WAYPOINT TRAINING
WAIVING PREREQUISITES AND GIVING FACULTY CONSENT
Navigate to my.westmont.edu and click on the Waypoint link
This is the main landing page for Waypoint. Click on Faculty.
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.
Click on Permissions.
To waive a class prerequisite click on Requisite Waiver.
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

- 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.
To give a student Faculty Consent to Register in a course click on Faculty Consent.
Search for the student using their ID number or name.
GRANTING FACULTY CONSENT

Under Status select Approved.

Under Reason select Faculty Consent.

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