WAYPOINT TRAINING

VIEWING AND UNDERSTANDING YOUR PROGRAM EVALUATION
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Click on Student Planning.
Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

1. View Your Progress
   - Start by going to My Progress to see your academic progress in your degree and search for courses.
   - Go to My Progress

2. Plan your Degree and Register for Classes
   - Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
   - Go to Plan and Schedule

Click on View Your Progress or Go to My Progress.
You can also click Academics on the left side of the screen, then open the Student Planning dropdown menu and click on My Progress.
On the left side of the page you will see the At a Glance overview of your current program or declared major is displayed.
As you continue to take classes the bars will reflect your continued progress.

As you begin to take classes the bars will record coursework completed.

Progress bars showing your progress to completing your degree appear on the right of the screen.
Scroll down from the Program Overview to see all of the requirements for your program.

The header for each category will display the number of requirements needed to complete it and how many have been completed.
### COMPLETED COURSES

#### Requirements
- **A. Biblical/Theo Canons**
  - Complete 3 courses. Transfer students may have this category prorated.
  - Complete all of the following items. **1 of 2 Completed.**

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ 1 of 1</td>
<td>Old Testament</td>
</tr>
<tr>
<td>✅ 1 of 1</td>
<td>New Testament</td>
</tr>
<tr>
<td>🚫 0 of 1</td>
<td>Introduction to Christian Doctrine</td>
</tr>
</tbody>
</table>

*Information for completed courses can be expanded by clicking on Show Details. The term the course was completed and the grade received will be displayed.*
completed categories

If all classes in the category are completed, you can click Show Details to see the completed courses.

B. Christian Lib Arts

Complete 2 courses. Transfer students may have this category prorated.
Complete all of the following items. ✓ 2 of 2 Completed. Show Details

Click Hide Details to collapse the category so the classes will not be displayed.

B. Christian Lib Arts

Complete 2 courses. Transfer students may have this category prorated.
Complete all of the following items. ✓ 2 of 2 Completed. Hide Details

1. Philosophical Reflections. Take PHI-006, POL-030, OR IS-010H. IS-018 may be offered on off-campus programs. ✓ 1 of 1 Courses Completed. Show Details
2. World History in Christian Perspective. Take HIS-010 ✓ 1 of 1 Courses Completed. Show Details
You can add a course to your program plan by clicking on the Search button next to the requirement.
The Search for Courses and Course Sections will display any courses that meet the requirement.
You can either plan a course for a future semester (not registration) or add a specific section of a course to your preferred section list (to prepare for registration).
PLANNING A COURSE FOR A FUTURE SEMESTER

If you select Add Course to Plan you are creating a space to take the course in any future term.

** This does not register you for a specific section of the course and does not guarantee that the course will be offered in that term.
ADDING A SECTION TO YOUR PREFERRED REGISTRATION LIST

RS-001 Introduction to Old Testament (4 Credits)

Requisites:
None

Locations:
Main Campus

Select View Available Sections to add an upcoming section to your preferred list in the next semester (to prepare for registration).
ADDING A SECTION TO YOUR PREFERRED REGISTRATION LIST

Find the section(s) you prefer and click Add Section to Schedule.
ADDING A SECTION TO YOUR PREFERRED REGISTRATION LIST

Review the information in the Section Details and click Add Section.

**Adding a specific section instead of adding a course will later allow you to register for the section quickly during registration.**
Click Back to My Progress to see the planned courses or sections in your program.
The planned section is now reflected on your program.

**This does not mean that you are registered for the course, only that you plan to take it.**
PLANNED COURSES SHOWN IN PROGRAM

A. Biblical/Theo Canons
Complete 3 courses. Transfer students may have this category prorated. Complete all of the following items. ▶ 0 of 3 Completed. Hide Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Not Started</td>
<td>RS-001</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Introduction to Old Testament

2. New Testament  ✅ Fully Planned ▶ 0 of 1 Courses Completed. Hide Details

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Planned</td>
<td>RS-010</td>
<td></td>
<td>22/MAY</td>
<td>4</td>
</tr>
</tbody>
</table>

Introduction to New Testament

Registration instructions will be provided in the How to Register Instructions (separate instructions for Mayterm and Fall/Spring) training resources.