

Congratulations, YOU'RE IN!

ON-CAMPUS

DUAL 
CREDIT

N NORTHWEST MISSOURI STATE UNIVERSITY
nwmissouri.edu/dualcredit



- Logging in to Northwest systems
- Payment (your bill explained)
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- Choose Northwest as your university



NORTHWEST
MISSOURI STATE
UNIVERSITY

Dual Credit GUIDELINES FOR HIGH SCHOOL STUDENTS

Congratulations! We are happy to have you as a member of our student body and are confident that you will find your Dual Credit experience to be both challenging and fulfilling.

BENEFITS

As a Dual Credit student through Northwest Missouri State University, you are entitled to benefits such as:

- Access to your course instructor during regular classroom hours, and during instructor office hours
- Access to student and academic support
- Access to Northwest Online course sites in disciplines with existing sites
- Access to a Northwest email account
- Earning college credit while still in high school
- Textbooks and laptop provided at no additional cost
- A Bearcat Card* that gives you access to the library, athletic events, performing arts and other activities
- Access to your online degree audit, showing how your Dual Credit classes will apply to a degree at Northwest

*You may obtain your Bearcat Card by visiting the I.D. Office on Northwest's campus, on the second floor of the J.W. Jones Student Union.

LOGIN instructions

Logging in to your CatPAWS, email and Northwest Online accounts is easy. Visit nwmissouri.edu/login/ to log in to the respective tool.

CatPAWS

To log in, you will use your Northwest Network Account (S#) provided on your class schedule. It is the first part of your email address. In addition, you will receive an email from NoReply@nwmissouri.edu containing your initial password and instructions for logging in. This email was sent to the address you provided on your application.

Email

Your Northwest email is provided on your class schedule. You will use the same password to access email that you use for CatPAWS.

Northwest Online

Your login username and password for Northwest Online are the same as your Northwest email account.

STUDENT policies

As a Dual Credit student, you are required to follow the same policies and guidelines as traditional students. The number of credit hours you are eligible to enroll in each semester may not exceed 18 academic credit hours. For additional information about student conduct policies such as academic integrity, consequences of plagiarism and academic dishonesty, visit nwmissouri.edu/studentaffairs.

PAYMENT schedule

Bills are sent to your Northwest email address. Students may also add additional individuals to receive billing notifications.

You may not enroll for subsequent semesters until your account balance is paid in full.





DROP VS. withdrawal

Drop: if a student is taking multiple courses at Northwest and they want to leave one of the courses, they would need to initiate a drop.

Withdraw: if a student would like to drop all their courses, or they are only in one course and they would like to leave it, that is considered withdrawing from the University.

A student may drop a course before the first 80% of that course has passed. Those dates are available on the Registrar's website at www.nwmissouri.edu/registrar/calendar.htm. Dropping or withdrawal from coursework may also have financial implications. Important financial dates can be referenced at www.nwmissouri.edu/studentaccounts/financialdates.htm. Students who follow the prescribed procedure for dropping a course will have no grade entered on the permanent record (transcript). When a student withdraws, a 'W' grade will be recorded on the student's Northwest transcript for each course.

If a student wants to drop or withdraw, that process begins with the student contacting the Student Success Center at studentsuccess@nwmissouri.edu or 660.562.1695.

TRANSCRIPTS/transferability

Grades and credit hours are recorded on your Northwest transcript and included in your cumulative GPA. Grades are assigned on an A, B, C, D or F scale. No pluses or minuses will be assigned. Please refer to the specific course syllabus for grading standards. Upon completion of your course, you will utilize **Parchment** to receive your transcript. Printed and electronic transcripts can be requested online through www.parchment.com. For students enrolling at Northwest after high school graduation, Northwest agrees to apply Dual Credit courses to any baccalaureate degree or certificate program.

Northwest has adopted the Missouri Coordinating Board for Higher Education's Policy on Dual Credit Delivery. To see these guidelines visit <https://dhe.mo.gov/policies/documents/CBHEPolicyonDualCreditJune2015.pdf>.

Northwest will not limit the number of Dual Credit courses accepted in transfer from any Missouri higher education institution. This Dual Credit transfer policy is consistent with Northwest's articulated transfer agreements with other institutions.

AFTER high school

If you plan to enroll at Northwest following your high school graduation, you must complete the first-time freshman application. You will be contacted if additional items are needed to process your application. If you have questions about how a Dual Credit course would apply to a degree at Northwest, contact the Student Success Center at studentsuccess@nwmissouri.edu or 660.562.1695 or check your online degree audit.

If you plan to enroll at a college other than Northwest following your high school graduation, contact that college to learn its major course requirements, general education course requirements and the transferability of Northwest coursework. Some majors have directed Core 42 education requirements or specific courses that students must take. Students should verify with the college of their choice that the Dual Credit course will fulfill degree requirements.

For additional information, contact:
Office of Admissions - Operations
660.562.1148
www.nwmissouri.edu

Why **NORTHWEST?**

FOUNDED IN
1905

98%

of undergraduates and

99%

of graduate students

FIND A JOB

or continue their education

within six months

of **GRADUATING**

200+

major
programs

Located in
MARYVILLE, MO.

a community of **12,000**

and designated the

Missouri Arboretum

CRIME RATE DISCLOSURE

Northwest is committed to assisting all members of the Northwest community in providing for their own safety and security. Information regarding campus security, personal safety and fire safety including topics such as crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three year period and disciplinary procedures is available on the University Police department website at nwmissouri.edu/police. If you would like a paper copy containing this information, you can contact a representative of the University Police Department at the Support Service Building, 800 University Drive, Maryville, MO 64468 or by phone at 660.562.1254.



VARSITY ATHLETICS

Men's: football, basketball, baseball, track and field, cross country, tennis
Women's: basketball, volleyball, softball, soccer, track and field, cross country, tennis and golf

WINNER OF 66 NATIONAL CHAMPIONSHIPS ACROSS ALL ACADEMIC AND ATHLETIC TEAMS IN THE LAST 10 YEARS

Northwest competes on the national level in areas such as: dairy judging, debate, forensics, mock trial, soils judging, student publications and Enactus

Student Success Center

660.562.1695
studentsuccess@nwmissouri.edu

Registrar's Office

660.562.1151
registrar@nwmissouri.edu

Student Account Services

660.562.1583
cashier@nwmissouri.edu

Students with Disabilities

660.562.1639
ada@nwmissouri.edu



NORTHWEST
MISSOURI STATE UNIVERSITY

Northwest Missouri State University

Office of Admissions

800 University Drive
Maryville, MO 64468-6001
local: 660.562.1148

admissions@nwmissouri.edu



[/nwmissouri](https://www.facebook.com/nwmissouri)



[@NWmostate](https://twitter.com/NWmostate)



[nwmostate](https://www.instagram.com/nwmostate)



[@nwmostate](https://www.snapchat.com/add/nwmostate)

nwmissouri.edu

800.633.1175





Northwest Laptop Check-Out Procedures



Northwest Missouri State University can check out a laptop to all students enrolled for credit. Students must complete the following to receive a laptop:

1. **Retrieve Northwest Email Address and Password** (see email from NoReply@nwmissouri.edu that was sent to you following your admission; email was sent to the address you provided on your application)
2. **Complete Laptop Agreement in CatPAWS**
3. **Pick up a Bearcat Card**

The first two steps above should be completed **before your arrival on campus**. To sign the laptop contract:

- Go to [CatPAWS](#).
- Click Login/Enter Secure Area, and enter your s# and password
- Click the Personal Information tab.
- Click on the box labeled Complete Laptop Agreement in CatPAWS.
 - Follow the prompts to complete the contract.

Upon arrival to campus, you will retrieve your Bearcat Card by visiting the I.D. Office on the second floor of the J.W. Jones Student Union in the Student Engagement Center. You will need your Student ID number (919#) to obtain your Bearcat Card. Your Student ID can be found on your class schedule. Your Bearcat Card is required for laptop check out.

After retrieving your Bearcat Card, visit the Jon T. Rickman Electronic Campus Support Center to receive your laptop.

Please feel free to use the [campus map](#) for your convenience.



CatPAWS / Payment Center Basics

Visit the Northwest Missouri State University website at the link here:

www.nwmissouri.edu/login. To log in, you will use your Northwest Network Account (S#) provided on your class schedule and password. Remember, you will receive an email from NoReply@nwmissouri.edu containing your initial password and login instructions. This email was sent to the address you provided on your application. Once you have set your password, you are able to log in to CatPAWS/Payment Center.

- Log in to [CatPAWS](#)
 - User ID: s# (without the @nwmissouri.edu)
 - PIN: Email password
- Click the Account tab
- Click Payment Center and select "CLICK HERE TO GO TO PAYMENT CENTER"
- Real-Time Statement shows current charges and payments
- Make a Payment and follow the steps to pay towards your account.

Click here if you need assistance with your [initial login](#). If you've logged in before and need assistance, [click here](#).

The IT Help Desk can be reached at **660.562.1634** or by email: help@nwmissouri.edu

Helpful Videos

[First time logging in: how to set your initial password](#)

[How to login to CatPAWS](#)

Please include your 919 in all communication for efficient service.

For more information, contact the Office of Student Account Services at bursar@nwmissouri.edu or 660.562.1583.

Bill due date: Due in full on this date. Any unpaid balance on the 16th of each month will incur a 1% (12% APR) finance charge.



Due Date:
August 15, 2023



**Student Account Services/
Cashiering Office**
800 University Drive
Maryville, MO 64468
cashier@nwmissouri.edu

Make Checks payable to
Northwest Missouri State University

Bobby Bearcat
800 University Drive
Maryville, MO 64468

This is the number you will use for making payments.



Total Balance: 388.00



Student ID#: XXXXXXXXXX

Date the bill was generated. Charges added after this date will be on the next bill.



Invoice Date: 27-OCT-2023

When mailing in a cash, check, or money order you can cut at this line and send the top portion in with the payment.

Amount Enclosed \$ _____



Be sure to write Student ID # on check.



Student ID#: XXXXXXXXXX

Account summary as of: 20-Jul-2023

Previous Balance	Charges/ Refunds	Payments/ Credits	Authorized Financial Aid	Total Balance
1	2	3		4
If you owe from a previous balance, it will show here.	Total charges for this bill cycle.	Any payments or other credits for this bill cycle.		Total charges minus total credits.



Different departments are responsible for different questions.



Questions about your statement

Billing 660.562.1578
Installment Payments 660.562.1583

Payment Plan Details

View your installment amount due in the Payment Center



Important comments posted here.

Term	Date	Transaction Description	Charges and Refunds	Payments and Credits
		*PREVIOUS BILLED BALANCE		
202410	08-Oct-23	High School Dual Enrollment	388.00	
Term of the charge.	Date of charge.	Description of charge.	Amount of charge.	If you had multiple charges on your account, they would each be listed individually.



Payments cannot be taken over the phone.

YOU MUST PAY TOTAL BALANCE ON OR BEFORE THE DUE DATE TO AVOID FINANCE CHARGES.



Understanding your MONTHLY BILLING STATEMENT

1 PREVIOUS BALANCE

The account balance from the last monthly billing statement.

2 CHARGES/REFUNDS

New charges billed and refunds processed during this billing cycle. The account summary shows the total of the amounts detailed.

3 PAYMENTS/CREDITS

New payments and credits issued during this billing cycle include personal payments, private scholarships, financial assistance and any other mode of payment. The account summary shows the total of the payments and credits on the bill.

4 TOTAL BALANCE

The total amount due on the student's account for the current billing period.

5 IMPORTANT MESSAGES

Important information is included in this area such as important dates, new policy changes, preregistration dates or verification information. Be sure to read this each month.



BEARCAT TIP

Your bill will not reflect your payment plan. To view monthly minimum payment:

Log into [CatPAWS](#)

- Account tab
- Payment Center
- Payment Plans tab