



WAYPOINT TRAINING

WAIVING PREREQUISITES AND GIVING FACULTY CONSENT



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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.



Course Catalog

Here you can view and search the course catalog.



Faculty

Here you can view your active classes and submit grades and waivers for students.




Advising

Here you can access your advisees and provide guidance and feedback on their academic planning.

This is the main landing page for Waypoint. Click on Faculty.

COURSE LANDING PAGE

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

Manage your courses by selecting a section below

Mayterm 2022					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
PEA-067A-1: Trail Hiking and Running	M/W/F 3:15 PM - 5:15 PM 5/9/2022 - 6/10/2022	TBD Lecture	0 / 1 / 1		



Select one of your courses in the list and click on the course name and number link.

Note the number of available (0), capacity (1) and waitlisted (1) seats in the course.

NAVIGATE TO PERMISSIONS

PEA-067A-1: Trail Hiking and Running

Mayterm 2022

M/W/F 3:15 PM - 5:15 PM

5/9/2022 - 6/10/2022

TBD

Seats Available 0 of 1

[Deadline Dates](#)

Waitlisted 1



Roster

Grading

Permissions

Waitlist

Print Email All

Export

Student Name	Student ID	Class Level	Pass/Audit	Preferred Email
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Click on Permissions.

SELECTING REQUISITE WAIVER


Roster Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :



Requisite Waiver
Waive prerequisites so that a student can register for the course.



Faculty Consent
Review and give faculty consent.

To waive a class prerequisite click on Requisite Waiver.

SELECTING REQUISITE WAIVER

< Back To Faculty Permissions

Requisite Waivers

Student Waiver Information

Student Name or ID



No existing student waivers

Prerequisite Information

Search for the student using their ID number or name.

GRANTING REQUISITE WAIVER

Add Student Waiver

PSY-196-1: Capstone Sr Practicum in Psych

Fall Semester 2022

Approve Deny



Waiver Reason

Select a reason...



Comments

Comments

Cancel



Save

Under Status click Approved.

Under Reason select a reason (usually Faculty Discretion).

Click Save.

Once saved you can see the prerequisite waiver was granted on the subsequent page.

SELECTING FACULTY CONSENT

Roster Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :



Requisite Waiver

Waive prerequisites so that a student can register for the course.



Faculty Consent

Review and give faculty consent.

To give a student Faculty Consent to Register in a course click on Faculty Consent.

SELECTING FACULTY CONSENT

Roster Grading **Permissions** Waitlist

[< Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status

Student Name or ID



No existing faculty consents

Search for the student using their ID number or name.

GRANTING FACULTY CONSENT

Add Faculty Consent

ENG-167-1: Writers' Corner

Student

Status

Approved



Reason

Faculty Consent



Additional Comments

Additional Comments

Cancel

Save



Under Status select Approved.

Under Reason select Faculty Consent.

Click Save.

CONFIRMING FACULTY CONSENT

Roster Grading **Permissions** Waitlist

[< Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status

Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation	
		Approved	Hardley, M	4/2/2022 4:17:45 PM	Faculty Consent	

Once saved you can see the faculty consent was granted on the subsequent page.