

WAYPOINT TRAINING

CLEARING ADVISEES TO REGISTER AND VIEWING REGISTRATION HOLDS



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Welcome! Please use the searchbar above to search the myWestmont portal.



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[Waypoint](#)



Add Favorite

Navigate to my.westmont.edu and click on the Waypoint link

WAYPOINT MAIN LANDING PAGE



If you have any questions or concerns about Waypoint please contact the Student Records Office at registrar@westmont.edu

Hello, Welcome to Waypoint!

Choose a category to get started.



Course Catalog

Here you can view and search the course catalog.



Faculty

Here you can view your active classes and submit grades and waivers for students.



Advising

Here you can access your advisees and provide guidance and feedback on their academic planning.



This is the main landing page for Waypoint. Click on Advising.

ADVISEE LANDING PAGE



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.

Student

Advisor

Type a name or ID...



[Email All My Advisees](#)

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
	Aasample, Student				RS.BA/MU	<u>N/A</u>	Farhadian, Charles E. (Major1) Butler, Lewis S. (Minor1) Larsen Hoeckley, Cheri L. (Temporary)	View Details



Note the Date of Last Advisement.

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.

ADVISEE HEADER PAGE DETAILS



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Advisee Details

[← Back to Advisees](#)



Aasample, Student

Student ID: [REDACTED]



[View Full Profile](#)

Program(s):
RS.BA/MU



Educational Goal: Sociology

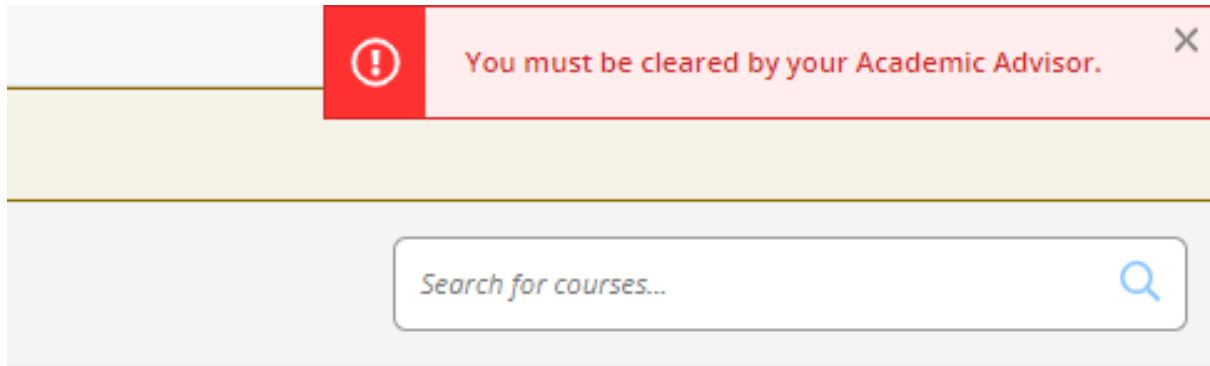
Advisor(s):
Larsen Hoeckley, Cheri L.
Farhadian, Charles E.
Butler, Lewis S.



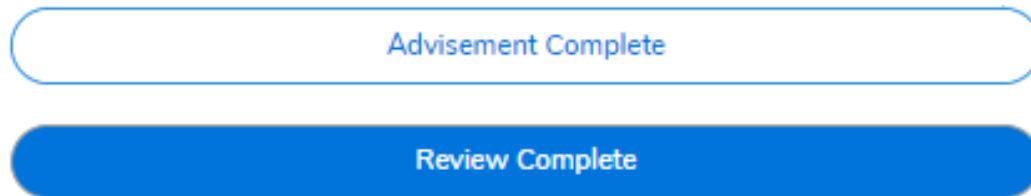
Note you can see the student's picture, name, ID number, and Westmont email address.

You can also see their declared majors and minors as well as their assigned advisors.

ADVISEE HEADER PAGE DETAILS





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.

ADVISEE LOWER PAGE DETAILS

[Daily Work](#) · [Advising](#) · [Advising Overview](#)

 Payment Due. Please see notification information. 

 If you have any questions or concerns about Waypoint please contact the Student Records Office at registrar@westmont.edu

Advisee Details

[Back to Advisees](#)

Search for courses...

Program(s):
RS.BA/MU

Educational Goal: Sociology

Aasample, Student


Student ID: [REDACTED]
Advisor(s):
Larsen Hoeckley, Cheri L.
Farhadian, Charles E.
Butler, Lewis S.

[View Full Profile](#)


Advisement Complete

Last advised on 2/22/2022 by [REDACTED]

Review Complete

Notifications 


[Course Plan](#) [Timeline](#) [Progress](#) [Course Catalog](#) [Notes](#) [Plan Archive](#) [Test Scores](#) [Unofficial Transcript](#) [Transfer Summary](#) [Grades](#) [Petitions and Waivers](#) [Graduation Application](#)

  Spring Semester 2022 


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.

ADVISEE LOWER PAGE DETAILS

Advisee Details Search for courses... 

[Back to Advisees](#)



Aasample, Student
Student ID: 
 


[View Full Profile](#)

Program(s):
RS.BA/MJ

Educational Goal: Sociology



Advisor(s):
Larsen Hoeckley, Cheri L.
Farhadlan, Charles E.
Butler, Lewis S.

Advisement Complete

Last advised on 2/22/2022 by 

Review Complete


Notifications 1

Title	Details	Link
 Payment Due	 You are unable to register as there is a balance owed on your Student Account. Please contact the Business Office at (805) 565-6021 or studentaccounts@westmont.edu for more information.	

Students see this same information on their Home screen in Waypoint.

Students can plan for courses in a future semester but they cannot register until all holds are cleared.

ADVISEE LANDING PAGE

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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.