WAYPOINT TRAINING
REGISTERING FOR FALL AND SPRING 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 Notifications section and in the upper right hand corner 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.
Under the User Options on the left hand side select Emergency Information.
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.

Emergency Contacts

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.
You must have at least one Emergency Contact on file.
Once your information is accurate click the Confirm button. This is the Emergency Contact Clearance for registration.
You can navigate back to the home page using the Home option on the left hand side.
Now determine your registration day and time. Click on Student Planning.
Click on Go to Plan and Schedule.
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.
Once the term is displayed you can see your specific registration day and time for the term.
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.
To add courses to your preferred sections list, navigate back to the homepage using the Home option on the left hand side.
Click on Course Catalog.
Search for Sections

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.
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

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 | Julie, S  
|            | Schultheis, L  
| (julie@westmont.edu)  
|            | (j_schultheis@westmont.edu)  
| Meeting Information | M, W, F 12:45 PM - 1:50 PM  
|            | 8/29/2022 - 12/19/2022  
|            | Main Campus, Winter Hall 206 (Lecture)  
| Dates | 8/29/2022 - 12/19/2022  
| 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) Prerequisites: 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 Midterm courses, the amounts listed here are the full tuition and fees for the course.  
| General Biology II Lab | $128.00  

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

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

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Due</td>
<td>You are unable to register as there is a balance owed on your Student Account. Please contact the Business Office at (805) 566-6021 or <a href="mailto:studentaccounts@westmont.edu">studentaccounts@westmont.edu</a> for more information.</td>
</tr>
</tbody>
</table>

- **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.

Once you have finished adding courses to your preferred courses list you need to meet with your academic advisor to discuss your course plan.
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.
   - [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>
<td></td>
</tr>
</tbody>
</table>

Then click on Go to Plan and Schedule.
MEETING WITH YOUR ACADEMIC ADVISOR

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

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.
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.
REGISTRATION FROM THE MAIN LANDING PAGE

If you have any questions or concerns about Waypoint please contact the Student Records Office at registran@westmont.edu

Hello, Welcome to Waypoint!
Choose a category to get started.

Register Now
Click the button to see available terms and sections.

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.

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. You will also see which courses already have a waitlist.
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.
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 using the Course Catalog.
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).
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.
You can navigate back to the home page using the Home option on the left hand side.