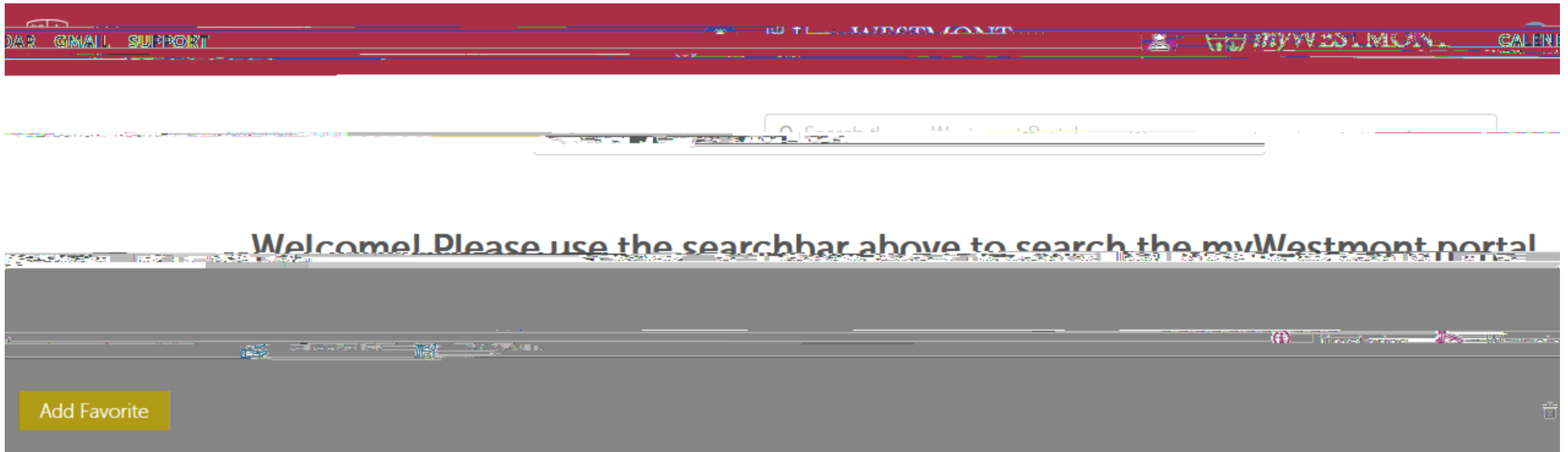


WAYPOINT TRAINING

USING THE PLANNING AND SCHEDULING TIMELINE

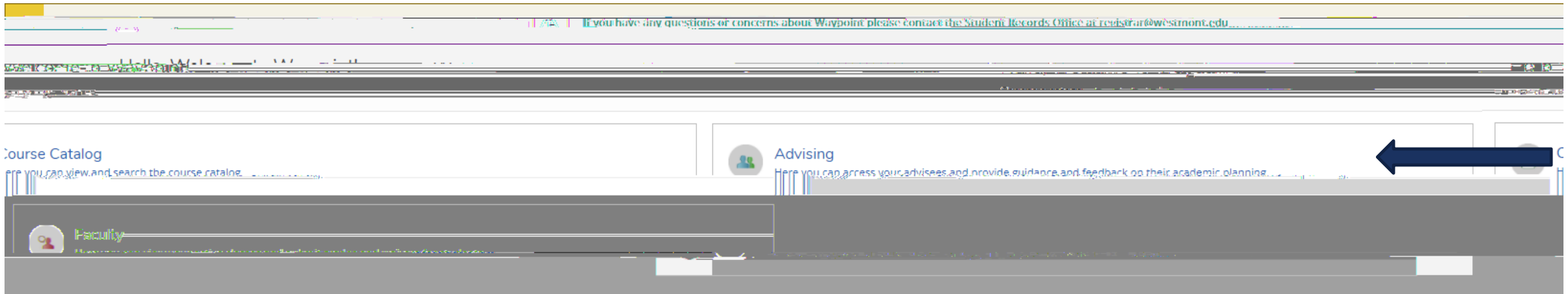


NAVIGATE TO MY.WESTMONT.EDU



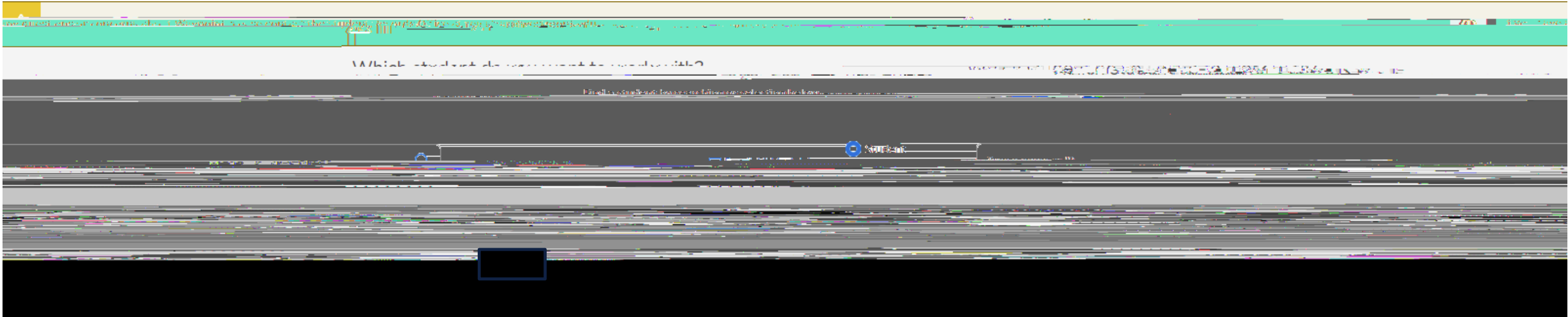
Navigate to my.westmont.edu and click on the Waypoint link

WAYPOINT MAIN LANDING PAGE



This is the main landing page for Waypoint. Click on Advising.

ADVISEE LANDING PAGE



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



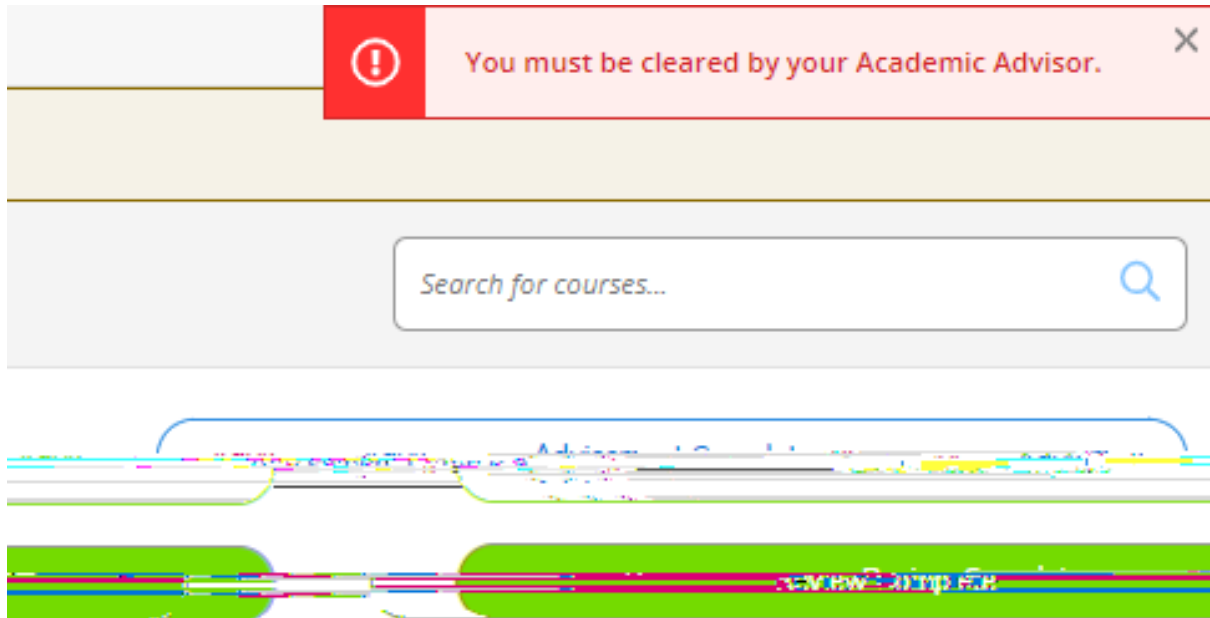
ADVISEE HEADER PAGE DETAILS

The screenshot shows the 'Advisee Details' page for a student. At the top, there is a navigation bar with the email 'registrar@westmont.edu' and a contact instruction: 'If you have any questions or concerns about Waypoint please contact the Student Records Office at'. Below this is a header section with the title 'Advisee Details' and a green link '< Back to Advisees'. The main content area displays a student's profile with a blacked-out photo, name, ID number, and Westmont email address. Three blue arrows point to these fields. Below the profile, there is a section for 'Declared Majors and Minors' and 'Assigned Advisors', with another blue arrow pointing to the 'Declared Majors and Minors' section. A 'View Full Profile' link is visible at the bottom left.

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



Students needing advisor clearance will have a warning note in the upper right hand corner.



You can clear your advisee to register by clicking on the Advisee Complete button.

Please be sure to meet with your advisee to review their possible classes prior to marking Advisee Complete.

ATTMISEE LOWER PAGE DETAILS

SCHEDULE PAGE DETAILS

The screenshot shows a navigation menu with the following items: Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions and Waivers, Graduation Application, Course Plan (highlighted in green), Timeline, Progress, and Course C. A blue arrow points to the 'Course Plan' tab. Below the menu, a blue arrow points to a 'Spring Semester 2022' tab. A table below displays course information with columns for Approval, Course, Credits, Instructor, Time, and Location. A pink checkmark is in the 'Approval' column for the first row. A pink box highlights the 'Approval' and 'Course' columns. A pink box highlights the 'Credits' and 'Instructor' columns. A pink box highlights the 'Time' and 'Location' columns. A pink box highlights the 'Time' and 'Location' columns for the second row.

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>				M 6:00 PM - 7:15 PM 1/10/2022 - 5/5/2022	Main Campus Winter Hall, T2

Under Course Plan you can see the registered courses for the current term and planned courses for future terms.

SCHEDULE PAGE DETAILS

The screenshot shows a web interface for a course schedule. At the top, there is a navigation menu with the following items: Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions and Waivers, Graduation Application, Course Plan (highlighted), Timeline, Progress, and Course C. Below the menu, there are two large blue arrows: one pointing left and one pointing right, indicating navigation between terms. A table below the arrows displays course details. The table has columns for Approval, Course, Credits, Instructor, Time, and Location. The first row shows a course that is 'Registered' (indicated by a checkmark in a box) with the following details:

Approval	Course	Credits	Instructor	Time	Location
<input checked="" type="checkbox"/>	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

Use the left and right arrows to view past and future terms. Use the plus sign to add in future terms for planning.

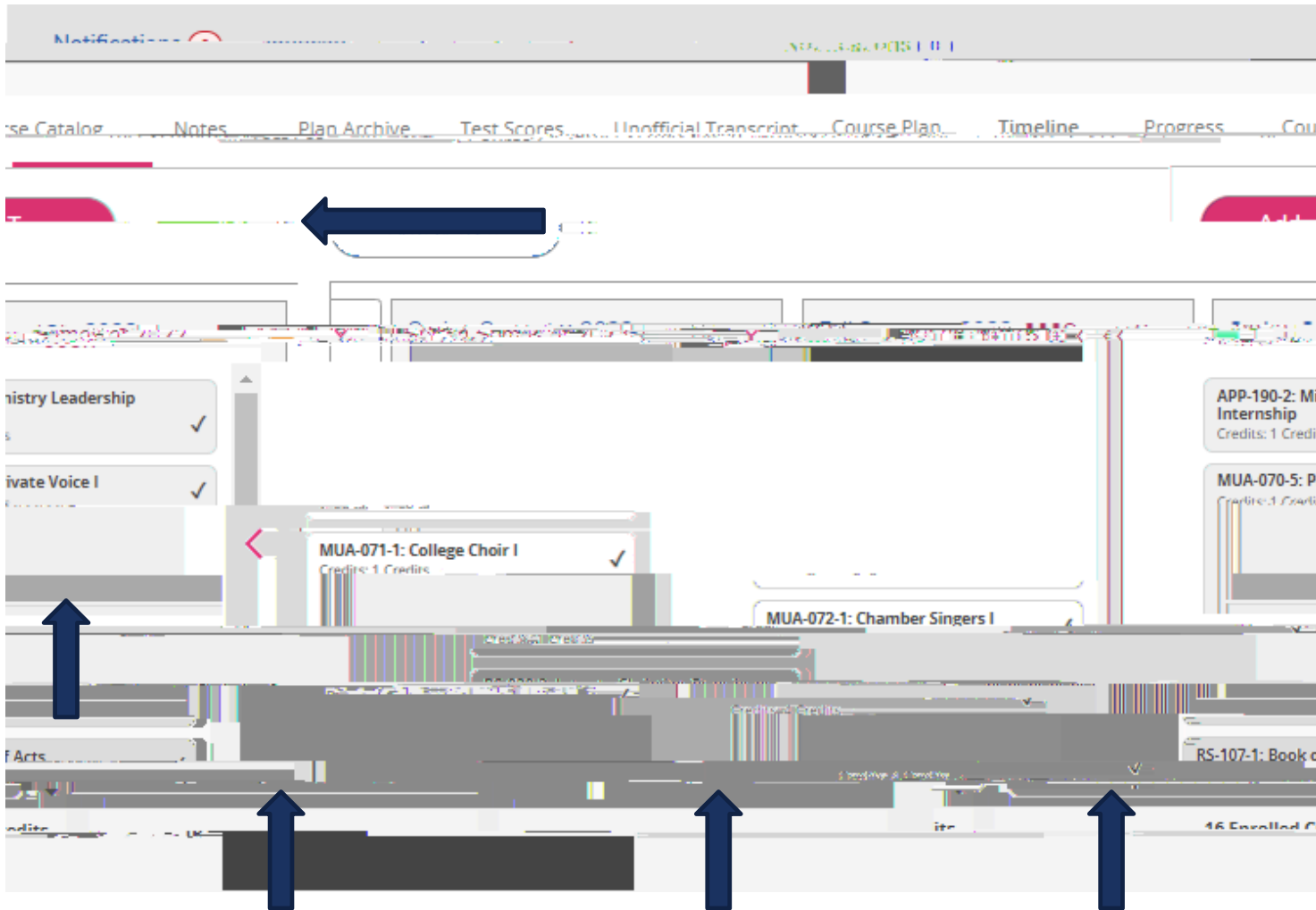
ADVISEE LOWER PAGE DETAILS

The screenshot displays a web-based academic advising interface. At the top, a navigation bar includes tabs for Catalog, Notes, Plan Archive, Test Scores, Unofficial Transcript, Transfer Summary, Grades, Petitions and Waivers, Graduation Application, Course Plan (highlighted in green), Timeline, Progress, and Course C. Below the navigation bar, a course plan for Spring Semester 2022 is visible. A table lists course details with columns for Approval, Course, Credits, Instructor, Time, and Location. The course listed is APP-190-2: Ministry Leadership Internship, which is marked as 'Registered'. A pink box highlights the 'Approval' column, which contains a checkmark icon. A blue arrow points to the 'Timeline' tab in the navigation bar.

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

Click on Timeline.

TIMELINE PAGE DETAILS



You can add a term to their timeline by clicking Add a Term.

You can see past terms and courses with grades by clicking the back arrow.

You can see current courses listed as in-progress in the current term.

As students plan in future courses they will be added as planned in the future terms.

