WAYPOINT TRAINING
CLEARING ADVISEES TO REGISTER AND VIEWING REGISTRATION HOLDS
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Click on Advising.
Students need to meet with their advisors prior to registration each semester and be cleared to register.

Locate one of your advisees in the list and click on View Details.

Note the Date of Last Advisement.
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.
This student also has one hold for a balance due on their Student Account. Click on the Notifications for additional information on how they can clear the hold.
Students can plan for courses in a future semester but they cannot register until all holds are cleared.

Students see this same information on their Home screen in Waypoint.
Back on the Advisee List, the Date of Last Advisement is now current and advisor clearance has been recorded.

This is an easy visual way to see who may still need to meet with you for advising.