WAYPOINT TRAINING

USING THE PLANNING AND SCHEDULING TIMELINE
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Click on Advising.
Locate one of your advisees in the list and click on View Details.
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.
Under Course Plan you can see the registered courses for the current term and planned courses for future terms.
Use the left and right arrows to view past and future terms. Use the plus sign to add in future terms for planning.
Click on Timeline.
You can see current courses listed as in-progress in the current term.

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.

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

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