WAYPOINT TRAINING

VIEWING THE UNOFFICIAL TRANSCRIPT
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.
Note the tab options on this screen.
Under Unofficial Transcript you can download a copy of the unofficial transcript for the student.