



# WAYPOINT TRAINING

VIEWING THE UNOFFICIAL TRANSCRIPT



# 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.



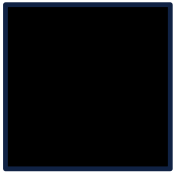
# ADVISEE HEADER PAGE DETAILS



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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

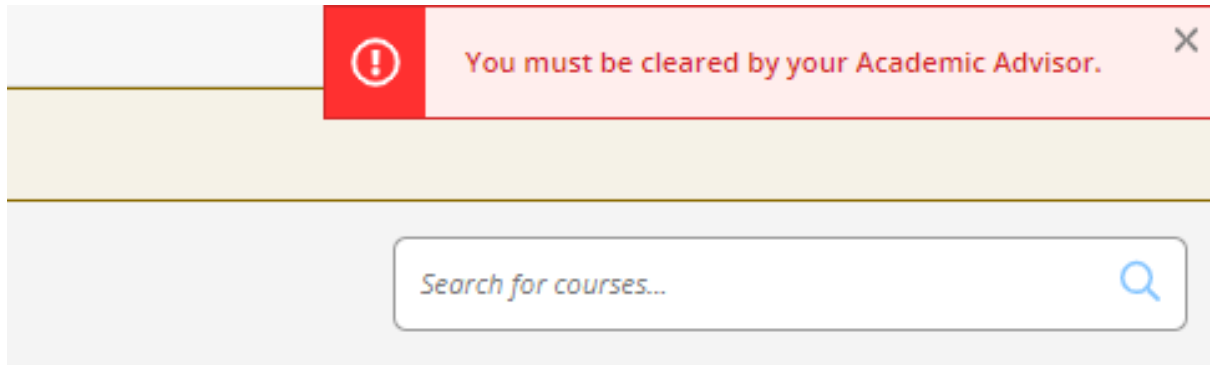
Advisor(s):  
Larsen Hoeckley, Cheri L.  
Farhadian, Charles E.  
Butler, Lewis S.



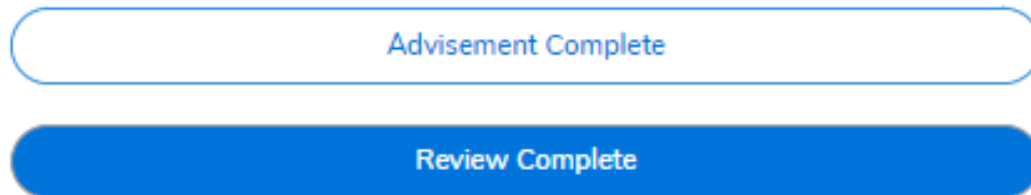
Note you can see the student's picture, name, ID number, and Westmont email address.

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.

# 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.

# UNOFFICIAL TRANSCRIPT DETAILS




Notifications 0

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



These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar.

 [Unofficial Transcript](#)

Under Unofficial Transcript you can download a copy of the unofficial transcript for the student.