



WAYPOINT TRAINING

REGISTERING FOR FALL AND SPRING CLASSES

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 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.

Notifications

Title	Details	Link
Payment Due	You are unable to register as there is a balance owed on your Student Account. Please contact the Business Office at (805) 565-6021 or studentaccounts@westmont.edu for more information.	



Student Planning

Here you can search for courses, plan your terms, and schedule and register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



Enrollment Verifications

Here you can view and request an enrollment verification.

This is the main landing page for Waypoint. Note that any registration holds will display in the Notifications section and in the upper right hand corner on the main landing page.

WAYPOINT MAIN LANDING PAGE



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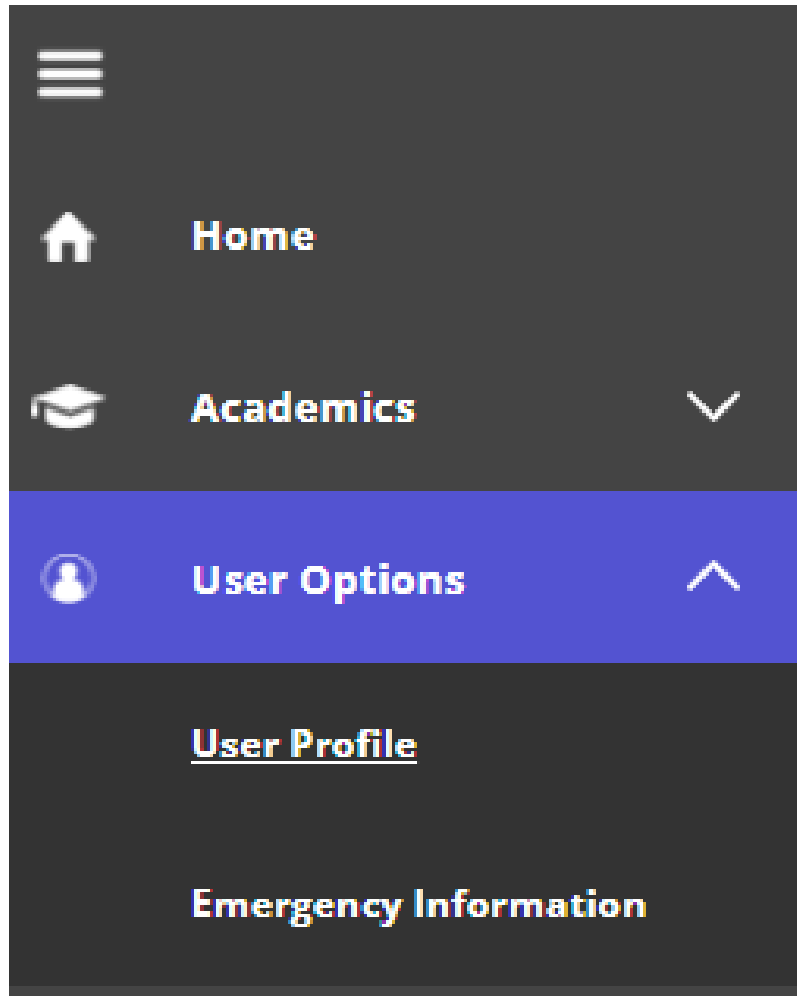


Enrollment Verifications

Here you can view and request an enrollment verification.

You can plan courses for registration with a registration hold showing, but you must clear all registration holds before you will be able to register for any courses in a future semester.

COMPLETING EMERGENCY CONTACT CLEARANCE



Under the User Options on the left hand side select Emergency Information.

COMPLETING EMERGENCY CONTACT CLEARANCE

Emergency Information



Not Confirmed

I confirm that this information is accurate and current as of today.

Confirm

Emergency Contacts

+ Add New Contact

FATHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



MOTHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



Here you can verify whether our emergency contact information for you is accurate.

COMPLETING EMERGENCY CONTACT CLEARANCE

Emergency Information



Not Confirmed

I confirm that this information is accurate and current as of today.

Confirm

Emergency Contacts

+ Add New Contact

FATHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



MOTHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



If it is incorrect, click the Pencil button next to the contact, which will allow you to edit and Update Contact.

COMPLETING EMERGENCY CONTACT CLEARANCE

Emergency Information



Not Confirmed

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Confirm

Emergency Contacts

+ Add New Contact

FATHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



MOTHER

Daytime Phone

Evening Phone

Other Phone

Address

Effective Date

Emergency Contact



Missing Person Contact



You must have at least one Emergency Contact on file.

COMPLETING EMERGENCY CONTACT CLEARANCE

Emergency Information



Not Confirmed

I confirm that this information is accurate and current as of today.

Confirm



Emergency Contacts

+ Add New Contact

FATHER

Daytime Phone

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Emergency Contact



Missing Person Contact



MOTHER

Daytime Phone

Evening Phone

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Emergency Contact

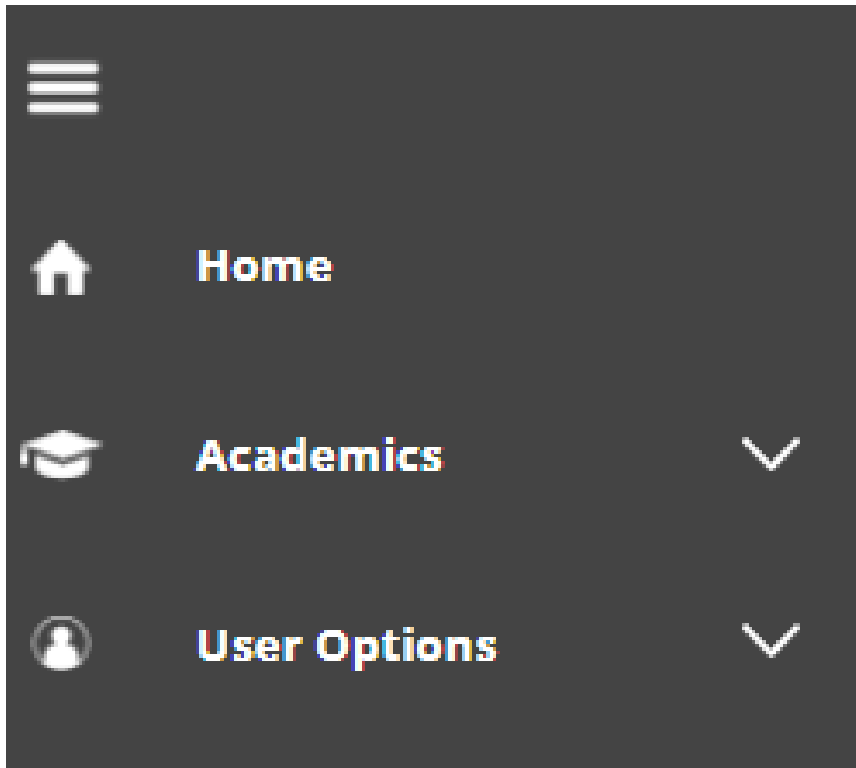


Missing Person Contact



Once your information is accurate click the Confirm button. This is the Emergency Contact Clearance for registration.

NAVIGATE BACK TO THE HOME PAGE



You can navigate back to the home page using the Home option on the left hand side.

WAYPOINT MAIN LANDING PAGE



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Graduation Overview

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Enrollment Verifications

Here you can view and request an enrollment verification.

Now determine your registration day and time. Click on Student Planning.

STUDENT PLANNING LANDING PAGE

Steps to Getting Started

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



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](#)



Programs	Cumulative GPA	Progress
Bachelor of Arts in Art	2.804 (2.000 required)	<div style="width: 100%; height: 15px; background-color: #008000;"></div>

Click on Go to Plan and Schedule.

REGISTRATION DAY AND TIME

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions and Waivers

< > Mayterm 2022 +

Remove Planned Courses

Register Now



Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM

Refresh

On the Schedule tab use the arrows to navigate to Fall or Spring. If the next semester is not displayed, click the + button and add the term to your list.

REGISTRATION DAY AND TIME

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions and Waivers

< > Mayterm 2022 +

Remove Planned Courses

Register Now



Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM

Refresh

Once the term is displayed you can see your specific registration day and time for the term.

REGISTRATION DAY AND TIME

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions and Waivers

< > Mayterm 2022 +

Remove Planned Courses

Register Now



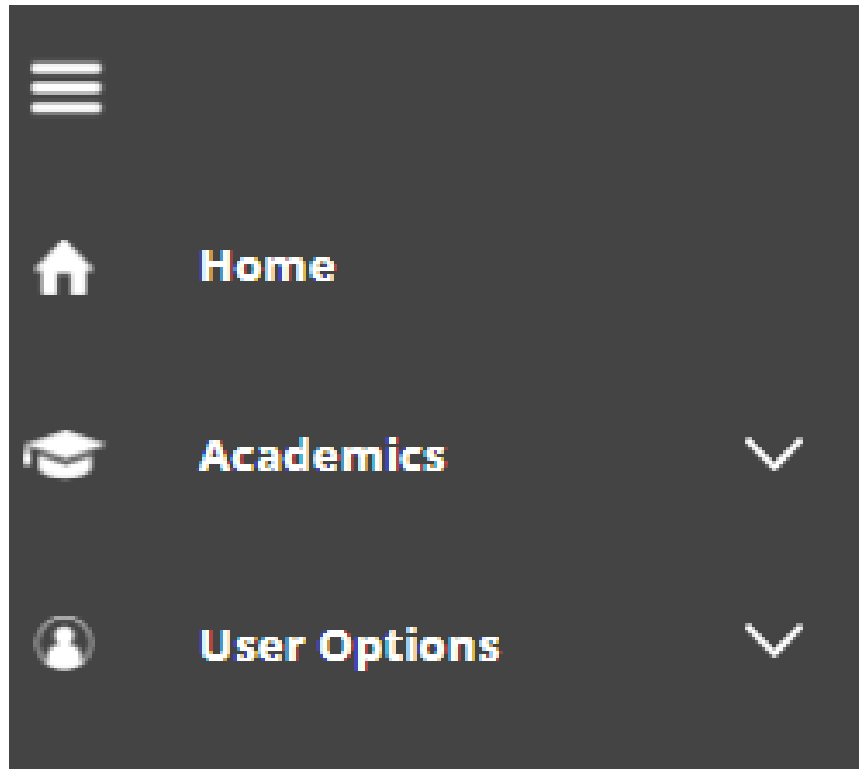
Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM



Refresh

Beginning at the listed day and time you can log into Waypoint and register for courses in your preferred sections list. Registration can be done from the home page or you can click Refresh and register for courses on this page.

ADDING COURSES TO YOUR PREFERRED SECTIONS LIST



To add courses to your preferred sections list, navigate back to the home page using the Home option on the left hand side.

WAYPOINT MAIN LANDING PAGE



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Click on Course Catalog.

SEARCH FOR SECTIONS

Subject Search **Advanced Search** ←

Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Use the Advanced Search option to search for sections.

Select the term (Fall or Spring) in the drop down menu to see all course options that term.

You can narrow down your search by selecting a subject in the drop down menu.

SEARCH FOR SECTIONS

Term
Select Term ▼ Meeting Start Date *M/d/yyyy* Meeting End Date *M/d/yyyy*

Courses And Sections

Subject ▼	<i>Course number</i>	<i>Section</i>
Subject ▼	<i>Course number</i>	<i>Section</i>
Subject ▼	<i>Course number</i>	<i>Section</i>

+ Add More...

Days Of Week

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

Location
Select Location ▼

Course Type
Select Course Type ▼

Clear Search

An additional way to narrow your search is to select a Location or a Course Type (GE Category) in the drop down menus.

Click Search when you are finished to display the results.

ADDING A COURSE TO YOUR PREFERRED LIST

Filters Applied: Fall Semester 2022 X

Add To Schedule	Term	Status	Section Number	Title	Planned Status	Dates
Add	Fall Semester 2022	Open	BIO-006-1 +\$	General Biology II w/ Lab		8/29/2022-12/16/2022
Add	Fall Semester 2022	Open	BIO-006-2 +\$	General Biology II w/ Lab		8/29/2022-12/16/2022
Add	Fall Semester 2022	Open	BIO-006L-1	General Biology II Lab		8/29/2022-12/16/2022
Add	Fall Semester 2022	Open	BIO-006L-2	General Biology II Lab		8/29/2022-12/16/2022
Add	Fall Semester 2022	Open	BIO-006L-3	General Biology II Lab		8/29/2022-12/16/2022

To view a course description click on the hyperlinked class number.

Some courses have an additional lab or materials fee charge, which you can see by clicking on the hyperlinked class number.

Click Add to see the Section Details and add this course to your list of preferred sections for the term.

ADDING A COURSE TO YOUR PREFERRED LIST

BIO-006-2 General Biology II w/ Lab
Fall Semester 2022

Instructors Julio, S (sjulio@westmont.edu)
Schultheis, L (ldrake@westmont.edu)

Meeting Information M, W, F 12:45 PM - 1:50 PM
8/29/2022 - 12/16/2022
Main Campus, Winter Hall 206 (Lecture)


Dates 8/29/2022 - 12/16/2022


Seats Available 36 of 36 Total

Credits 4

Grading Graded

Requisites

 Take BIO-005, CHM-005, and CHM-006 - Must be completed prior to taking this course.

 Take BIO-006L - Recommended to be taken either prior to or at the same time as this course.

Course Description BIO 006 General Biology II (4) Prerequisite: BIO 005, CHM 005, and CHM 006. Survey of the anatomy and physiology, of animals with an emphasis on vertebrates; population, community and global ecology; population genetics; evolutionary theory and its theological implications. The laboratory explores the diversity of animal taxa and habitats, animal evolutionary history, and culminates with a formal debate on topics related to the spectrum of viewpoints on the mechanisms that explain the origins and diversity of the natural world.

Additional Information You must also register for a BIO-006L (Lab)

Additional Course Fees For Fall and Spring courses, the fees listed here are in addition to the semester charges. For Mayterm courses, the amounts listed here are the full tuition and fees for the course.
General Biology II Lab: \$125.00

Close

Add Section

On the Section Details you can see the course description and any additional course fees.

Click Add Section to add this course to your list of preferred sections for the term.

ADDING A COURSE TO YOUR PREFERRED LIST

BIO-006-2 General Biology II w/ Lab
Fall Semester 2022

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General Biology II Lab: \$125.00

Close

Add Section

Right now you are adding a course to your preferred sections list.

You are not yet registered for any courses.

Continue this process adding in additional courses to your preferred sections list.

You can add as many courses to your preferred sections list as you want, you do not have to register for all of them.

MEETING WITH YOUR ACADEMIC ADVISOR



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Once you have finished adding courses to your preferred courses list you need to meet with your academic advisor to discuss your course plan.

MEETING WITH YOUR ACADEMIC ADVISOR



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You can find your advisor name by clicking on Student Planning.

MEETING WITH YOUR ACADEMIC ADVISOR

Steps to Getting Started

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



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.

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Programs	Cumulative GPA	Progress
Bachelor of Arts in Art	2.804 (2.000 required)	<div style="width: 100%; height: 15px; background-color: #008000;"></div>

Then click on Go to Plan and Schedule.

MEETING WITH YOUR ACADEMIC ADVISOR

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline **Advising** Petitions and Waivers

< > Mayterm 2022 +

Remove Planned Courses

Register Now



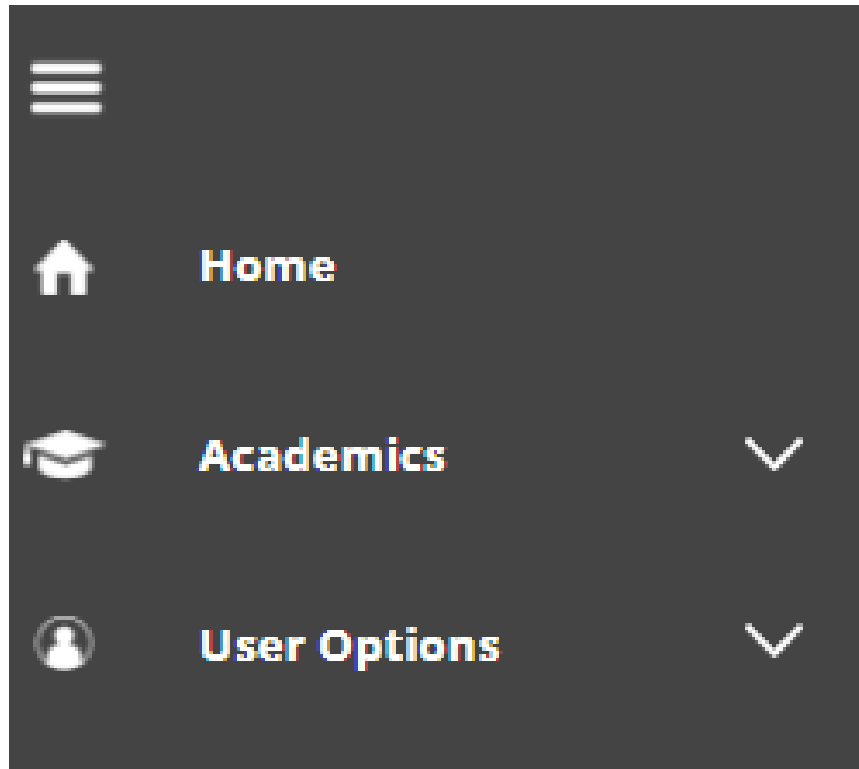
Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM

Refresh

Then click on the Advising Tab.

You should schedule a time to meet with the advisor marked General or Major I to discuss your possible course options and to be cleared for registration.


REGISTERING FOR A COURSE



You can only register for classes when you have completed your Emergency Clearance, you have taken care of any registration holds, you have preloaded possible courses into Waypoint and you have been cleared to register by your advisor.

To register for classes, navigate back to the home page using the Home option on the left hand side.

REGISTRATION FROM THE MAIN LANDING PAGE

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Hello, Welcome to Waypoint!

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Register Now

Click the button to see available terms and sections.



Register



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When you access the home page after your registration time has passed you will see a Register Now button. This only works if all holds have been cleared. Refresh the page as your registration time approaches.

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Click the Register button to see a list of your preferred sections for the term.

REGISTRATION FROM THE MAIN LANDING PAGE

Register for Classes

Select sections you wish to register for.

- PEA-067A-1: Trail Hiking and Running (1 Credits)

 This section has a waitlist.

- PHS-114-OL1: Earth Science (4 Credits)
- POL-030-OL1: Political Theory and Ideology (4 Credits)
- SOC-001-OL1: Introduction to Sociology (4 Credits)

Cancel Register

The screenshot shows a web form titled "Register for Classes". It contains a list of course sections with checkboxes. The first checkbox is checked and has a blue arrow pointing to it from the left. Below it is a yellow warning banner with a triangle icon and the text "This section has a waitlist.". The next three checkboxes are also checked and have blue arrows pointing to them from the left. At the bottom of the form are two buttons: "Cancel" and "Register". A blue arrow points to the "Register" button from the right.

Check the boxes for each course you want and click Register. You will also see which courses already have a waitlist.

REGISTRATION FROM THE MAIN LANDING PAGE

The screenshot shows a 'Register for Classes' window. At the top, there is a red warning banner with an exclamation mark icon and the text: 'One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.' Below this, the course 'PEA-067A-1: Trail Hiking and Running (1 Credits)' is listed with a red warning icon and the message: 'PEA-067A-1 - Course Filled. Either add to wait list or look for an available section.' Below this, three courses are listed with green checkmark icons, indicating successful registration: 'PHS-114-OL1: Earth Science (4 Credits)', 'POL-030-OL1: Political Theory and Ideology (4 Credits)', and 'SOC-001-OL1: Introduction to Sociology (4 Credits)'. At the bottom of the window, there are two buttons: 'Close' and 'Go to Schedule'.

Register for Classes

One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.

PEA-067A-1: Trail Hiking and Running (1 Credits)

PEA-067A-1 - Course Filled. Either add to wait list or look for an available section.

PHS-114-OL1: Earth Science (4 Credits)

POL-030-OL1: Political Theory and Ideology (4 Credits)

SOC-001-OL1: Introduction to Sociology (4 Credits)

Close Go to Schedule

A red warning message will display for courses that are already full or conflict with other courses in your list. A green check will display for all of the courses with successful registration.

REGISTRATION FROM THE MAIN LANDING PAGE

Register for Classes

❗ One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.

❗ PEA-067A-1: Trail Hiking and Running (1 Credits)

❗ PEA-067A-1 - Course Filled. Either add to wait list or look for an available section.

✓ PHS-114-OL1: Earth Science (4 Credits)

✓ POL-030-OL1: Political Theory and Ideology (4 Credits)

✓ SOC-001-OL1: Introduction to Sociology (4 Credits)

Close [Go to Schedule](#)



Click Go to Schedule to waitlist courses and register for alternate courses from your preferred list as needed.

REGISTRATION FROM THE MAIN LANDING PAGE

Register for Classes

❗ One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.

❗ PEA-067A-1: Trail Hiking and Running (1 Credits)

❗ PEA-067A-1 - Course Filled. Either add to wait list or look for an available section.

✓ PHS-114-OL1: Earth Science (4 Credits)

✓ POL-030-OL1: Political Theory and Ideology (4 Credits)

✓ SOC-001-OL1: Introduction to Sociology (4 Credits)

Close [Go to Schedule](#)



If you have no additional courses in your preferred list then you will need to search for alternate courses using the Course Catalog.

SCHEDULE PAGE DETAILS

Filter Sections

Save to iCal

Print


Planned: 5 Credits Enrolled: 8 Credits Waitlisted: 0 Credits

PEA-067A-1: Trail Hiking and Running ✕

✓ **Planned**

Credits: 1 Credits
Grading: Graded
Instructor: Larsen Hoeckley, C
5/9/2022 to 6/10/2022
Waitlisted: 2

Meeting Information

 This section has a waitlist

[Waitlist](#)

[View other sections](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	
9am							
10am		POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	
11am							
12pm							
1pm		SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	
2pm							
3pm		PEA-067A-1 ✕		PEA-067A-1 ✕		PEA-067A-1 ✕	
4pm							
5pm							
6pm							
7pm							

PHS-114-OL1: Earth Science

✓ **Registered, but not started**

Credits: 4 Credits
Grading: Graded
Instructor: Nishimura, A
5/9/2022 to 6/10/2022

On your class schedule you can see registered courses (in green - registered), waitlisted or conflicting courses (in red - not registered) and planned courses (in yellow – not registered).

SCHEDULE PAGE DETAILS

Filter Sections

Save to iCal

Print


Planned: 5 Credits Enrolled: 8 Credits Waitlisted: 0 Credits

PEA-067A-1: Trail Hiking and Running ✕

✓ **Planned**

Credits: 1 Credits
Grading: Graded
Instructor: Larsen Hoeckley, C
5/9/2022 to 6/10/2022
Waitlisted: 2

Meeting Information

 This section has a waitlist

[Waitlist](#)

[View other sections](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	PHS-114-OL1	
9am							
10am		POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	POL-030-OL1 ✕	
11am							
12pm							
1pm		SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	SOC-001-OL1	
2pm							
3pm		PEA-067A-1 ✕		PEA-067A-1 ✕		PEA-067A-1 ✕	
4pm							
5pm							
6pm							
7pm							

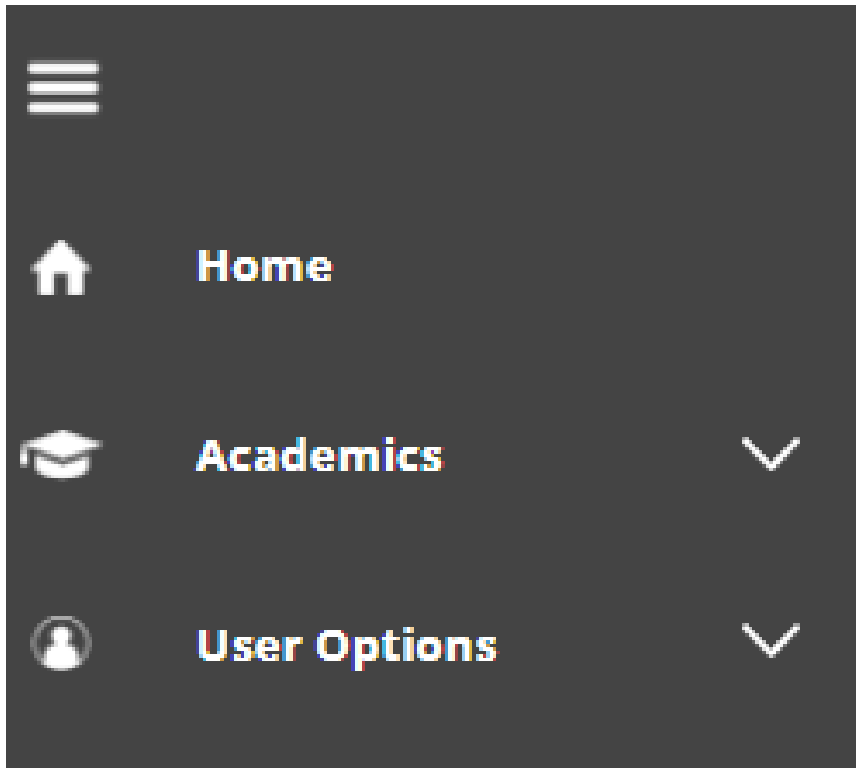
PHS-114-OL1: Earth Science

✓ **Registered, but not started**

Credits: 4 Credits
Grading: Graded
Instructor: Nishimura, A
5/9/2022 to 6/10/2022

Make sure to waitlist any courses that you want that are closed, remove classes from your planned list that you no longer want and search for additional courses if needed from the Course Catalog to complete your schedule.

NAVIGATE BACK TO THE HOME PAGE



You can navigate back to the home page using the Home option on the left hand side.