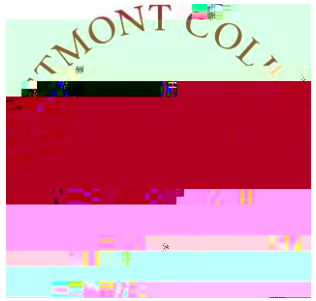
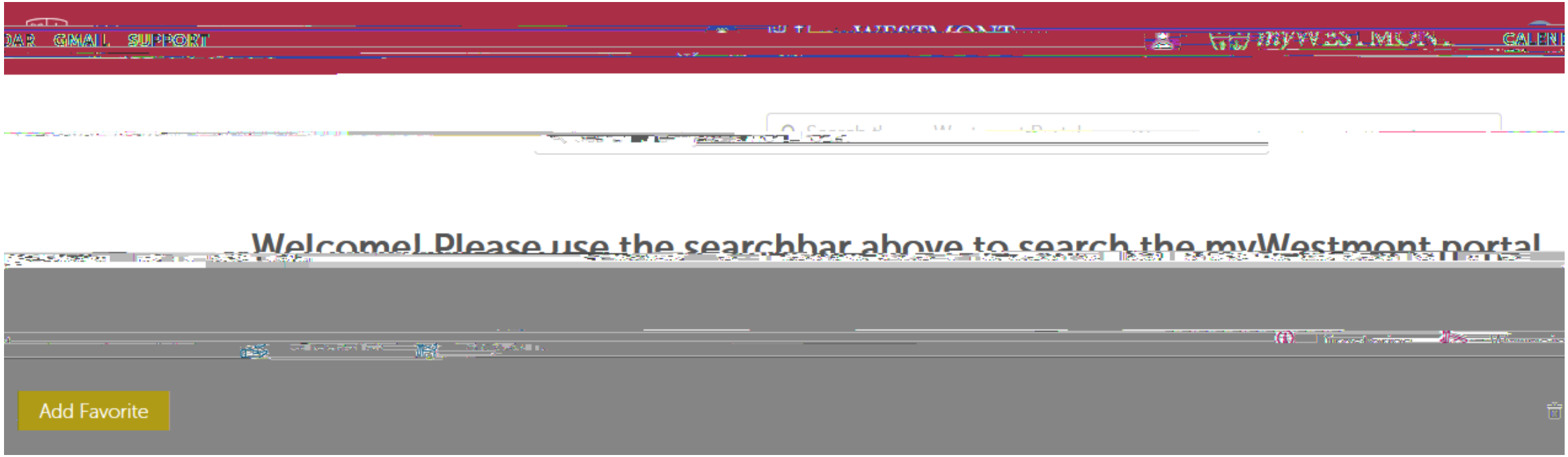


WAYPOINT TRAINING

REGISTERING FOR MAYTERM CLASSES

NAVIGATE TO MY.WESTMONT.EDU

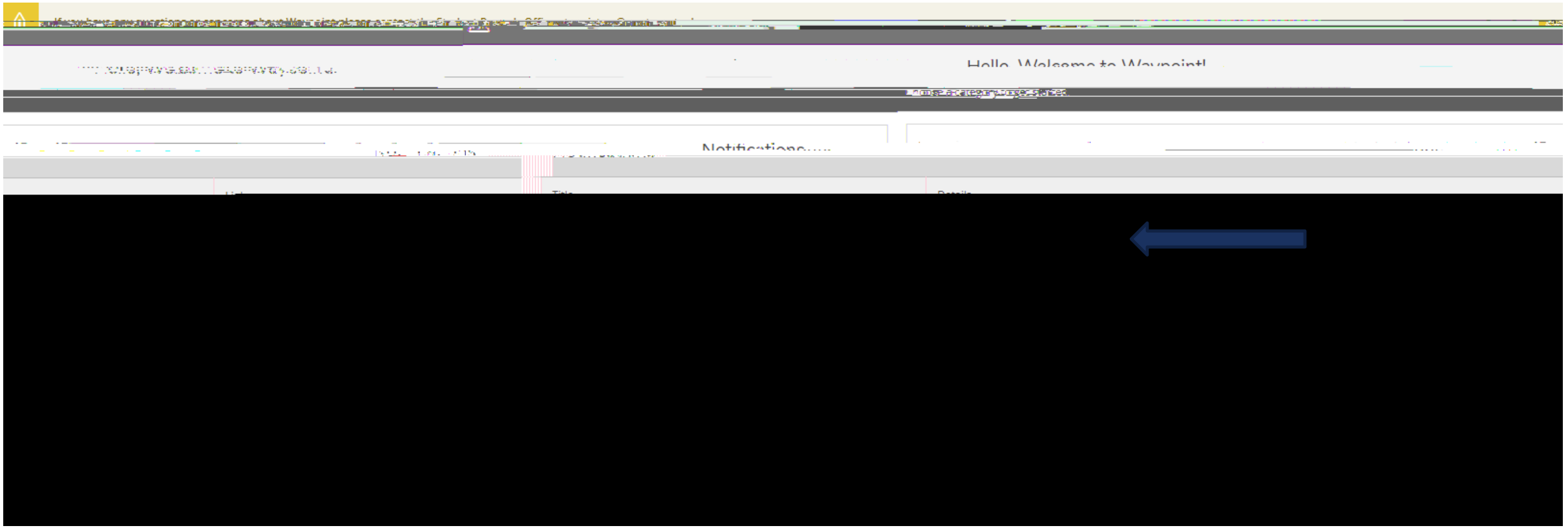


Navigate to my.westmont.edu and click on the Waypoint link

WAYPOINT MAIN LANDING PAGE

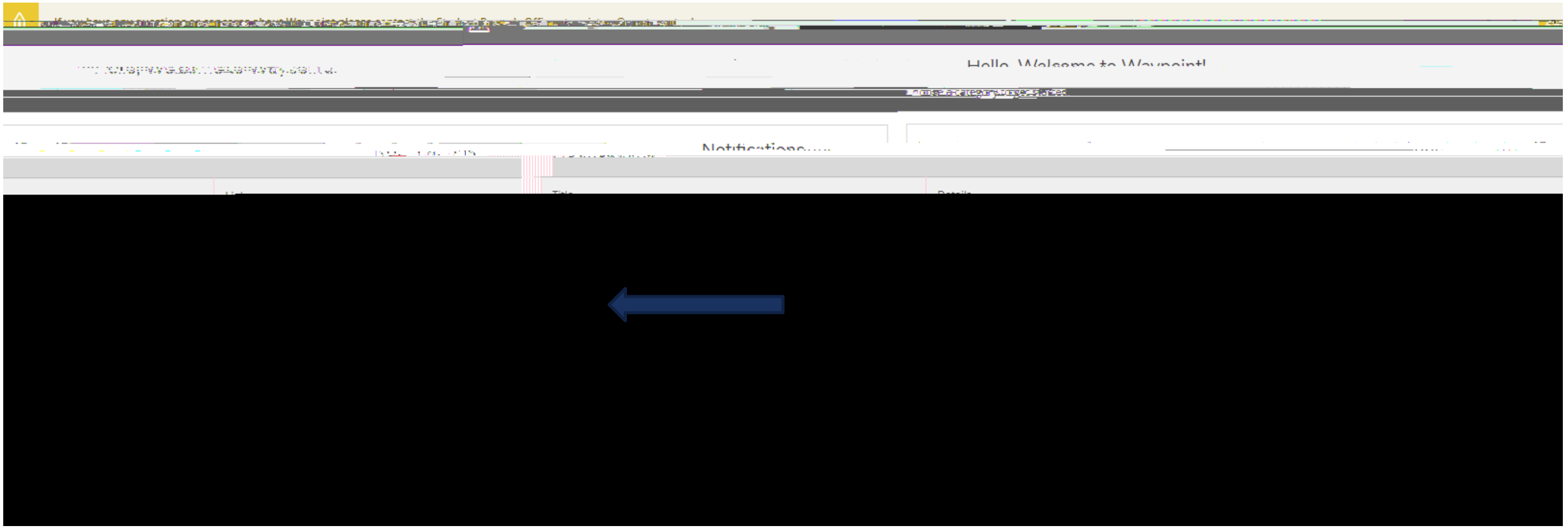
This is the main landing page for Waypoint. Note that any registration holds will display in the Notification section on the main landing page.

WAYPOINT MAIN LANDING PAGE



You can plan courses for registration with a registration hold showing, but you must clear all registration holds before you will be able to register for any courses in a future semester.

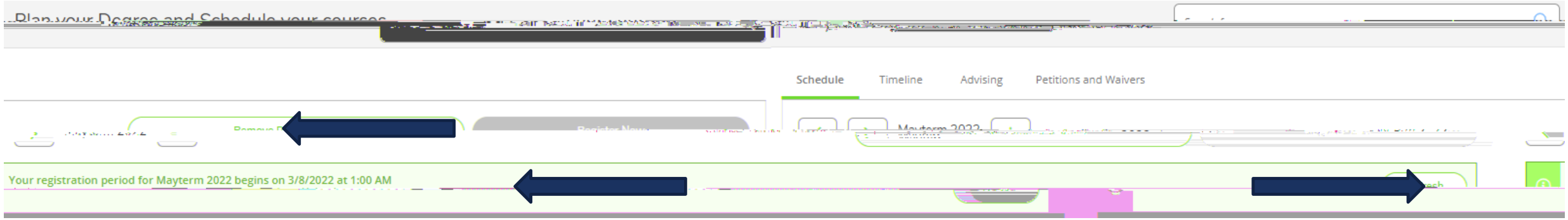
WAYPOINT MAIN LANDING PAGE



Click on Student Planning.

STUDENT PLANNING LANDING P

SCHEDULE PAGE DETAILS

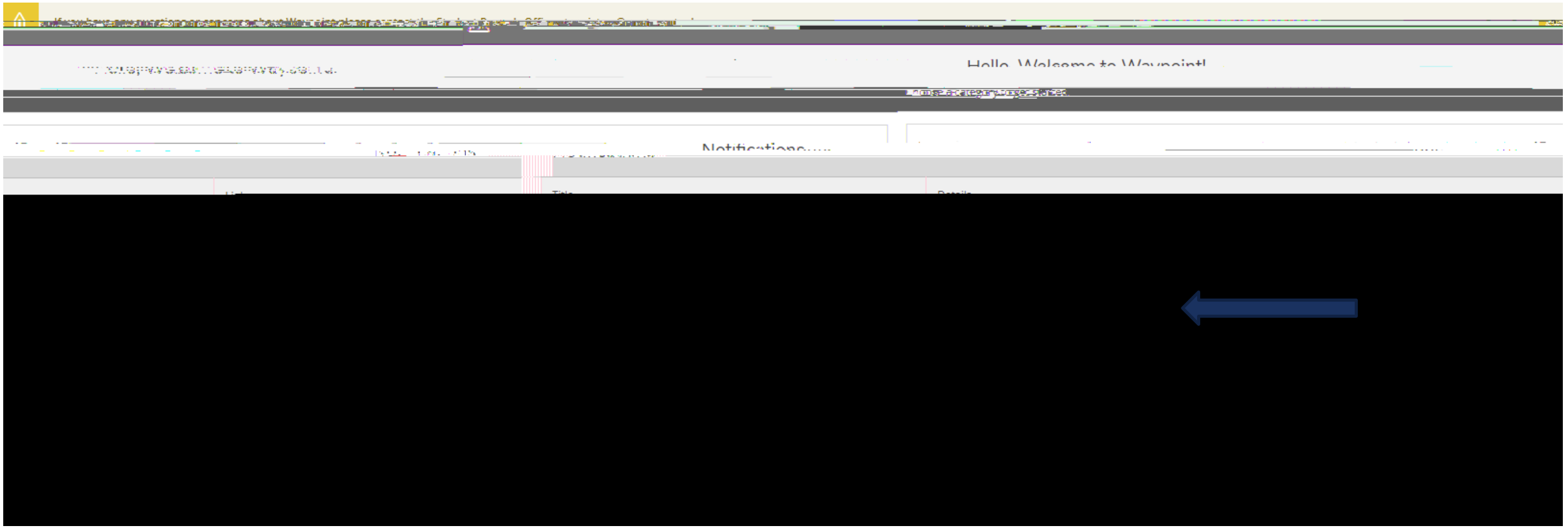


Beginning at the listed day and time you can log into Waypoint and register for courses in your preferred sections list. This can be done from the home page or you can click Refresh and register for courses on this page.

REGISTERING FOR A COURSE

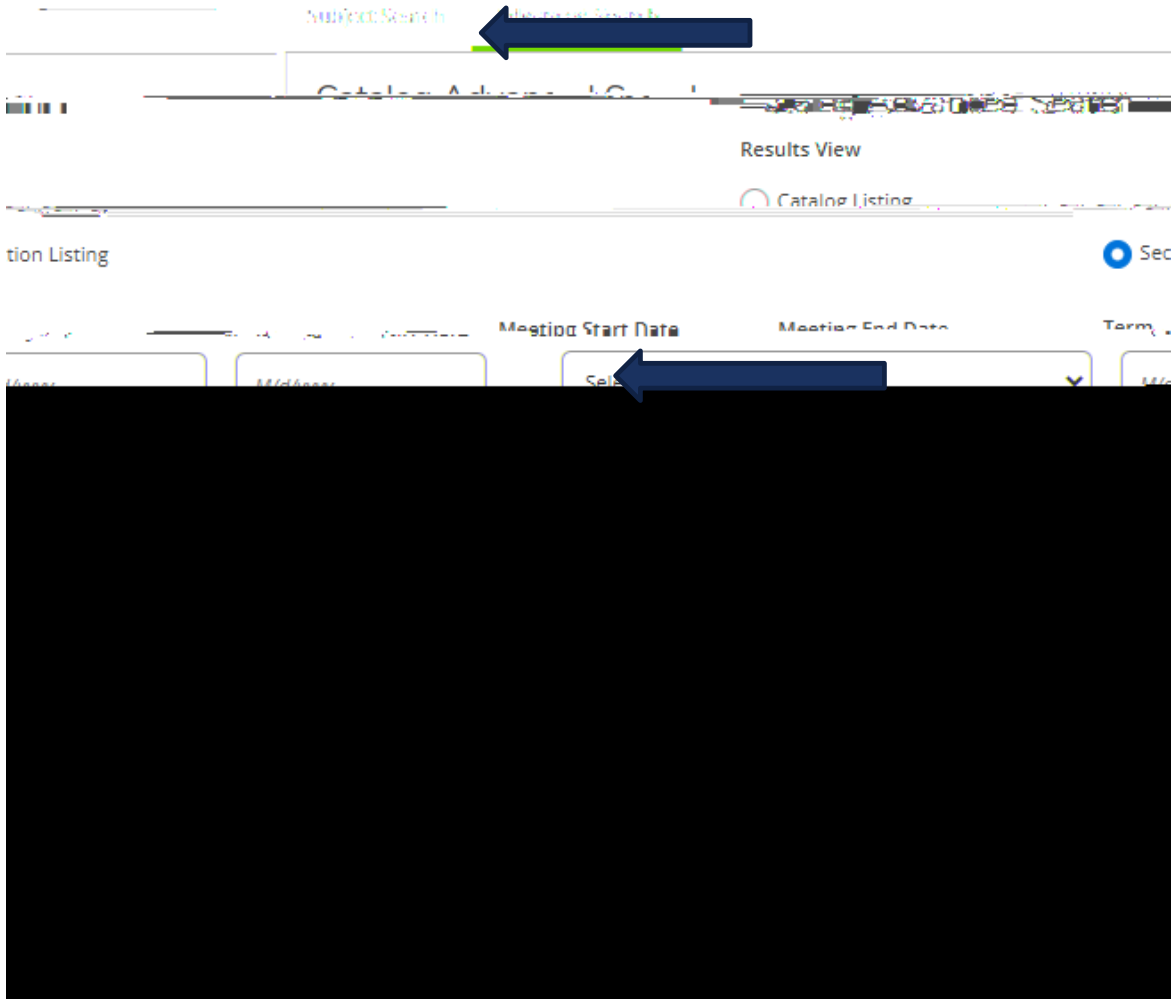
To add a course to your preferred sections list, navigate back to the home page using the Home option on the left hand side.

WAYPOINT MAIN LANDING PAGE



Click on Course Catalog.

SEARCH FOR SECTIONS

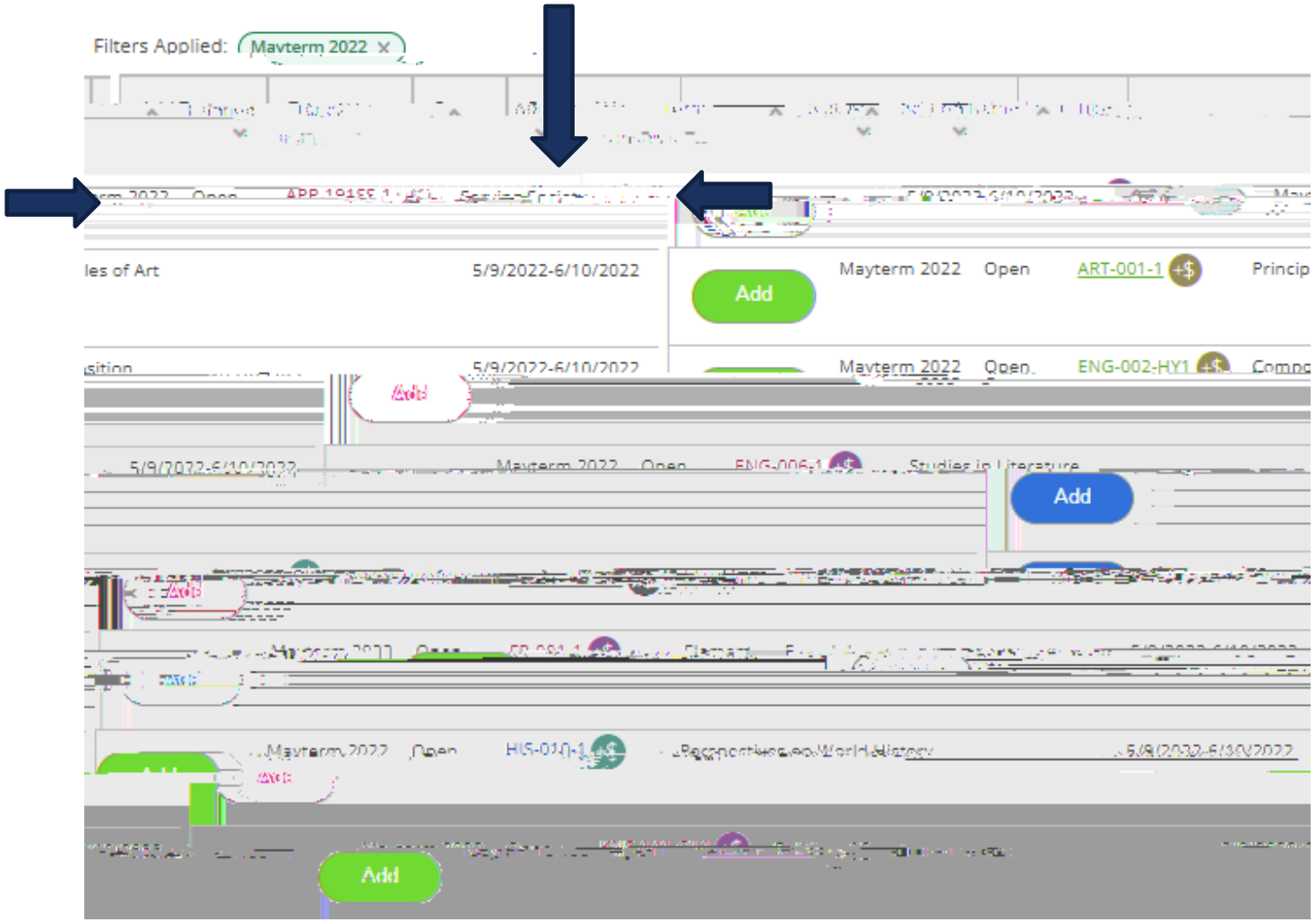


Use the Advanced Search option to search for sections.

Select the term (Mayterm) in the drop down menu to see all course options that term.

Click Search to see the courses offered.

ADDING A COURSE TO YOUR PREFERRED LIST

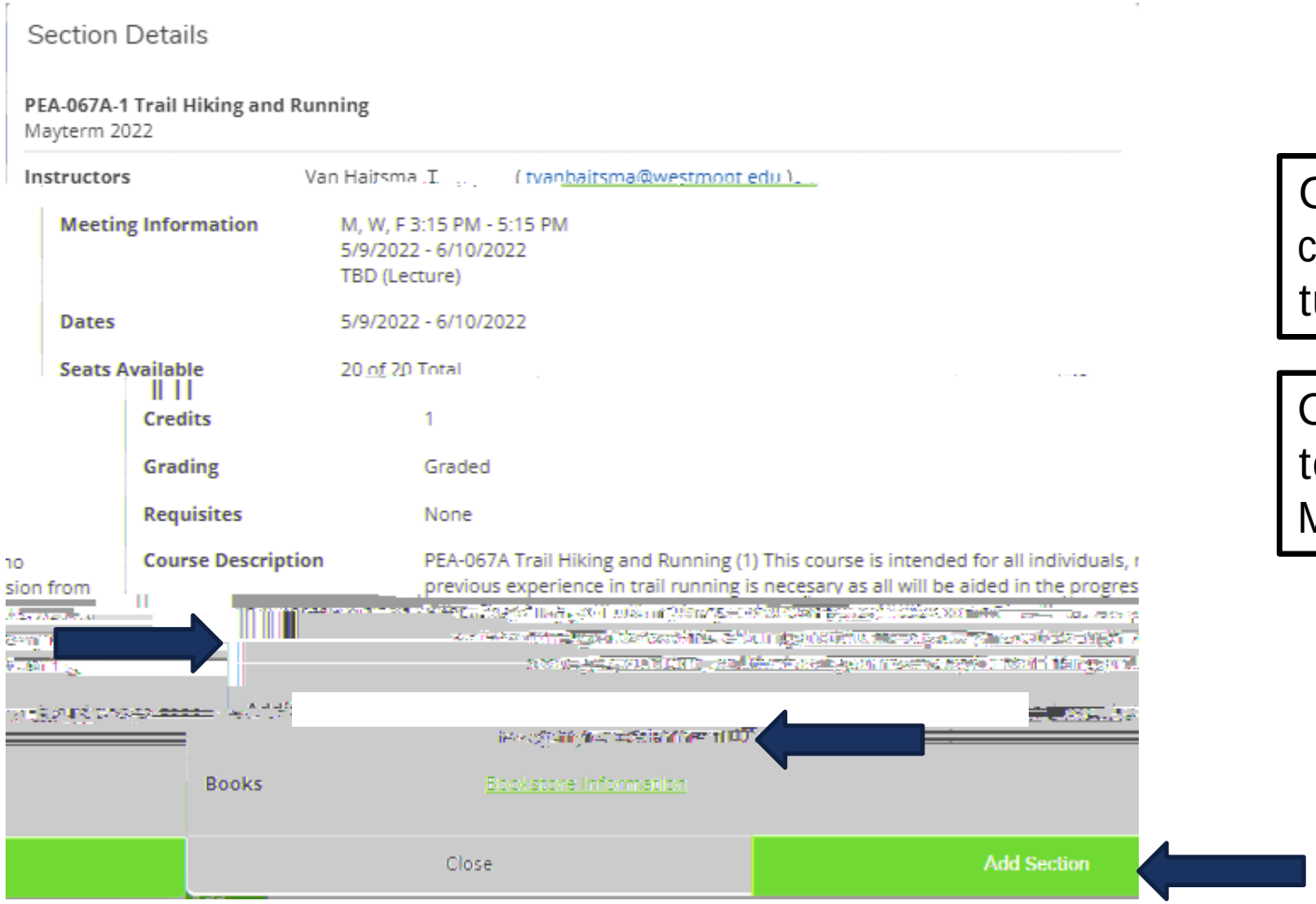


To view a course description click on the hyperlinked class number.

All Mayterm courses have an additional Mayterm tuition charge, which you can see by clicking on the hyperlinked class number.

Click Add to see the Section Details and add this course to your list of preferred sections for Mayterm.

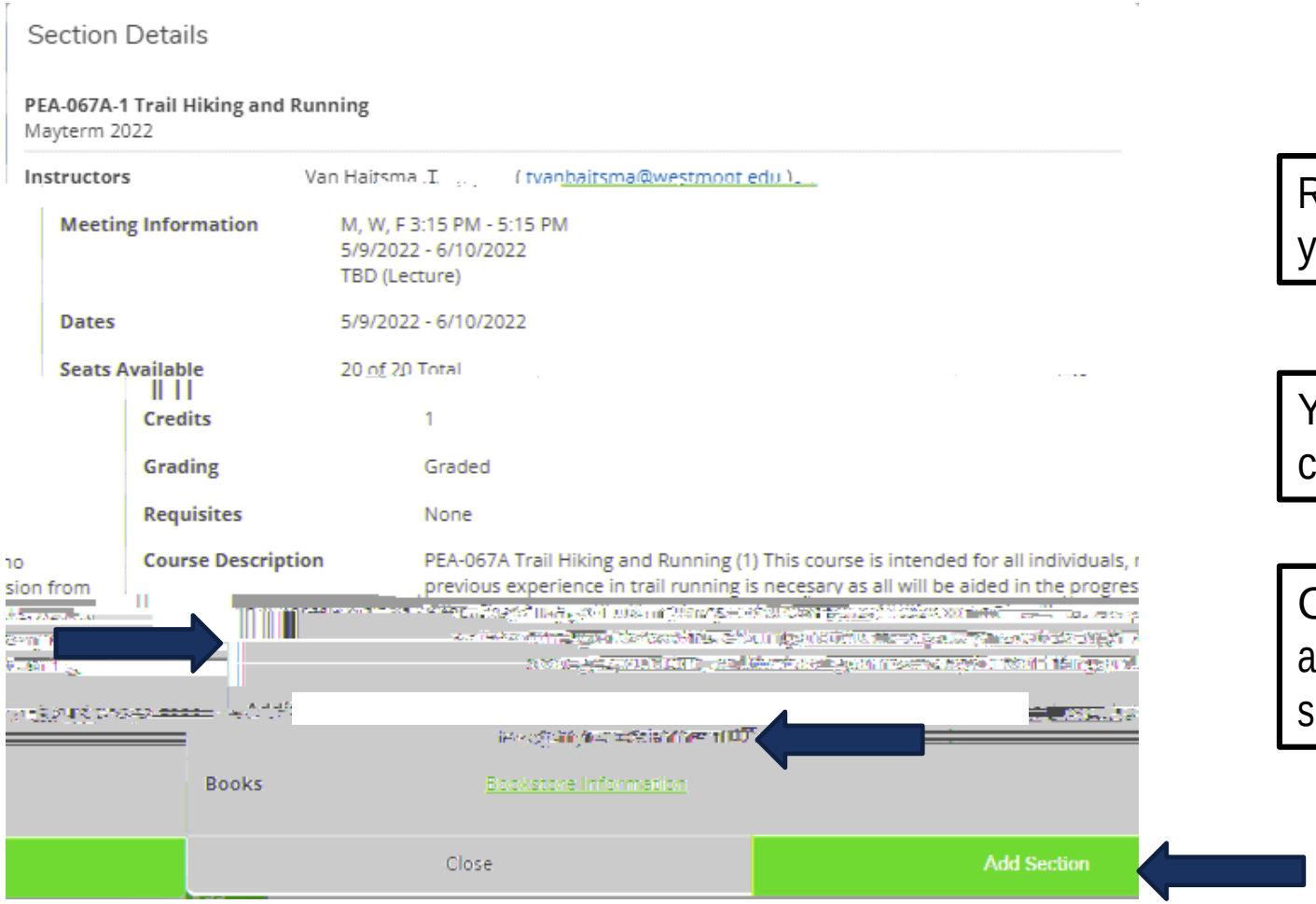
ADDING A COURSE TO YOUR PREFERRED LIST



On the Section Details you can see the course description and the Mayterm tuition charge.

Click Add Section to add this course to your list of preferred sections for Mayterm.

ADDING A COURSE TO YOUR PREFERRED LIST



Right now you are adding a course to your preferred sections list.

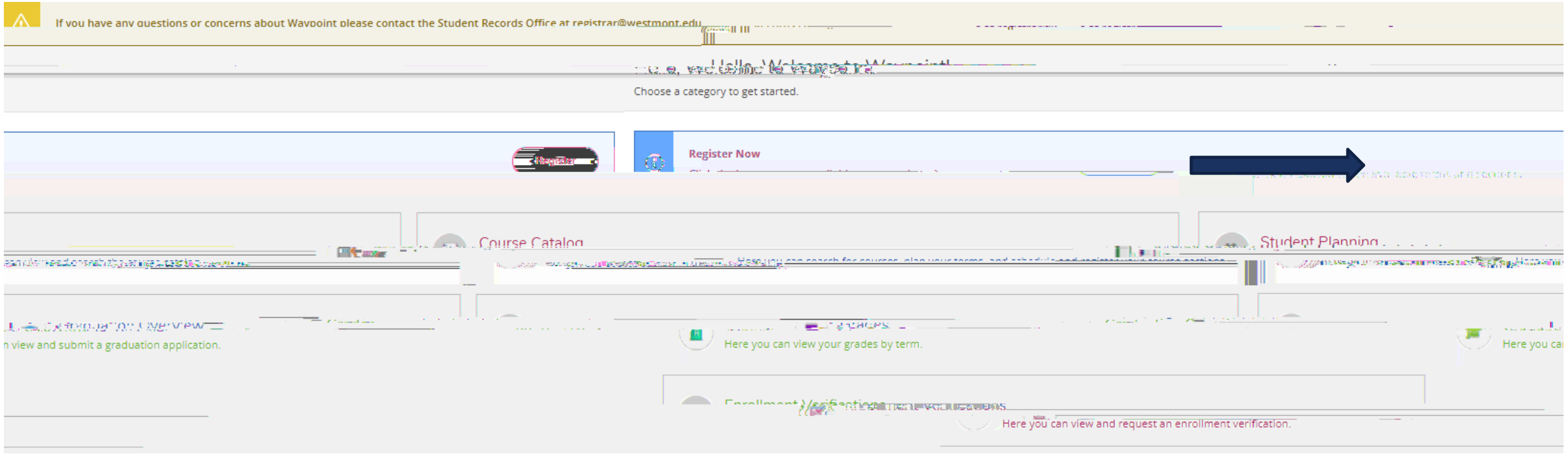
You are not yet registered for any courses.

Continue this process adding in additional courses to your preferred sections list.

REGISTERING FOR A COURSE

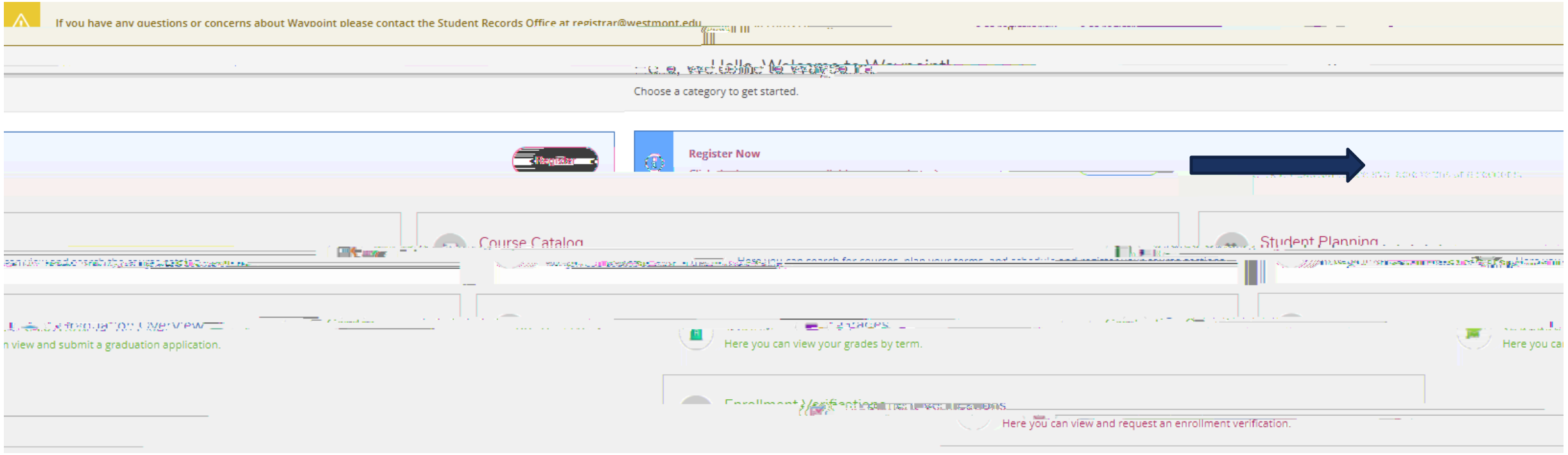
To register for classes, navigate back to the home page using the Home option on the left hand side.

REGISTRATION FROM THE MAIN LANDING PAGE



When you access the home page after your registration time has passed you will see a Register Now button. This only works if all holds have been cleared. Refresh the page if needed.

REGISTRATION FROM THE MAIN LANDING PAGE



Click the Register button to see a list of your preferred sections for the term.

REGISTRATION FROM THE MAIN LANDING PAGE

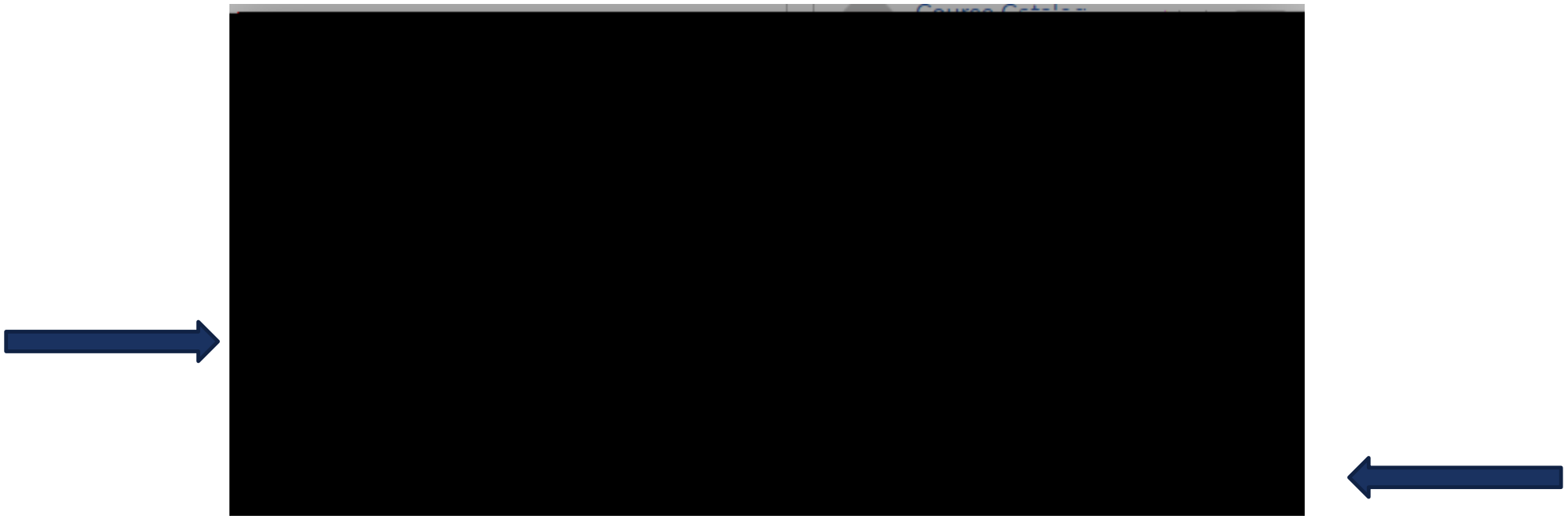
Check the boxes for each course you want and click Register.

REGISTRATION FROM THE MAIN LANDING PAGE

A green confirmation message will display for all of the courses with successful registration. Click Go to Schedule to see your class schedule for the term.

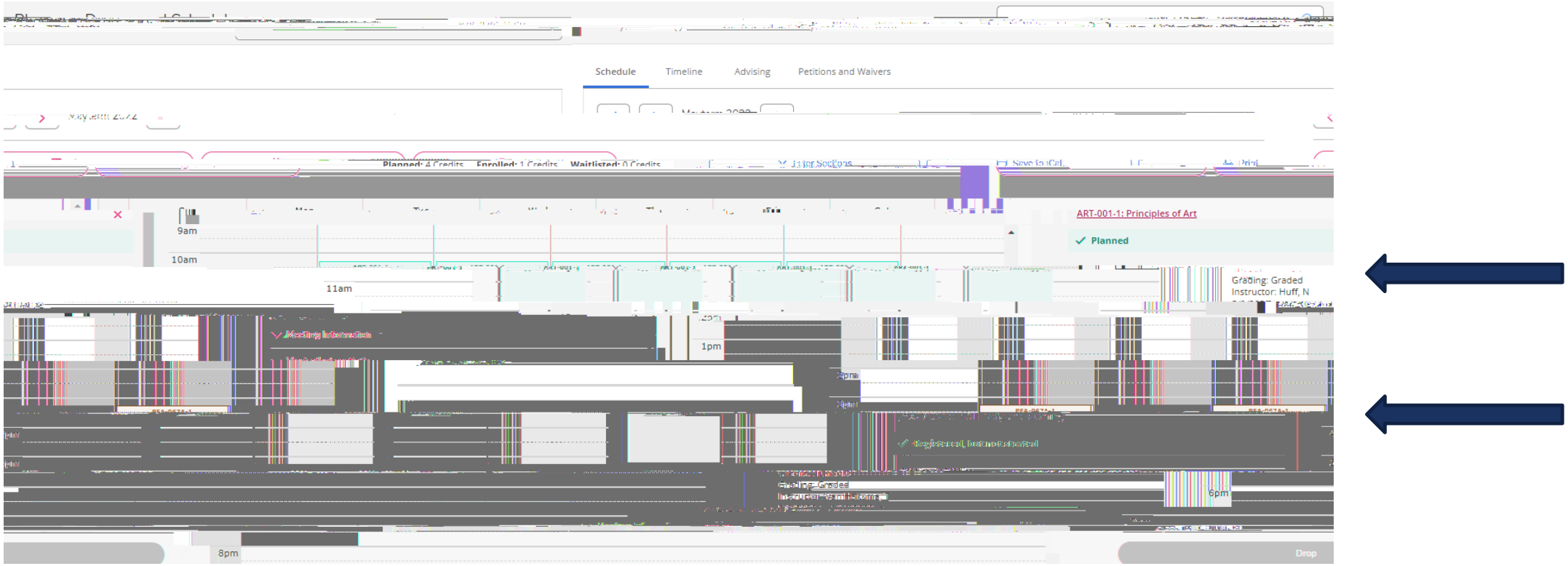
REGISTRATION FROM THE MAIN LANDING PAGE

REGISTRATION FROM THE MAIN LANDING PAGE



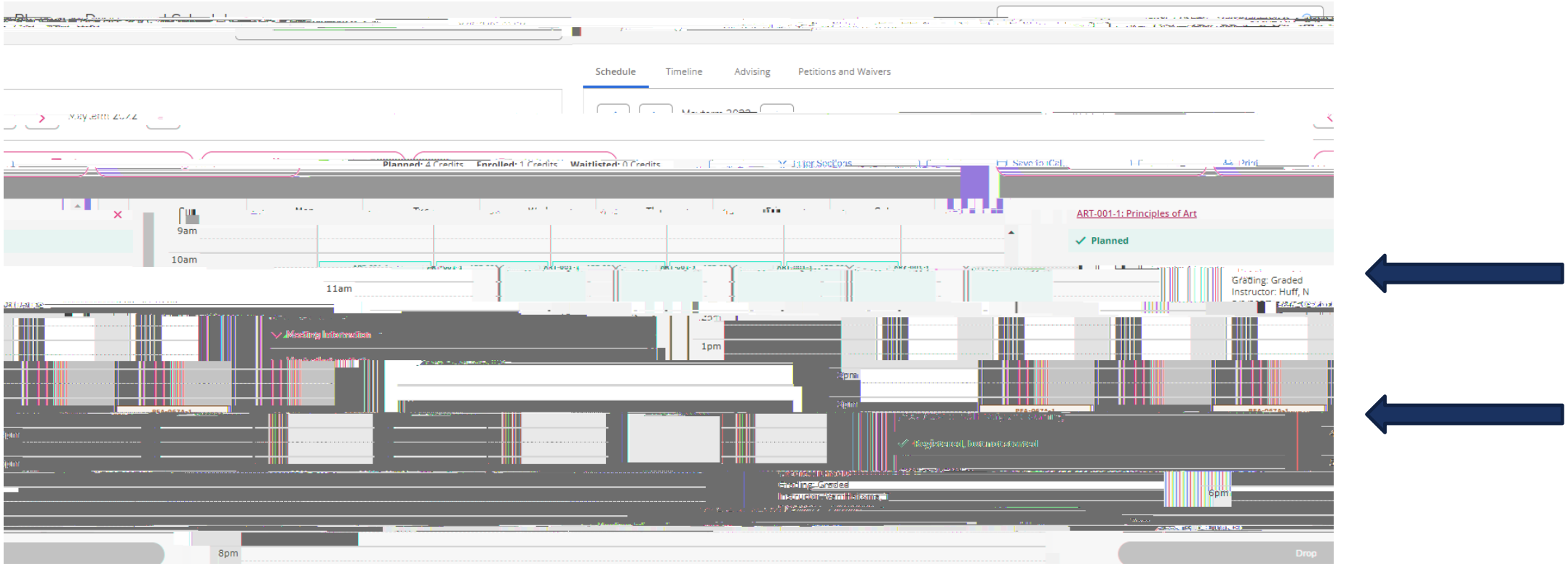
If you have no additional courses in your preferred list then you will need to search for alternate courses in the Course Catalog.

SCHEDULE PAGE DETAILS



On your class schedule you can see the planned courses (in yellow ð not registered) and the registered courses (in green - registered).

SCHEDULE PAGE DETAILS



Courses that have waitlists or conflicts with other sections will appear in red.

NAVIGATE BACK TO THE HOME PAGE

You can navigate back to the home page using the Home option on the left hand side.