Spring 2019 Preregistration Advisement Sheet

STUDENT NAME _______________________________________

YOUR ALTERNATE PIN (ENROLLMENT PASSWORD) IS: _________________________

The Alternate PIN is EITHER SIX ALPHA CHARACTERS (ALL CAPS) OR SIX NUMERIC DIGITS.
(No PINS are combination of alpha and numeric.)

Your advisor will provide your Alternate PIN after completing advisement. To enroll for Spring, you must enter this Alternate PIN the first time you access that term on CatPAWS.

Class Schedules on CatPAWS
Access CatPAWS or myNorthwest located in the CONNECT menu under the Quick Tools list at www.nwmissouri.edu
Click on Class Openings At-A-Glance link, and select Term – Spring 2019. Use one of the three search categories:
1) Department selection, with optional Level, Part of Term, Course Attribute and Instructor criteria, 2) Course Number Only or 3) Northwest Core (NW Core) Category Only. Click Get Class Openings button. Scroll to view day/time, instructor, available seats and special message information. Refer to “When Can I Enroll?” at www.nwmissouri.edu for a complete Registration Guide.

Online Degree Audit
Degree Audit is available in CatPAWS. Click on Student tab, then select Degree Audit from submenu. Contact your advisor or the Registrar's Office for assistance. Changes to catalog year, degree, major and minor should be submitted to the Registrar's Office.

What's a CRN? – The Course Reference Number
CatPAWS requires the use of a 5-digit Course Reference Number (CRN) that identifies the course. The unique CRN appears next to the Course Title. It is not the department and course number. You MUST use the CRN to register.

When Can I Enroll?
Find your classification and total earned hours to determine the date you may preregister for Spring 2019.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Earned Credit Hrs</th>
<th>Date</th>
<th>Classification</th>
<th>Earned Credit Hrs</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad, Specialist, PostBac &amp; Honors</td>
<td>90 and above</td>
<td>October 25</td>
<td>Sophomore</td>
<td>50 and above</td>
<td>November 5</td>
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<tr>
<td></td>
<td>80 and above</td>
<td>October 24</td>
<td></td>
<td>40 and above</td>
<td>November 7</td>
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<tr>
<td></td>
<td>70 and above</td>
<td>October 23</td>
<td></td>
<td>35 and above</td>
<td>November 8</td>
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<td></td>
<td>60 and above</td>
<td>October 22</td>
<td></td>
<td>30 and above</td>
<td>November 9</td>
</tr>
<tr>
<td></td>
<td>50 and above</td>
<td>October 21</td>
<td></td>
<td>20 and above</td>
<td>November 10</td>
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<td></td>
<td>40 and above</td>
<td>October 20</td>
<td></td>
<td>15 and above</td>
<td>November 11</td>
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<tr>
<td></td>
<td>30 and above</td>
<td>October 19</td>
<td></td>
<td>10 and above</td>
<td>November 12</td>
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<tr>
<td></td>
<td>20 and above</td>
<td>October 18</td>
<td></td>
<td>5 and above</td>
<td>November 13</td>
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<td></td>
<td>10 and above</td>
<td>October 17</td>
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<td>0 and above</td>
<td>November 14</td>
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<td></td>
<td>0 and above</td>
<td>October 16</td>
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<td>November 15</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>November 16</td>
</tr>
</tbody>
</table>

Second Advisor
A second advisor is required for a minor or second major in a different department. Use the Catalog/Program/Advisor Change Form to obtain the second advisor's signature.

Verification – ONLINE using CatPAWS
Spring verification will be available December 19, 2018 through January 14, 2019. Students must complete verification BEFORE picking up textbooks.

1. Go CatPAWS at www.nwmissouri.edu
2. Click Login/Secure Area and enter your 919# and PIN
3. Click the Student menu
4. Click on Verification in the submenu
5. Receive notification of any Holds which prevent verification
6. Confirm or Update Local Address and Review Permanent Address
7. Provide additional billing email addresses
8. Provide Emergency Contact Information

Textbook Pick-up
After Online Verification is completed undergraduate Textbook Pickup is located in THE STATION:

Spring hours: Friday, Jan. 11, 1 pm – 4 pm; Sunday, Jan. 13, 1 pm – 5 pm; and Monday, Jan. 14, 8 am – 4 pm.
(Note: No Saturday hours for Textbook Pick-up.) Prepackaged textbooks picked up after the designated times will be assessed a late fee.