WAYPOINT TRAINING
APPLICATION FOR DEGREE
Navigate to my.westmont.edu and click on the Waypoint link.

Welcome! Please use the searchbar above to search the myWestmont portal.
This is the main landing page for Waypoint. Click on Student Planning.
Click on View Your Progress or Go to My Progress.
You can also click Academics on the left side of the screen, then open the Student Planning dropdown menu and click on My Progress.
On the left side of the page, the At a Glance overview of your current program or declared major will be displayed.

**NOTE:** If your major is listed as “Undeclared,” you will not be able to proceed with your Application for Degree. You must officially declare your major before moving forward in this process.

**HERE** is a link to the Major Declaration form. Please send the completed form to registrar@westmont.edu once your faculty advisor has signed the form.
If your record indicates that you have declared your major, review this information and verify that your degree, majors, and minors are all listed correctly.

Once all of your majors and minors are accurately declared, you can proceed to the next step.
To view which requirements you still need to plan to complete your degree, click the “Expand All” link twice.
Click Show Details in any area that is not complete to drill down into requirements. You will work with your faculty advisor to plan out all outstanding requirements in your remaining semesters.
For each remaining requirement, click on the link to the required course and add it to one of your future semesters. If multiple options exist to fulfill a requirement, click on the Search button to select one of the course options and add it to one of your future semesters.
PROGRAM EVALUATION: PLAN ALL REQUIREMENTS

In this example note that 2 of 3 courses are completed. Once the third course is planned the note will update to “Fully Planned.”

Here is an example of a requirement that is not complete but is “Fully Planned.”
If you need to substitute a course to complete a major or minor requirement (when it does not normally meet that requirement) please explain the situation in the Notes tab. Information about the Notes tab is found on slide 15.

Be aware that your department chair must sign a Major/Minor Substitution form to reflect this approved substitution before your program evaluation record will be adjusted.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>SOC-135</td>
<td>Gender &amp; Sex Roles Crosscultur</td>
</tr>
<tr>
<td>Fulfilled</td>
<td>AN-140</td>
<td>Food Systems</td>
</tr>
<tr>
<td>Fulfilled</td>
<td>SOC-155</td>
<td>Soc of Global Inequality &amp; Dev</td>
</tr>
<tr>
<td>Fulfilled</td>
<td>AN-155</td>
<td>Soc of Global Inequality &amp; Dev</td>
</tr>
</tbody>
</table>
Please be sure to check the progress bar at the top of the Progress page to verify that you 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
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 the next slide).
If you have any notes or questions for your advisors, you can enter them here. Students may wish to note planned transfer courses or ask about possible substitutions for major or minor requirements in this section. Click Save Note when you are finished, and an email will be sent to your advisor(s). Your advisor(s) can also reply in Waypoint, and you will be notified via email when a note is ready for your review.
Once your requirements are fully planned and any notes are entered and Saved, click “Request Review.” Your faculty advisor(s) will receive an email with your request for a review of your program plan.
After your advisor(s) review your plan, if they approve, they will enter “Grad plan approved” in the Compose a Note box. Once this step is completed, you will receive an email notification and can proceed to officially submit your Application for Degree (next slide).
Navigate back to the Waypoint landing page and click on Graduation Overview to begin the process of submitting your Application for Degree for review by the Student Records Office.
Make sure this Program of Study includes all of your majors and minors. If so, click on “Apply.”
Verify your full name. This is the name that will appear on your diploma and in the commencement program. To request any changes, send an email to registrar@westmont.edu.

Click on the drop down menu to select your graduation term. This is the term in which you anticipate completing all of your degree requirements.
Verify your Program of study, diploma, major, minor, and specialization information. To request any changes, send an email to registrar@westmont.edu.
The Commencement Details will automatically be answered “Yes” as shown above. Be sure to read through the questions and update the answers to “No” if necessary.
Click on the Cap and Gown Orders link for information on ordering your cap and gown.
GRADUATION APPLICATION

Commencement Details

- [ ] Will you attend commencement?
- [ ] Do you plan to pick up your diploma in the Student Records Office after Commencement?
- [ ] Should we include your name in commencement program?

Cap and Gown

- [ ] To order your cap and gown go to: Cap And Gown Orders

Click Submit to officially submit your Application for Degree.
After you click Submit, you should see this message to confirm that your application was successfully submitted.

Click on Back to Programs of Study.
Your Application Status should now reflect that your submission was successful.
At this point, the information within your Waypoint record will be reviewed by staff in the Student Records Office to build your overall Application for Degree plan.

Once the Student Records Office verifies that your plan is complete and that all degree requirements are planned, you will receive a finalized Application for Degree document via email.
The finalized Application for Degree document will reflect your full graduation plan unless items are discovered that cannot be approved.

If there are issues, you will receive an email requesting updated information. Please respond promptly so we can adjust your plan to make sure that you are on track to finish your degree.
Please email registrar@westmont.edu if you have any questions.

We look forward to assisting you on your journey toward completing your degree!