

Summer and Fall 2017 Preregistration Advisement Sheet

STUDENT NAME _____

YOUR ALTERNATE PIN (ENROLLMENT PASSWORD) IS (must be ALL CAPS): _____

Your advisor will provide your Alternate PIN after completing advisement. To enroll for Summer and/or Fall, you must enter this six-character (alpha-all CAPS) 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 – Summer 2017 or Fall 2017**. 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 for catalog years starting in Fall 2006 through Fall 2016. To view your Degree Audit, click on **Student tab**, then select **Degree Audit** from submenu. If you have questions, 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 credit hours to determine date you may preregister for Summer and Fall 2017.

<u>Classification</u>	<u>Earned Credit Hrs</u>	<u>Date</u>	<u>Classification</u>	<u>Earned Credit Hrs</u>	<u>Date</u>
Grad, Specialist, Postbac & Honors Program Students	0 hours and above	March 27			
Senior	130 and above	March 27	Sophomore	50 and above	April 6
	120 and above	March 28		40 and above	April 7
	110 and above	March 29		30 and above	April 10
	100 and above	March 30	Freshman	20 and above	April 11
	90 and above	March 31		10 and above	April 12
Junior	80 and above	April 3		5 and above	April 13
	70 and above	April 4		0 and above	April 14
	60 and above	April 5			

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

Fall verification will be available Aug. 17 - Aug. 28, 2017. **Students must complete verification BEFORE picking up textbooks.** Summer verification will be available beginning May 4 and continue through July 31.

1. Go CatPAWS at www.nwmissouri.edu
2. Click Login/Secure Area and enter your 919# and PIN
3. Click on 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:

Fall hours: Friday, Aug. 25, 8 am – 4pm; Sunday, Aug. 27, 1 pm – 5 pm; and Monday, Aug. 28, 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.

Summer hours: Friday, May 5, 1 – 5 pm; and beginning Monday, May 8, 8 am – 5 pm, Monday – Friday throughout the summer trimester.