

Summer and Fall 2018 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 Summer and/or Fall, you must enter this **Alternate PIN** to 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 2018 or Fall 2018**. 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 credit hours to determine date you may preregister for Summer and Fall 2018.

<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 12			
Senior	130 and above	March 12	Sophomore	50 and above	April 2
	120 and above	March 13		45 and above	April 3
	110 and above	March 14		40 and above	April 4
	100 and above	March 15		35 and above	April 5
	90 and above	March 16		30 and above	April 6
Junior	80 and above	March 26	Freshman	20 and above	April 9
	75 and above	March 27		15 and above	April 10
	70 and above	March 28		10 and above	April 11
	65 and above	March 29		5 and above	April 12
	60 and above	March 30		0 and above	April 13

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. 22 - Aug. 27, 2018. **Students must complete verification BEFORE picking up textbooks.** Summer verification will be available beginning May 3 and continue through Aug 6.

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. 24, 8 am – 4pm; Sunday, Aug. 26, 1 pm – 5 pm; and Monday, Aug. 27, 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 4, 1 – 5 pm; and beginning Monday, May 7, 8 am – 5 pm, Monday – Friday throughout the summer trimester.