



# WAYPOINT TRAINING

USING THE PLANNING AND SCHEDULING TIMELINE

# NAVIGATE TO MY.WESTMONT.EDU





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🔍 Search the myWestmont Portal

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

 [Directories](#)  [Waypoint](#)



Add Favorite

Navigate to [my.westmont.edu](http://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)	<a href="#">View Details</a>

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



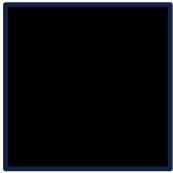
# ADVISEE HEADER PAGE DETAILS



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## Advisee Details

[← Back to Advisees](#)



Aasample, Student

Student ID: [REDACTED]



[REDACTED]

[View Full Profile](#)

Program(s):  
RS.BA/MU



Educational Goal: Sociology

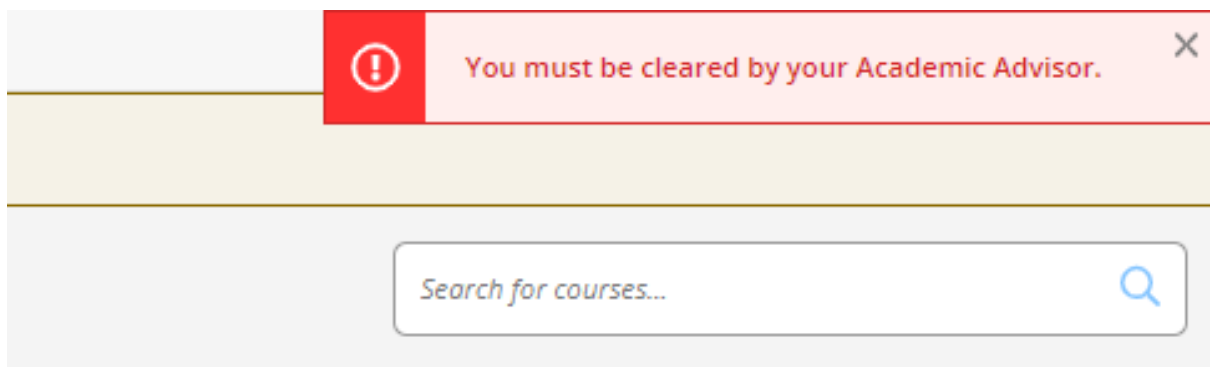
Advisor(s):  
Larsen Hoeckley, Cheri L.  
Farhadian, Charles E.  
Butler, Lewis S.



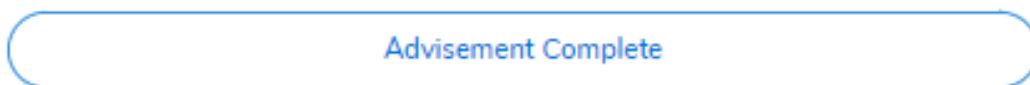
Note you can see the student's picture, name, ID number, and Westmont email address.

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

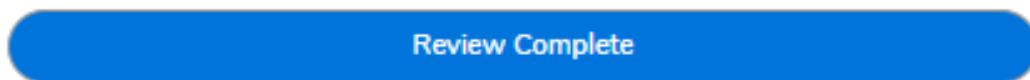
# ADVISEE HEADER PAGE DETAILS



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.



Please be sure to meet with your advisee to review their possible classes prior to marking Advisement Complete.

# ADVISEE LOWER PAGE DETAILS



Notifications 0

Course Plan | Timeline | Progress | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Petitions and Waivers | Graduation Application

< > Spring Semester 2022 +

Print Planned: 0 Credits Enrolled: 16 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect

<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	✓ Registered	APP-190-2: Ministry Leadership Internship	1 Credits	Lisea, R	M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Adams Center, 219 Practicum
					M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Winter Hall, T2 Practicum

Note the tab options on this screen.

# SCHEDULE PAGE DETAILS

Notifications 0

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Print

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Approve | Deny | Protect | Unprotect

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				M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Winter Hall, T2 Practicum

Under Course Plan you can see the registered courses for the current term and planned courses for future terms.



# SCHEDULE PAGE DETAILS

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Use the left and right arrows to view past and future terms. Use the plus sign to add in future terms for planning.

# ADVISEE LOWER PAGE DETAILS

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Click on Timeline.

# TIMELINE PAGE DETAILS

Notifications 0

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

**Add a Term** ←

Spring Semester 2022	Fall Semester 2022	Spring Semester 2023
<ul style="list-style-type: none"><li>APP-190-2: Ministry Leadership Internship Credits: 1 Credits ✓</li><li>MUA-070-5: Private Voice I Credits: 1 Credits ✓</li><li>MUA-071-1: College Choir I Credits: 1 Credits ✓</li><li>MUA-072-1: Chamber Singers I Credits: 1 Credits ✓</li><li>RS-020-2: Intro to Christian Doctrine Credits: 4 Credits ✓</li><li>RS-107-1: Book of Acts Credits: 4 Credits ✓</li></ul>		
its 16 Enrolled Credits		

You can add a term to their timeline by clicking Add a Term.

You can see past terms and courses with grades by clicking the back arrow.

You can see current courses listed as in-progress in the current term.

As students plan in future courses they will be added as planned in the future terms.

# TIMELINE PAGE DETAILS

Notifications 0

Course Plan **Timeline** Progress Course Catalog Notes Plan Archive Test Scores Unofficial Transcript

**Add a Term** ←

Spring Semester 2022	Fall Semester 2022	Spring Semester 2023
<p>APP-190-2: Ministry Leadership Internship Credits: 1 Credits ✓</p> <p>MUA-070-5: Private Voice I Credits: 1 Credits ✓</p> <p>MUA-071-1: College Choir I Credits: 1 Credits ✓</p> <p>MUA-072-1: Chamber Singers I Credits: 1 Credits ✓</p> <p>RS-020-2: Intro to Christian Doctrine Credits: 4 Credits ✓</p> <p>RS-107-1: Book of Acts Credits: 4 Credits ✓</p>		
16 Enrolled Credits		

its

Guidance on how to add courses to future terms is provided in the Viewing and Understanding your Program Evaluation training resource.

Planning for courses is not the same as registering for courses. Registration instructions will be provided in the How to Register Instructions (versions for Mayterm and Fall/Spring) training resources.