



WAYPOINT TRAINING

VIEWING CLASS ROSTER AND WAITLIST



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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 Faculty.

COURSE LANDING PAGE

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

Manage your courses by selecting a section below

Mayterm 2022					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
PEA-067A-1: Trail Hiking and Running	M/W/F 3:15 PM - 5:15 PM 5/9/2022 - 6/10/2022	TBD Lecture	0 / 1 / 1		



Select one of your courses in the list and click on the course name and number link.

Note the number of available (0), capacity (1) and waitlisted (1) seats in the course.

COURSE INFORMATION

PEA-067A-1: Trail Hiking and Running

Mayterm 2022

M/W/F 3:15 PM - 5:15 PM

5/9/2022 - 6/10/2022

TBD

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 1

Roster

Permissions

Waitlist

Print Email All

Export 

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
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In the Roster you will see information about each student in your class including their picture and name, their Student ID number, their class level, whether they are enrolled in your class for Pass/No Credit or Audit and their Westmont email address.

COURSE INFORMATION

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TBD

Seats Available 0 of 1

[Deadline Dates](#)


Waitlisted 1

Roster

Grading

Permissions

Waitlist

 Print

 Email All

 Export 

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
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You can also print your class list, email your class (by saving an email list to use with Westmont email) or export an Excel file of your class list.

WAITLIST INFORMATION

Section Details

[< Back to Courses](#)

PEA-067A-1: Trail Hiking and Running

Mayterm 2022

M/W/F 3:15 PM - 5:15 PM

5/9/2022 - 6/10/2022

TBD

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 2



Roster

Grading

Permissions

Waitlist

[Email All](#)

Active Waitlist



Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email
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From this main screen you can see information on the waitlisted students in your course.

WAITLIST INFORMATION

Section Details

[< Back to Courses](#)

PEA-067A-1: Trail Hiking and Running

Mayterm 2022

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TBD

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 2

Roster Grading Permissions **Waitlist**

Active Waitlist							Email All
Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	

Students are listed in the order they added themselves to the waitlist. You can also see their class level in the event you want to allow students into your class based on who may be closer to graduation.