

# Spring 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 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](http://www.nwmissouri.edu). Click on **Class Openings At-A-Glance** link, and select **Term – Spring 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](http://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 2017. 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 hours to determine the date you may preregister for Spring 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	October 23			
Senior	130 and above	October 23	Sophomore	50 and above	November 6
	120 and above	October 24		45 and above	November 7
	110 and above	October 25		40 and above	November 8
	100 and above	October 26		35 and above	November 9
	90 and above	October 27		30 and above	November 10
Junior	80 and above	October 30	Freshman	20 and above	November 13
	75 and above	October 31		15 and above	November 14
	70 and above	November 1		10 and above	November 15
	65 and above	November 2		5 and above	November 16
	60 and above	November 3		0 and above	November 17

## 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 20, 2017 through January 8, 2018. **Students must complete verification BEFORE picking up textbooks.**

1. Go CatPAWS at [www.nwmissouri.edu](http://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. 5, 1 pm – 4 pm; Sunday, Jan. 7, 1 pm – 5 pm; and Monday, Jan. 8, 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.