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 daytime, 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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Earned Credit Hrs</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad, Specialist, Postbac &amp; Honors</td>
<td>0 hours and above</td>
<td>March 12</td>
</tr>
<tr>
<td>Senior</td>
<td>130 and above</td>
<td>March 12</td>
</tr>
<tr>
<td></td>
<td>120 and above</td>
<td>March 13</td>
</tr>
<tr>
<td></td>
<td>110 and above</td>
<td>March 14</td>
</tr>
<tr>
<td></td>
<td>100 and above</td>
<td>March 15</td>
</tr>
<tr>
<td></td>
<td>90 and above</td>
<td>March 16</td>
</tr>
<tr>
<td>Junior</td>
<td>80 and above</td>
<td>March 16</td>
</tr>
<tr>
<td></td>
<td>75 and above</td>
<td>March 26</td>
</tr>
<tr>
<td></td>
<td>70 and above</td>
<td>March 27</td>
</tr>
<tr>
<td></td>
<td>65 and above</td>
<td>March 28</td>
</tr>
<tr>
<td></td>
<td>60 and above</td>
<td>March 29</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
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.