WAYPOINT TRAINING

APPLICATION FOR DEGREE

WAYPOINT MAIN LANDING PAGE

This is the main landing page for Waypoint. Click on Student Planning.

MY PROGRESS

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to...

Search for courses...

1

View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

Go to My Progress

2

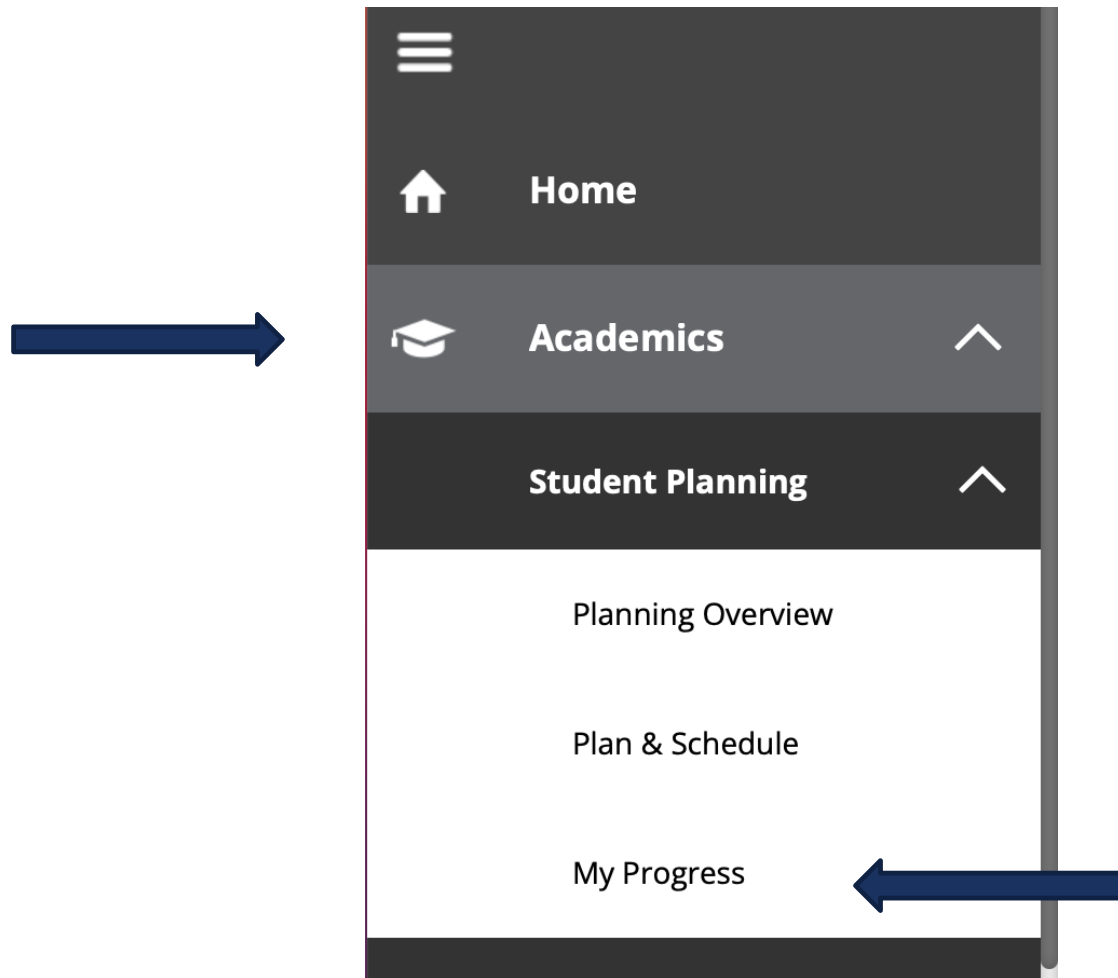### Plan your Degree and Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

Go to Plan and Schedule

Click on View Your Progress or Go to My Progress.

LEFT MENU PATH 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.

PROGRAM OVERVIEW

My Progress

< > Undecided Bachelor of Arts
(1 of 1 programs)

At a Glance

Cumulative GPA:	(2.000 required)
Institution GPA:	(0.000 required) (0.000 required)
Degree:	Bachelor of Arts
Majors:	Undecided Major
Departments:	Dept for Undecided Acad Prog
Catalog:	2021
Anticipated Completion Date:	1/10/2026

Description
All students enter Westmont as undecided students. ... more

Program Notes
Show Program Notes

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.

PROGRAM OVERVIEW

At a Glance

Cumulative GPA:	3.895 (2.000 required)
Institution GPA:	3.895 (2.000 required)
Degree:	Bachelor of Arts
Majors:	Liberal Studies
Minors:	Spanish
Specializations:	B.A. General
Departments:	Education and Liberal Studies
Catalog:	2019
Anticipated Completion Date:	5/5/2022

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.

OVERVIEW: PROGRAM REQUIREMENTS

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

To view which requirements you still need to plan to complete your degree, click the "Expand All" link twice.

OVERVIEW: PROGRAM REQUIREMENTS

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

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.

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.** 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	Search
✓ Completed	ED-172	Lit for Children & Adolescents
✓ Completed	ENG-104	Modern Grammar & Advanced Comp
ⓘ Not Started	ENG-106	Language Acquisition

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

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	ED-172	Lit for Children & Adolescents
✓ Completed	ENG-104	Modern Grammar & Advanced Comp
ⓘ Not Started	ENG-106	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

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."

PROGRAM EVALUATION: PLAN ALL REQUIREMENTS

4.

COMPARATIVE SOCIOLOGY/GLOBALIZATION: AN-140 OR SOC/AN-155 ✓ **1 of 1 Courses Completed.** Hide Details

> ⓘ Allow SOC-135 in place of SOC-155 per dept. chair approval. ⟵

Status	Course	
✓ Completed	SOC-135	Gender & Sex Roles Crosscultur ⟵
✓ Fulfilled	AN-140	Food Systems
✓ Fulfilled	SOC-155	Soc of Global Inequality & Dev
✓ Fulfilled	AN-155	Soc of Global Inequality & Dev

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.

PROGRAM EVALUATION: FULLY PLANNED PROGRAM

Progress

Total Credits   126 of 124

| 110 | 12 | 4 |

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

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 the next slide).

NOTES: APPLICATION FOR DEGREE

Plan your Degree and Schedule your courses

Search for courses...

Schedule   Timeline   **Advising**   ~~Waivers~~

My Advisors   Request Review

✉ ▮▮▮▮▮▮▮▮▮▮▮▮▮▮

Last review requested on 10/22/2021
View Plan Archive

Compose a Note   Course Plan last reviewed on 10/22/2021 by ▮▮▮▮▮▮

Save Note

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.

NOTES: APPLICATION FOR DEGREE

Plan your Degree and Schedule your courses

Search for courses...

Schedule   Timeline   **Advising**   ⟵

My Advisors

✉ ████████████

Request Review ⟶

Last review requested on 10/22/2021
View Plan Archive

Compose a Note ⟵

Course Plan last reviewed on 10/22/2021 by ████████

Save Note ⟵

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.

NOTES: APPLICATION FOR DEGREE

Plan your Degree and Schedule your courses

Search for courses...

Schedule   Timeline   **Advising**   Waivers

My Advisors   Request Review

Last review requested on 10/22/2021
View Plan Archive

Compose a Note   Course Plan last reviewed on 10/22/2021 by

Save Note

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).

GRADUATION APPLICATION

Hello, Welcome to Waypoint!
Choose a category to get started.

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

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.

GRADUATION APPLICATION

Graduation Application

Please click on the apply link below to apply for graduation. For more information about our commencement process please visit Commencement Information

Review My Academic Progress

Program of Study		Application Status
KNS.BS/WR	Kinesiology	Apply

Make sure this Program of Study includes all of your majors and minors. If so, click on "Apply."

GRADUATION APPLICATION

Graduation Application
‹ Back to Programs of Study

Name and Hometown

Full Name

⬛⬛⬛⬛

Graduation Term *

Please Select Graduation Term ⌄

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.

GRADUATION APPLICATION

Graduation Application

‹ Back to Programs of Study

Name and Hometown

Full Name

███████████

Graduation Term *

Please Select Graduation Term

Program of Study

KNS.BS/WR

Diploma

Bachelor of Science

Major

Kinesiology

Minor

Writing

Specialization

B.S. General

Verify your Program of study, diploma, major, minor, and specialization information. To request any changes, send an email to registrar@westmont.edu.

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?

Cancel   Submit

Cap and Gown

ⓘ To order your cap and gown go to: **Cap And Gown Orders**

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.

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?

Cancel   Submit

Cap and Gown

ⓘ To order your cap and gown go to: **Cap And Gown Orders**

Click Submit to officially submit your Application for Degree.

GRADUATION APPLICATION

< Back to Programs of Study

✓ Your graduation application has been successfully submitted.
A confirmation email has been sent to: ███@westmont.edu

After you click Submit, you should see this message to confirm that your application was successfully submitted.

Click on Back to Programs of Study.

GRADUATION APPLICATION

Graduation Application

Please click on the apply link below to apply for graduation. For more information about our commencement process please visit Commencement Information

Review My Academic Progress

Program of Study	Major	Application Status
KNS.BS/WR	Kinesiology	✔ Application submitted on 3/1/2022

Your Application Status should now reflect that your submission was successful.

GRADUATION APPLICATION:
STUDENT RECORDS OFFICE APPROVAL

- ❖ 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.

GRADUATION APPLICATION:
STUDENT RECORDS OFFICE APPROVAL

❖ 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 **<u>promptly</u>** so we can adjust your plan to make sure that you are on track to finish your degree.

GRADUATION APPLICATION:
STUDENT RECORDS OFFICE APPROVAL

Please email registrar@westmont.edu if you have any questions.

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