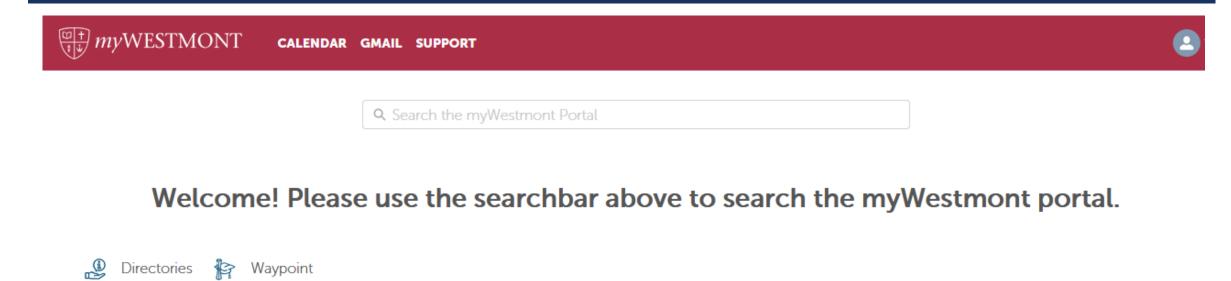


# WAYPOINT TRAINING

WAIVING PREREQUISITES AND GIVING FACULTY CONSENT



#### NAVIGATE TO MY.WESTMONT.EDU



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.			
Course Catalog Here you can view and search the course catalog.	Advising Here you can access your advisees and provide guidance and feedback on their academic planning.		
Faculty Here you can view your active classes and submit grades and waivers for students.			

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		
1			1		

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

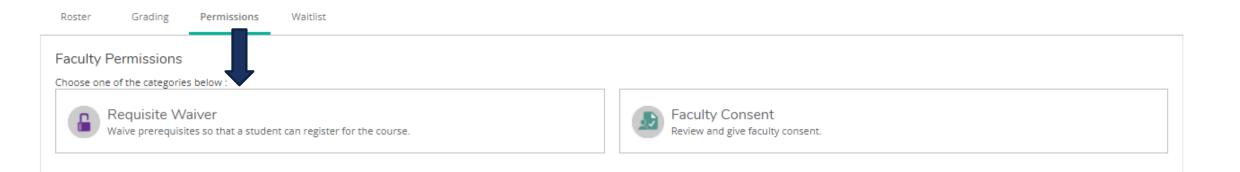
Note the number of available (0), capacity (1) and waitlisted (1) seats in the course.

# 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

#### SELECTING REQUISITE WAIVER



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	Q
No existing student waivers		
Prerequisite Information		

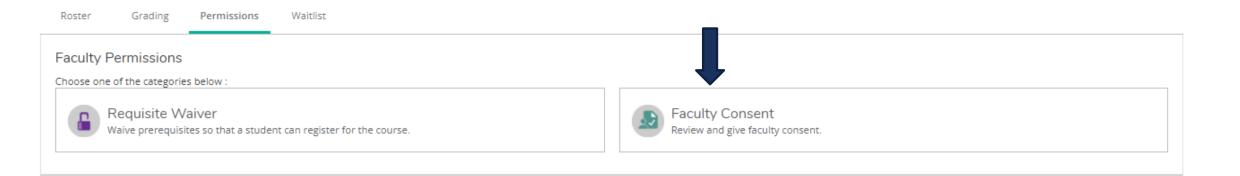
Search for the student using their ID number or name.

# GRANTING REQUISITE WAIVER

Add Student Waiver

PSY-196-1: Capstone Sr Practicum in Psych	Fall Se	Under Status click Approved.
• Approve O Deny	Select a reason	Under Reason select a reason (usually Faculty Discretion).
Comments	Comments	Click Save.
Cancel	Save	Once saved you can see the prerequisite waiver was granted on the subsequent page.

### SELECTING 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 7 Faculty C		Permissions			
Faculty C	onsent Sta	itus		Student Name or ID	
(i) N	o existing facu	lty consents			
					_

Search for the student using their ID number or name.

### GRANTING FACULTY CONSENT

#### Add Faculty Consent

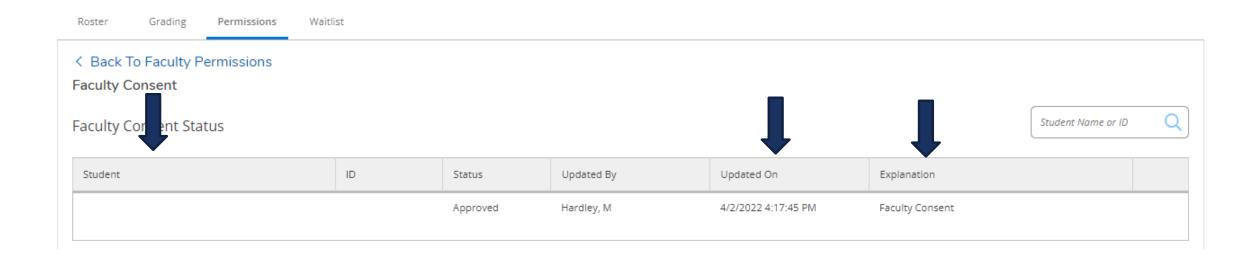
Cancel	Save
Additional Comments	Additional Comments
Reason	Faculty Consent 🗸
Status	Approved V
Student	
ENG-167-1: Writers' Corner	

Under Status select Approved.

Under Reason select Faculty Consent.

Click Save.

### CONFIRMING FACULTY CONSENT



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