



# WAYPOINT TRAINING

APPLICATION FOR DEGREE

# NAVIGATE TO MY.WESTMONT.EDU



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Welcome! Please use the searchbar above to search the myWestmont portal.



[Directories](#)



[Waypoint](#)



Add Favorite

Navigate to [my.westmont.edu](http://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 Advising.

# ADVISEE LANDING PAGE



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

Which student do you want to work with?

Find a student by searching or selecting below.

Student

Advisor

Type a name or ID...



[Email All My Advisees](#)

	Name	Review Requested	Assigned Advisee	ID	Program(s)	Date of last advisement	Advisor(s)	
	Aasample, Student				RS.BA/MU	N/A	Farhadian, Charles E. (Major1) Butler, Lewis S. (Minor1) Larsen Hoeckley, Cheri L. (Temporary)	<a href="#">View Details</a>

Locate one of your advisees in the list and click on View Details.



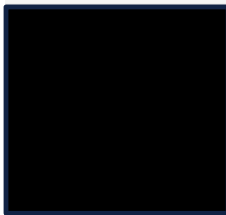
# ADVISEE HEADER PAGE DETAILS



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

## Advisee Details

[← Back to Advisees](#)



Aasample, Student

Student ID: [Redacted]



[View Full Profile](#)

Program(s):  
RS.BA/MU



Educational Goal: Sociology

Advisor(s):  
Larsen Hoeckley, Cheri L.  
Farhadian, Charles E.  
Butler, Lewis S.



Note you can see the student's picture, name, ID number, and Westmont email address.

You can also see their declared majors and minors as well as their assigned advisors.

# ADVISEE HEADER PAGE DETAILS



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## Advisee Details

[← Back to Advisees](#)



Aasample, Student

Student ID [REDACTED]



[View Full Profile](#)

Program(s):  
RS.BA/MU

Educational Goal: Sociology

Advisor(s):  
Larsen Hoeckley, Cheri L.  
Farhadian, Charles E.  
Butler, Lewis S.



**NOTE:** If your advisee's major is listed as "Undeclared," stop and let them know that they must officially declare their major before submitting their Application for Degree.

# NAVIGATE TO PROGRAM EVALUATION

Notifications 0

Course Plan | Timeline | **Progress** | Course Catalog | Notes | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Petitions and Waivers | Graduation Application

< > Spring Semester 2022 +

Print Planned: 0 Credits Enrolled: 16 Credits Waitlisted: 0 Credits

List | Calendar

Approve Deny Protect Unprotect


<input checked="" type="checkbox"/>	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>	Registered	APP-190-2: Ministry Leadership Internship	1 Credits	Lisea, R	M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Adams Center, 219 Practicum
					M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Winter Hall, T2 Practicum

Note the tab options on this screen. Click on "Progress" to view program evaluation.

# OVERVIEW: PROGRAM EVALUATION

## Program Notes

[Show Program Notes](#)

Requirements [Expand All](#) 



## Common Contexts

Complete all of the following items. ✓ **2 of 2 Completed.** [Show Details](#)

## Common Inquiries

Complete all of the following items. ✓ **8 of 8 Completed.** [Show Details](#)

## Writing/Speech Intensive

Complete all of the following items. ✓ **3 of 3 Completed.** [Show Details](#)

## Common Skills

Complete all of the following items. ✓ **4 of 4 Completed.** [Show Details](#)

## Compassionate Action

Complete the following item. ⚠ **0 of 1 Completed. Fully Planned** [Show Details](#)

## Liberal Studies BA

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.854

Complete all of the following items. ⚠ **6 of 9 Completed.** [Show Details](#)

## Spanish Minor

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.500

Complete the following item. ⚠ **0 of 1 Completed. Fully Planned** [Show Details](#)

Collapse all requirements by clicking “Expand All” twice.



# OVERVIEW: PROGRAM EVALUATION

## Program Notes

[Show Program Notes](#)

## Requirements [Expand All](#) ▾

### Common Contexts

Complete all of the following items. ✓ 2 of 2 Completed. [Show Details](#)

### Common Inquiries

Complete all of the following items. ✓ 8 of 8 Completed. [Show Details](#)

### Writing/Speech Intensive

Complete all of the following items. ✓ 3 of 3 Completed. [Show Details](#)

### Common Skills

Complete all of the following items. ✓ 4 of 4 Completed. [Show Details](#)

### Compassionate Action

Complete the following item. ⚠ 0 of 1 Completed. Fully Planned [Show Details](#)



### Liberal Studies BA

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.854

Complete all of the following items. ⚠ 6 of 9 Completed. [Show Details](#)



### Spanish Minor

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.500

Complete the following item. ⚠ 0 of 1 Completed. Fully Planned [Show Details](#)



Drill down into requirements that are not fully planned. Work with your advisee to plan out all outstanding requirements.

# PROGRAM EVALUATION: PLAN ALL REQUIREMENTS

## Liberal Studies BA

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.854

Daily Work Complete all of the following items. ⚠ 6 of 9 Completed. [Hide Details](#)

### A. Language and Lit

Complete 20-24 units

Complete all of the following items. ⚠ 3 of 4 Completed. [Hide Details](#)

1. COMPOSITION ✓ 1 of 1 Courses Completed. [Show Details](#)

2. REQUIRED COURSES ⚠ 2 of 3 Courses Completed. [Hide Details](#)

Status	Course
✓ Completed	<a href="#">ED-172</a> Lit for Children & Adolescents
✓ Completed	<a href="#">ENG-104</a> Modern Grammar & Advanced Comp
ⓘ Not Started	<a href="#">ENG-106</a> Language Acquisition

## Common Contexts

Complete all of the following items. ⚠ 1 of 2 Completed. Fully Planned [Hide Details](#)

### A. Biblical/Theo Canons

Complete 3 courses. Transfer students may have this category prorated.

Complete all of the following items. ⚠ 2 of 3 Completed. Fully Planned [Hide Details](#)

Note which requirements are not completed or fully planned. Review these items with your advisees and have them plan out all outstanding degree requirements before submitting their Application for Degree.

# PROGRAM EVALUATION: PLAN ALL REQUIREMENTS

## Liberal Studies BA

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.854

Daily Work Complete all of the following items. ⚠️ 6 of 9 Completed. [Hide Details](#)

### A. Language and Lit

Complete 20-24 units

Complete all of the following items. ⚠️ 3 of 4 Completed. [Hide Details](#)

1. COMPOSITION ✓ 1 of 1 Courses Completed. [Show Details](#)

2. REQUIRED COURSES ⚠️ 2 of 3 Courses Completed. [Hide Details](#)

Status	Course
✓ Completed	<a href="#">ED-172</a> Lit for Children & Adolescents
✓ Completed	<a href="#">ENG-104</a> Modern Grammar & Advanced Comp
ⓘ Not Started	<a href="#">ENG-106</a> Language Acquisition

Note that 2 of 3 courses are completed. Once the student plans the third course, the note will update to “Fully Planned.”

## Common Contexts

Complete all of the following items. ⚠️ 1 of 2 Completed. Fully Planned [Hide Details](#)

### A. Biblical/Theo Canons

Complete 3 courses. Transfer students may have this category prorated.

Complete all of the following items. ⚠️ 2 of 3 Completed. Fully Planned [Hide Details](#)

Here is an example of a requirement that is not complete but “Fully Planned.”

# PROGRAM EVALUATION: FULLY PLANNED PROGRAM

## Requirements [Expand All](#) ▾

### Common Contexts

Complete all of the following items. ✓ 2 of 2 Completed. [Show Details](#)

### Common Inquiries

Complete all of the following items. ✓ 8 of 8 Completed. [Show Details](#)

### Writing/Speech Intensive

Complete all of the following items. ✓ 3 of 3 Completed. [Show Details](#)

### Common Skills

Complete all of the following items. ✓ 4 of 4 Completed. [Show Details](#)

### Compassionate Action

Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

### Units Outside of the Major Department

Complete the following item. ✓ 1 of 1 Completed. [Show Details](#)

### Kinesiology BS

Must have 2.000 minimum GPA for this requirement. Current GPA: 3.378

Complete all of the following items. ⚠ 2 of 3 Completed. Fully Planned [Show Details](#)

### Other Courses

A program that is fully planned will look similar to this example when all requirements are collapsed.

Once all requirements are completed or fully planned, proceed to Notes tab (see next slide).

# PROGRAM EVALUATION: FULLY PLANNED PROGRAM

Progress



Total Credits



Please be sure to check the progress bar at the top of the Progress page to verify that your advisee will have completed a minimum of 124 units.

The colors represent the following:

- Dark green = completed units
- Light green = in-progress units
- Yellow = planned units

# NOTES:APPLICATION FOR DEGREE

Program(s):  
RS.BA/MU

Educational Goal: Sociology

Advisor(s):  
Farhadian, Charles E.  
Butler, Lewis S.

[View Full Profile](#)

Notifications 0

Course Plan | Timeline | Progress | Course Catalog | **Notes** | Plan Archive | Test Scores | Unofficial Transcript | Transfer Summary | Grades | Petitions and Waivers | Graduation Application

Compose a Note [Restricted Notes](#)

[View Note History](#)

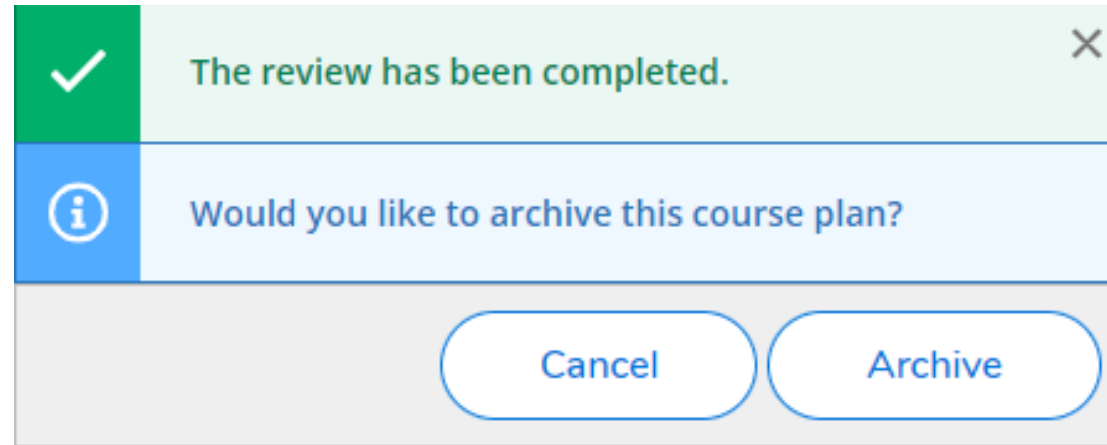
Advisement Complete

Review Complete

Enter any pertinent notes in the Compose a Note section (schedule change recommendations, Major Substitutions, planned transfer courses [summer], general notes regarding meeting discussion, etc.).

**If you approve** the graduation plan, enter “**Grad plan approved**” in the Compose a Note box. Click “Save Note” and “Review Complete.”

# ARCHIVE GRADUATION PLAN



After clicking "Review Complete," click "Archive." This will create a PDF file of the student's approved graduation plan.

# GRADUATION APPLICATION

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



**Register Now**

Click the button to see available terms and sections.

Register



**Student Planning**

Here you can search for courses, plan your terms, and schedule & 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.

Once the graduation plan is approved and archived, the student must officially submit their Application for Degree from their Waypoint account. A link to the Graduation Application appears on the student Waypoint landing page.