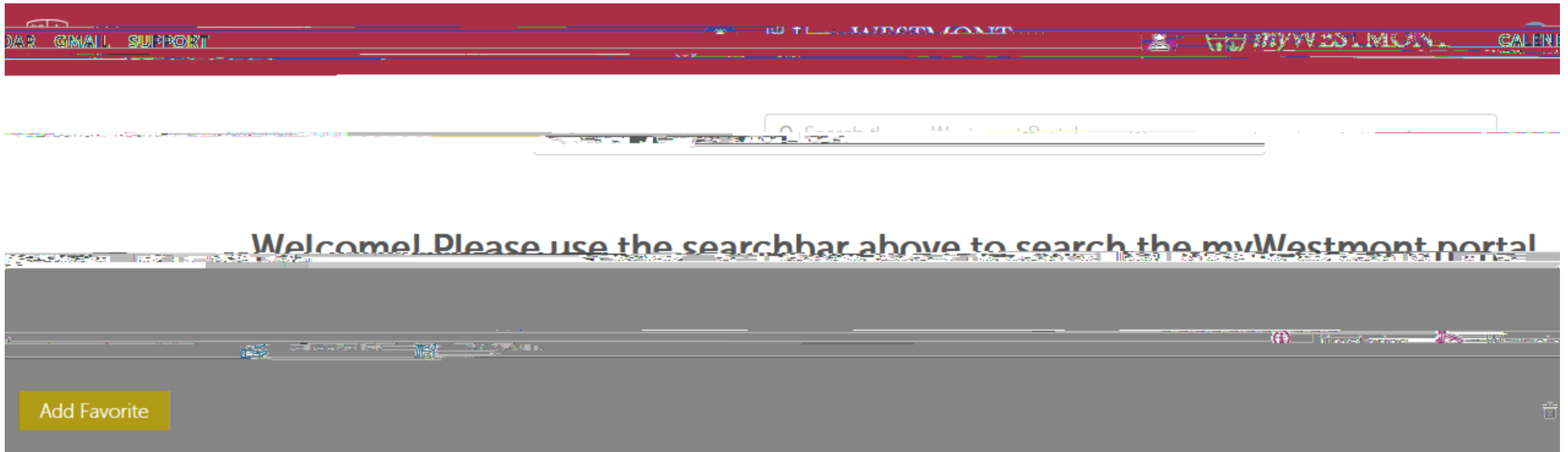


WAYPOINT TRAINING

WAIVING PREREQUISITES AND GIVING FACULTY CONSENT

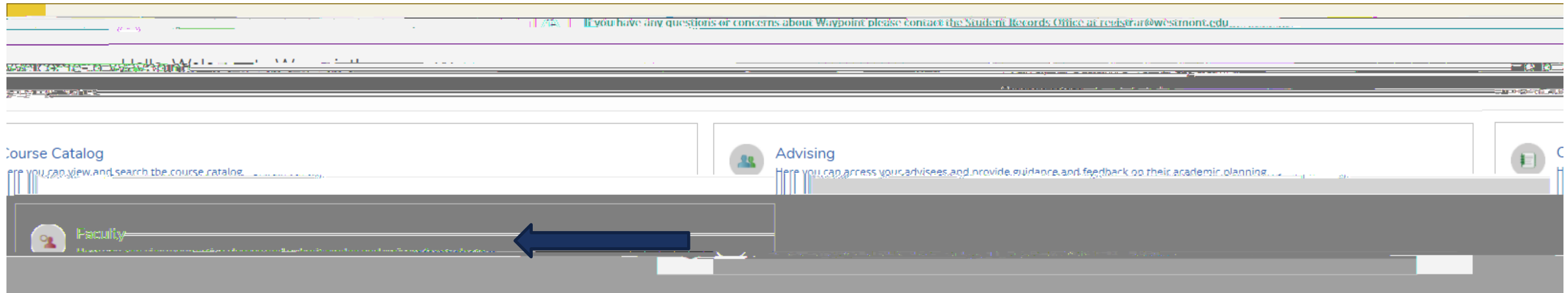


NAVIGATE TO MY.WESTMONT.EDU




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 Faculty.

COURSE LANDING PAGE

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

Manage your courses by selecting a section below.

		Mayterm 2022			
Books	Census Data	Section	Times	Locations	Availability
0 / 1 / 1		PEA-067A-1: Trail Hiking and Running	M/W/F 3:15 PM - 5:15 PM 5/9/2022 - 6/10/2022		TBD Lecture

Select one of your courses in the list and click on the course name and number link.

Note the number of available (0), capacity (1) and waitlisted (1) seats in the course.

NAVIGATE TO PERMISSIONS

PEA-067A-5L: Trail Hiking and Running

May 2022

Estimate: 6/10/2022
TBD

Seats Available: 0/11

Deadline Dates

Waitlisted: 1

Register Enrolling Permissions

Student ID	Class Level	Pass/Audit	Preferred Email	Student Name
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Click on Permissions.

SELECTING REQUISITE WAIVER



To waive a class prerequisite click on Requisite Waiver.

SELECTING REQUISITE WAIVER

The screenshot shows a web application interface for selecting a prerequisite waiver. At the top left, there is a navigation breadcrumb: < Back To Faculty Permissions. Below this, there is a search input field with the placeholder text "Student Name or ID...". To the right of the search field is a button labeled "Student Waiver Information". Below the search field, there is a large pink rectangular area, likely representing a search result or a message. To the right of this area, there is a pink box with an information icon and the text "No existing student waivers". Below this, there is a section titled "Prerequisite Information". A blue arrow points to the search input field.

Search for the student using their ID number or name.

GRANTING REQUISITE WAIVER

Add Student Waiver

PSY-196-1: Capstone Sr Practicum in Psych

Fall Semester 2022

Approve Deny



Waiver Reason

Select a reason...



Comments

Comments

Cancel

Save



Under Status click Approved.

Under Reason select a reason (usually Faculty Discretion).

Click Save.

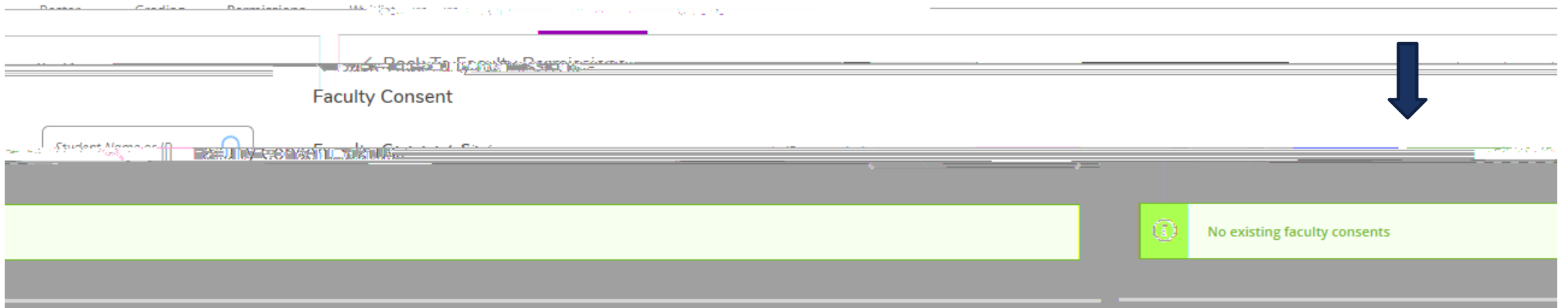
Once saved you can see the prerequisite waiver was granted on the subsequent page.

SELECTING FACULTY CONSENT



To give a student Faculty Consent to Register in a course click on Faculty Consent.

SELECTING FACULTY CONSENT



Search for the student using their ID number or name.

CONFIRMING FACULTY CONSENT

The screenshot shows a web interface with a table titled "Faculty Consent". The table has several columns, including "Consent", "Updated On", and "Faculty Consent Status". Three blue arrows point to these columns. The "Consent" column contains a "Yes" entry. The "Updated On" column contains a date "4/2/2022". The "Faculty Consent Status" column contains a "Granted" entry. The table also includes columns for "Created", "ID", "Center", "Updated By", and "EmpID".

Created	ID	Center	Updated By	Updated On	EmpID	Consent	Faculty Consent Status
				4/2/2022		Yes	Granted

Once saved you can see the faculty consent was granted on the subsequent page.