors as well as their assigned advisors.
Students needing advisor clearance will have a warning note in the upper right hand corner.

You can clear your advisee to register by clicking on the Advisement Complete button.

Please be sure to meet with your advisee to review their possible classes prior to marking Advisement Complete.
Note the tab options on this screen.
Click on the Progress tab to see the student's Program Evaluation.
On the left side of the page you will see the At a Glance overview of their current program or declared major.
Progress bars showing their progress to completing their degree appear on the right side of the screen.

As students begin to take classes the bars will look something like this.

As students continue to take classes the bars will reflect their continued progress.
Scroll down from the Program Overview to see all of the requirements for the student's program.

The header for each category will display the number of requirements needed to complete it and how many have been completed.

A. Biblical/Theo Canons

Complete 3 courses. Transfer students may have this category prorated.

Complete all of the following items. 

1. Old Testament ✓ 1 of 1 Courses Completed. Show Details
2. New Testament ✓ 1 of 1 Courses Completed. Show Details
3. Introduction to Christian Doctrine △ 0 of 1 Courses Completed. Hide Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>RS-020 Intro to Christian Doctrine</td>
</tr>
</tbody>
</table>
**Completed Courses**

Information for completed courses can be expanded by clicking on Show Details. The term the course was completed and the grade received will be displayed.

### Requirements

**Common Contexts**

- Complete all of the following items. ▶ 1 of 2 Completed. **Hide Details**

**A. Biblical/Theo Canons**

- Complete 3 courses. Transfer students may have this category prorated.
- Complete all of the following items. ▶ 2 of 3 Completed. **Hide Details**

1. Old Testament ✓ 1 of 1 Courses Completed. **Show Details**
2. New Testament ✓ 1 of 1 Courses Completed. **Show Details**
3. Introduction to Christian Doctrine ▶ 0 of 1 Courses Completed. **Hide Details**

<table>
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<th>Status</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>isode Not Started</td>
<td>RS-020 Intro to Christian Doctrine</td>
</tr>
</tbody>
</table>
COMPLETED CATEGORIES

If all classes in the category are completed, you can click Show Details to see the completed courses.

B. Christian Lib Arts
Complete 2 courses. Transfer students may have this category prorated.
Complete all of the following items. ✓ 2 of 2 Completed. Show Details

Click Hide Details to collapse the category so the classes will not be displayed.

B. Christian Lib Arts
Complete 2 courses. Transfer students may have this category prorated.
Complete all of the following items. ✓ 2 of 2 Completed. Hide Details

1. Philosophical Reflections. Take PHI-006, POL-030, OR IS-010H. IS-018 may be offered on off-campus programs. ✓ 1 of 1 Courses Completed. Show Details
2. World History in Christian Perspective. Take HIS-010 ✓ 1 of 1 Courses Completed. Show Details
Students can add a course to their program plan by clicking on the Search button next to the requirement.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Started</td>
<td>RS-001 Introduction to Old Testament</td>
</tr>
</tbody>
</table>
The Search for Courses and Course Sections will display any courses that meet the requirement.
Students can either plan a course for a future semester (not registration) or add a specific section of a course to their preferred section list (to prepare for registration).
If you select Add Course to Plan students are creating a space to take the course in any future term.

** This does not register a student for a specific section of the course and does not guarantee that the course will be offered in that term.
Students can select View Available Sections to add an upcoming section to their preferred list in the next semester (to prepare for registration).
Students can find the section(s) they prefer and click Add Section to Schedule.
Students should review the information in the Section Details and click Add Section.

**Adding a specific section instead of adding a course will allow a student to register for the section quickly during registration.**
NAVIGATING BACK TO PROGRAM

Click on the Progress tab to go back to the student's Program Evaluation.
### PLANNED COURSES SHOWN IN PROGRAM

**A. Biblical/Theo Canons**
Complete 3 courses. Transfer students may have this category prorated.
Complete all of the following items. **0 of 3 Completed.** [Hide Details]

1. **Old Testament** **0 of 1 Courses Completed.** [Hide Details]
   - **Status**: Not Started
   - **Course**: RS-001 Introduction to Old Testament

2. **New Testament** **0 of 1 Courses Completed.** [Hide Details]
   - **Status**: Planned
   - **Course**: RS-010 Introduction to New Testament
   - **Term**: 22/MAY
   - **Credits**: 4

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**The planned section is now reflected on their program.**

**This does not mean they are registered for the course, only that they plan to take it.**
### PLANNED COURSES SHOWN IN PROGRAM

**A. Biblical/Theo Canons**
Complete 3 courses. Transfer students may have this category prorated.
Complete all of the following items.  

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Course Title</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Not Started]</td>
<td>RS-001</td>
<td>Introduction to Old Testament</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**2. New Testament**  

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Planned]</td>
<td>RS-010</td>
<td>Introduction to New Testament</td>
<td></td>
<td>22/MAY</td>
<td>4</td>
</tr>
</tbody>
</table>

Registration instructions will be provided in the How to Register (separate instructions for Mayterm and Fall/Spring) training resources.