



WAYPOINT TRAINING

REGISTERING FOR MAYTERM CLASSES

NAVIGATE TO MY.WESTMONT.EDU



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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.

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 Notification section on the main landing page.

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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.

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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.

SCHEDULE PAGE DETAILS

The screenshot shows the top navigation bar with the text "Plan your degree and Schedule your courses" and a search box labeled "Search for courses...". Below this is a menu with "Schedule", "Timeline", "Advising", and "Petitions and Waivers". The "Schedule" tab is active, showing "Mayterm 2022" with left and right navigation arrows and a plus sign button. To the right are buttons for "Remove Planned Courses" and "Register Now". A blue information banner at the bottom states "Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM" with a "Refresh" button. Three dark blue arrows point to the left arrow, the plus sign, and the registration banner.

Use the arrows to navigate to Mayterm. If Mayterm 2022 does not show then add it by clicking the plus (+) button. If you access this prior to your registration time then your specific registration day and time for the term is noted here.

SCHEDULE PAGE DETAILS

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions and Waivers



Mayterm 2022



Remove Planned Courses

Register Now



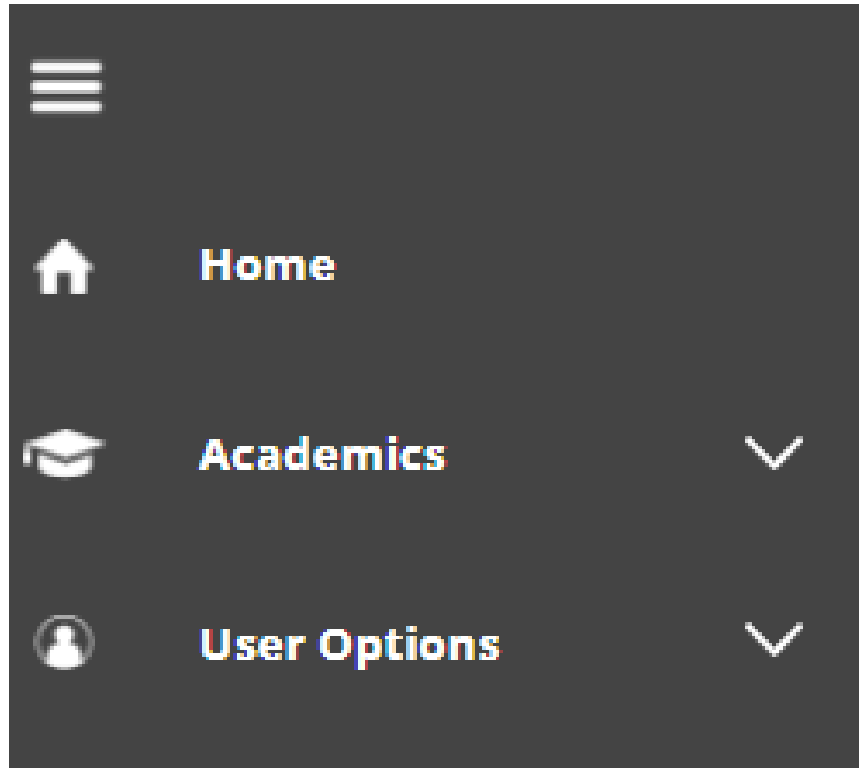
Your registration period for Mayterm 2022 begins on 3/8/2022 at 1:00 AM



Refresh

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

REGISTERING FOR A COURSE



To add a course 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




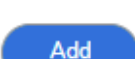
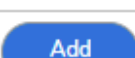
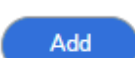
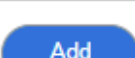
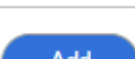
Use the Advanced Search option to search for sections.

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

Click Search to see the courses offered.

ADDING A COURSE TO YOUR PREFERRED LIST

Filters Applied: Mayterm 2022 X

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
	Mayterm 2022	Open	APP-191SS-1 +\$	Society		5/9/2022-6/10/2022
	Mayterm 2022	Open	ART-001-1 +\$	Principles of Art		5/9/2022-6/10/2022
	Mayterm 2022	Open	ENG-002-HY1 +\$	Composition		5/9/2022-6/10/2022
	Mayterm 2022	Open	ENG-006-1 +\$	Studies in Literature		5/9/2022-6/10/2022
	Mayterm 2022	Open	ENG-104-OL1 +\$	Modern Grammar & Advanced Comp		5/9/2022-6/10/2022
	Mayterm 2022	Open	FR-001-1 +\$	Elementary French I		5/9/2022-6/10/2022
	Mayterm 2022	Open	HIS-010-1 +\$	Perspectives on World History		5/9/2022-6/10/2022
	Mayterm 2022	Open	KNS-141-OL1 +\$	Politics of Sports		5/9/2022-6/10/2022

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

All Mayterm courses have an additional Mayterm tuition 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 Mayterm.

ADDING A COURSE TO YOUR PREFERRED LIST

Section Details

PEA-067A-1 Trail Hiking and Running
Mayterm 2022

Instructors	Van Haitsma, T (tvanhaitsma@westmont.edu)
Meeting Information	M, W, F 3:15 PM - 5:15 PM 5/9/2022 - 6/10/2022 TBD (Lecture)
Dates	5/9/2022 - 6/10/2022
Seats Available	20 of 20 Total
Credits	1
Grading	Graded
Requisites	None
Course Description	PEA-067A Trail Hiking and Running (1) This course is intended for all individuals, no previous experience in trail running is necessary as all will be aided in the progression from walking/hiking to running. This course will give you basic information and exposure to a variety of trails while teaching about trail etiquette, mental strength techniques, running strategies, nutrition, and the basic gear necessary for trail hiking and running.
Additional Course Fees	Mayterm and Summer Tuition: \$350.00
Books	Bookstore Information

Close Add Section

On the Section Details you can see the course description and the Mayterm tuition charge.

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



ADDING A COURSE TO YOUR PREFERRED LIST

Section Details

PEA-067A-1 Trail Hiking and Running
Mayterm 2022

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Additional Course Fees	Mayterm and Summer Tuition: \$350.00
Books	Bookstore Information

Close Add Section

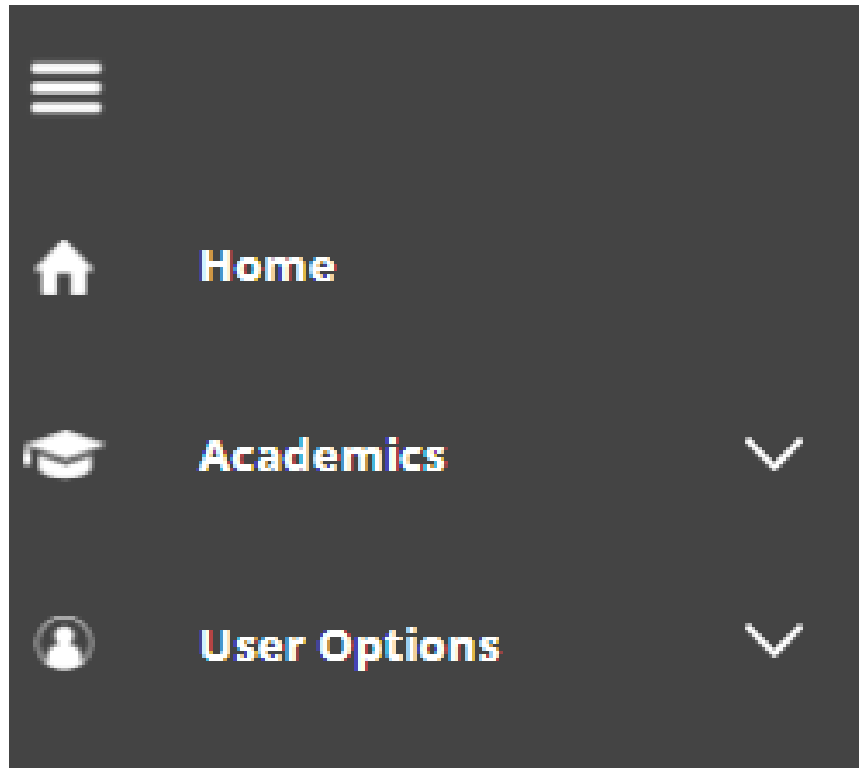
Right now you are adding a course to your preferred sections list.

You are not yet registered for any courses.

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



REGISTERING FOR A COURSE



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!

Choose a category to get started.



Register Now

Click the button to see available terms and sections.



Register



Student Planning

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Graduation Overview

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Enrollment Verifications

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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 if needed.

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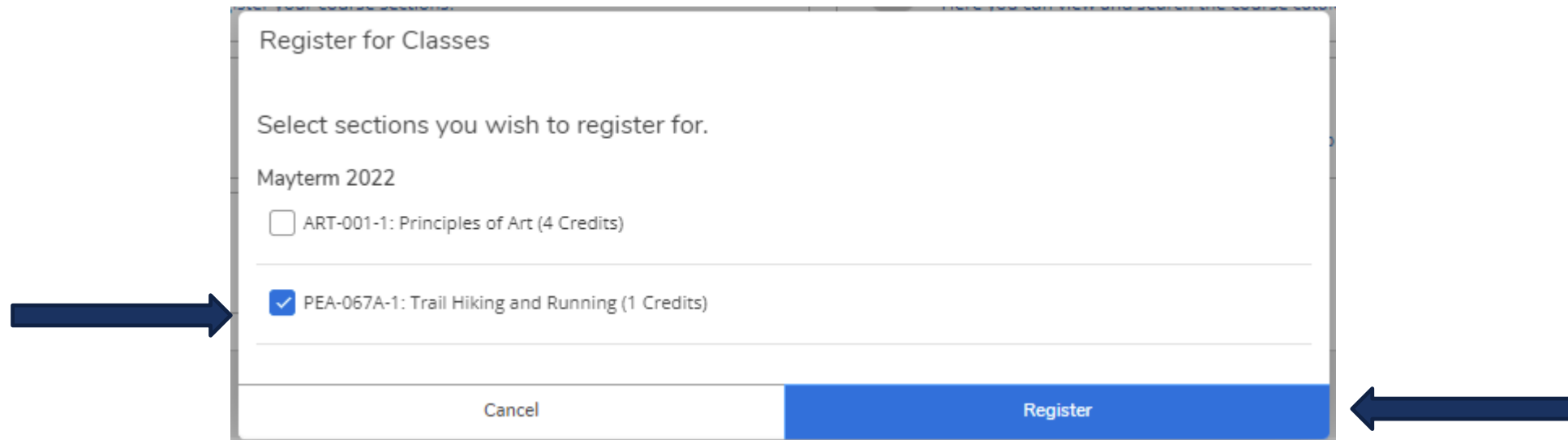


Enrollment Verifications

Here you can view and request an enrollment verification.

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.

Mayterm 2022

ART-001-1: Principles of Art (4 Credits)

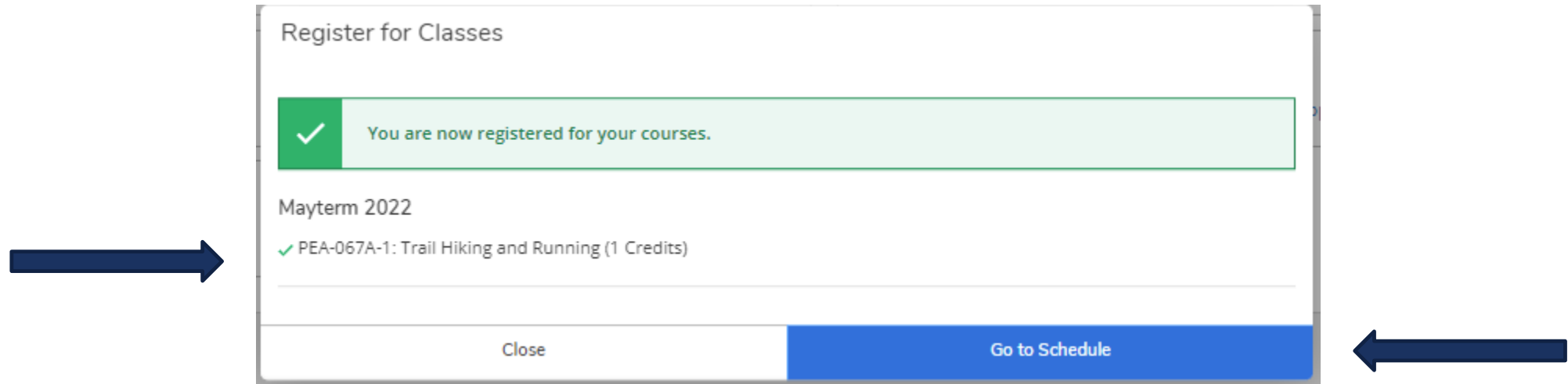
PEA-067A-1: Trail Hiking and Running (1 Credits)

Cancel Register

The image shows a 'Register for Classes' dialog box. It has a title bar, a main area with instructions, a list of courses for 'Mayterm 2022', and a footer with 'Cancel' and 'Register' buttons. A blue arrow points to the 'Register' button, and another blue arrow points to the checked checkbox for 'PEA-067A-1: Trail Hiking and Running (1 Credits)'.

Check the boxes for each course you want and click Register.

REGISTRATION FROM THE MAIN LANDING PAGE



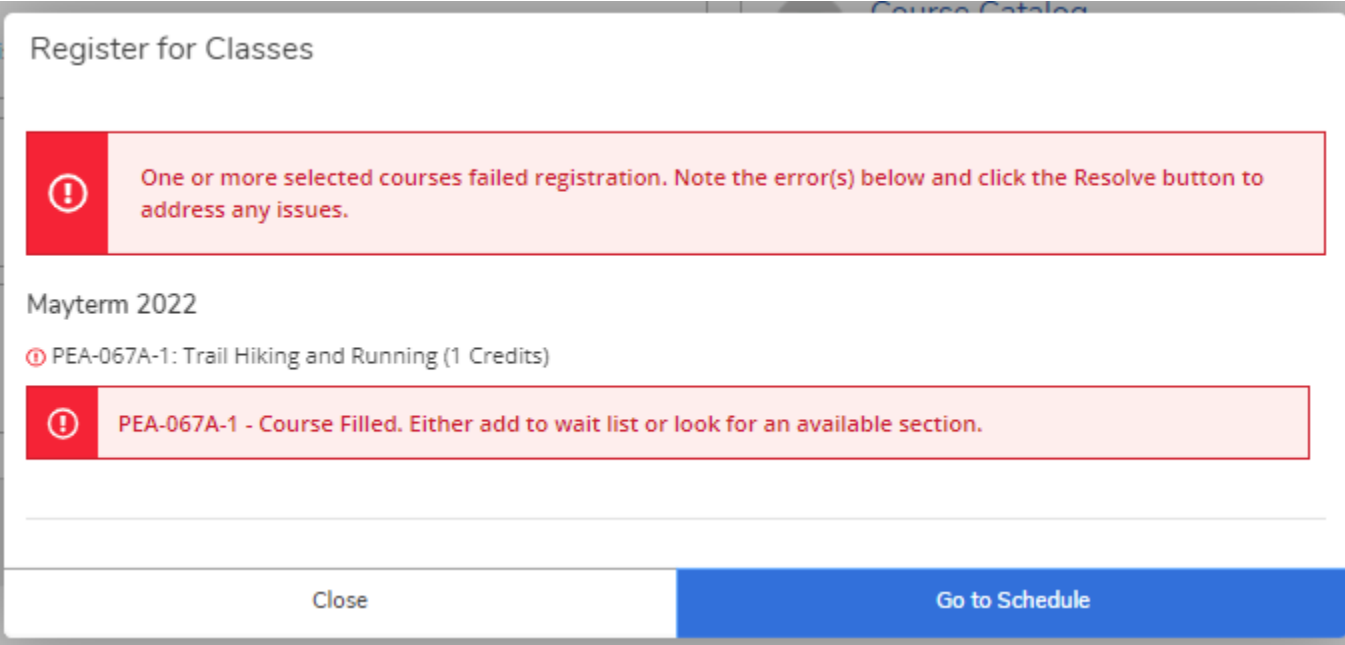
A green confirmation message will display for all of the courses with successful registration. Click Go to Schedule to see your class schedule for the term.

REGISTRATION FROM THE MAIN LANDING PAGE

The screenshot shows a web interface titled "Register for Classes". 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 term "Mayterm 2022" is displayed. Underneath, the course "PEA-067A-1: Trail Hiking and Running (1 Credits)" is listed. A second red warning banner is positioned below the course name, containing the text: "PEA-067A-1 - Course Filled. Either add to wait list or look for an available section." At the bottom of the interface, there are two buttons: "Close" on the left and "Go to Schedule" on the right. A blue arrow on the left points to the first warning banner, and another blue arrow on the right points to the "Go to Schedule" button.

A red warning message will display for courses that are already full or conflict with other courses in your list. 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.

Mayterm 2022

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.

Close Go to Schedule

The screenshot shows a web interface for registering for classes. At the top, it says 'Register for Classes'. Below that is a red error message box with a white exclamation mark icon, stating 'One or more selected courses failed registration. Note the error(s) below and click the Resolve button to address any issues.' Underneath, it lists 'Mayterm 2022' and a course 'PEA-067A-1: Trail Hiking and Running (1 Credits)'. A second red error message box with a white exclamation mark icon is positioned below the course name, stating 'PEA-067A-1 - Course Filled. Either add to wait list or look for an available section.' At the bottom of the interface, there are two buttons: 'Close' and 'Go to Schedule'.

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

SCHEDULE PAGE DETAILS

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Advising Petitions and Waivers

< > Mayterm 2022 +

Filter Sections

Save to iCal

Print

Planned: 4 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

ART-001-1: Principles of Art ✕

✓ **Planned**

Credits: 4 Credits
Grading: Graded
Instructor: Huff, N
5/9/2022 to 6/10/2022
Seats Available: 20

Meeting Information

View other sections

PEA-067A-1: Trail Hiking and Running

✓ **Registered, but not started**

Credits: 1 Credits
Grading: Graded
Instructor: Van Haltsma, T
5/9/2022 to 6/10/2022

Meeting Information

Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	
11am							
12pm							
1pm							
2pm							
3pm		PEA-067A-1		PEA-067A-1		PEA-067A-1	
4pm							
5pm							
6pm							
7pm							
8pm							



On your class schedule you can see the planned courses (in yellow – not registered) and the registered courses (in green - registered).

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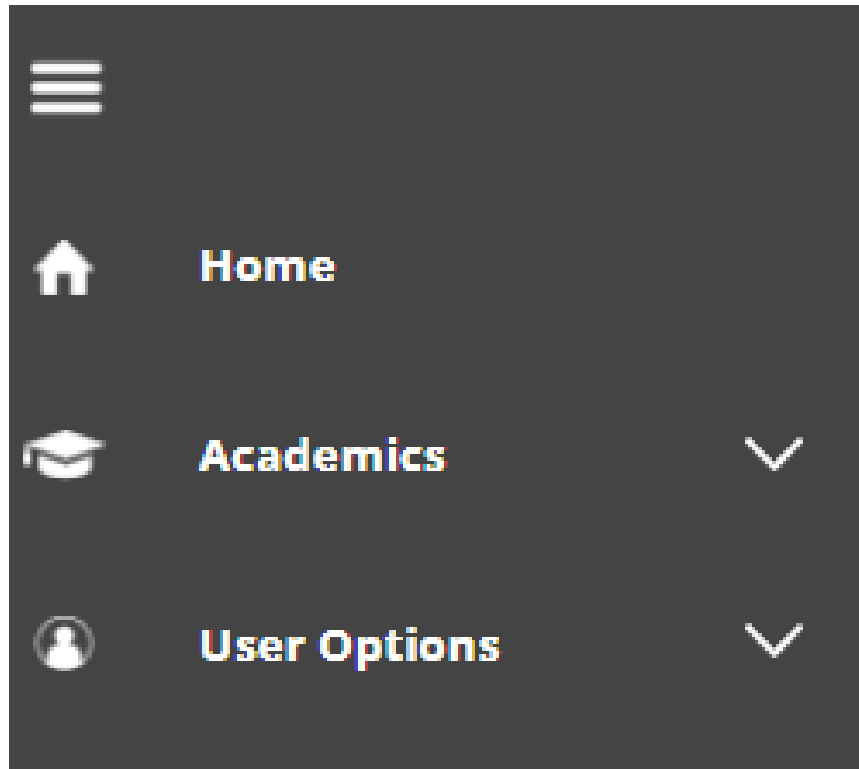
Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	ART-001-1 ✕	
11am							
12pm							
1pm							
2pm							
3pm		PEA-067A-1		PEA-067A-1		PEA-067A-1	
4pm							
5pm							
6pm							
7pm							
8pm							



Courses that have waitlists or conflicts with other sections will appear in red.

NAVIGATE BACK TO THE HOME PAGE



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