WAYPOINT TRAINING

REGISTERING FOR MAYTERM CLASSES
Navigate to my.westmont.edu and click on the Waypoint link.
This is the main landing page for Waypoint. Note that any registration holds will display in the Notification section on the main landing page.
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.
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

<table>
<thead>
<tr>
<th>Programs</th>
<th>Cumulative GPA</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Art</td>
<td>2.804 (2.000 required)</td>
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</tbody>
</table>
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.
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.
Click on Course Catalog.
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Open</th>
<th>Section</th>
<th>Name</th>
<th>Title</th>
<th>Planned Status</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Mayterm 2022</td>
<td></td>
<td><strong>APR-191SS-1</strong></td>
<td>Fasty</td>
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<td>5/5/2022-6/10/2022</td>
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<td>Mayterm 2022</td>
<td></td>
<td><strong>ART-001-1</strong></td>
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<td>of Art</td>
<td>5/5/2022-6/10/2022</td>
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<td>5/5/2022-6/10/2022</td>
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<td><strong>ENGL-099-1</strong></td>
<td>Studies in</td>
<td>Literature</td>
<td>5/5/2022-6/10/2022</td>
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<td>Modern Grammar &amp; Advanced Comp</td>
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<td>5/5/2022-6/10/2022</td>
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<td><strong>Hist-010-1</strong></td>
<td>Perspectives on World History</td>
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<td>5/5/2022-6/10/2022</td>
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<td>Mayterm 2022</td>
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<td><strong>KINE-141Q1-1</strong></td>
<td>Politics of Sports</td>
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<td>5/5/2022-6/10/2022</td>
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</table>

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.
**Section Details**

**PEA.067A.1 Trail Hiking and Running**  
Mayterm 2022

| Instructors          | Van Heltzma, T  
|----------------------|----------------|
| Meeting Information  | M, W, F 3:15 PM - 5:15 PM  
|                      | 5/9/2022 - 6/10/2022  
| 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

Click Add Section to add this course to your list of preferred sections for Mayterm.
ADDING A COURSE TO YOUR PREFERRED LIST

You are not yet registered for any courses.

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

Continue this process adding in additional courses to your preferred sections list.
To register for classes, navigate back to the home page using the Home option on the left hand side.
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.
Click the Register button to see a list of your preferred sections for the term.
Check the boxes for each course you want and click Register.
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.
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.
If you have no additional courses in your preferred list then you will need to search for alternate courses in the Course Catalog.
On your class schedule you can see the planned courses (in yellow – not registered) and the registered courses (in green - registered).
Courses that have waitlists or conflicts with other sections will appear in red.
You can navigate back to the home page using the Home option on the left hand side.