

Using 'CatPAWS and Degree Audit for Students

Accessing Your 'CatPAWS Account

The 'Cat Personal Access to Web Services program ('CatPAWS) is a web-based program used to enroll for classes, and to add or drop classes. *Class Schedule* is also available prior to enrollment period on 'CatPAWS main menu.

Access to 'CatPAWS is located in the Bearcat Login Menu at www.nwmissouri.edu

Logging into Your 'CatPAWS Account

To enter the Secure Area of 'CatPAWS, log on using your Northwest Username (without @nwmissouri.edu) and Password.

1. Click on '**CatPAWS**.
2. Click on **Login/Enter Secure Area**.
 - The User Login window will appear.
3. Type in your Northwest Username (without @nwmissouri.edu) and Password.

Inside the Secure Area of Your 'CatPAWS Account

The Main Menu includes: **Personal Information, Student, and Financial Aid**. To register for classes, click on the **Student** tab or link. Subcategories include: **Registration and Student Records**.

To Enroll, Drop or Add classes, do the following:

1. Click on **Student**
2. Click on **Registration**
3. Click **Select Term**
4. Click the black arrow next to **Select a Term**
5. A pull down menu will then appear
6. Click on the **Term** you desire
7. Example: **Spring 2023**
8. Click the **Submit** button
9. The **Registration** menu displays
10. Click **Add/Drop Classes**
11. To continue, you must enter your **Alternate PIN** (six characters in length), which has been given to you by your Advisor. The Alternate PIN is your Advisement/Enrollment Password. You must enter your Alternate PIN for initial enrollment.
 - If it is your enrollment time, you will be allowed to enroll.
 - Once you have entered your Alternate PIN, Click the **Submit** button to enroll for classes.
 - After your initial enrollment, the Alternate PIN is not required to Add/Drop classes.
12. To add classes, enter the **Course Reference Number (CRN)** in the **Add Classes Worksheet** or click the **Class Search** button to find the Course Reference Numbers.
 - Click on **Class Search**, to perform a **Course Search** or an **Advanced Search**
 - Both **Course Search** and **Advanced Search** display a drop-down menu list of available Subjects/Departments to search for classes
13. Scroll through the departments listed and click the **Subject** you wish to search.
 - To select multiple Subjects, either use the 'Shift Key' to select consecutive values, or use the 'Ctrl Key' to select non-consecutive values.
14. Click the **Course Search** button to display all classes offered in a specific Subject(s).
 - A listing of classes will appear
 - Click **View Sections** to display detailed section information for a specific course
15. Click the **Advanced Search** button to view ALL sections of ALL courses for a Subject, or to narrow your search as follows.
 - Select the desired subject(s) and additional search criteria including **Course Number, Course Level, Part of Term, Instructor Name** or **Attribute**.
 - Click **Section Search**

16. Click on the checkbox next to the appropriate course number of the class you wish to add
 - A checkmark will appear in the checkbox
17. Click the **Add to Worksheet** button
 - This will add the CRN to the **Add Classes Worksheet**
18. Once all Course Reference Numbers are listed on the Worksheet, click **Submit Changes** button
 - You will now be registered in these courses and the **Current Schedule** menu will appear.
19. To drop a class, simply click on the black arrow beneath **Action**
20. Click **Drop Course**
21. If no options are listed beneath **Action** field, then the class may not be dropped.
22. Click the **Submit Changes** button
 - You will now be dropped from the course.

To look-up classes to add outside the Add/Drop area, do the following:

1. Click on **Student**.
2. Click on **Registration**
3. Click on **Look-up Classes**
4. Select a **Term** by clicking on the black arrow beneath **Search by Term**
5. Click on the **Term**
 - Example: **Spring 2023**
6. Click the **Submit** button
 - You will now be in the **Look-up Classes to Add** menu
7. Click on either **Course Search** or **Advanced Search**
 - Both **Course Search** and **Advanced Search** display a drop-down menu list of available Subjects/Departments to search for classes
8. Scroll through the departments listed and click the **Subject** you wish to search.
 - To select multiple Subjects, either use the 'Shift Key' to select consecutive values, or use the 'Ctrl Key' to select non-consecutive values.
9. Click the **Course Search** button to display all classes offered in a specific Subject(s).
 - A listing of classes will appear
 - Click **View Sections** to display detailed section information for a specific course
10. Click the **Advanced Search** button to view ALL sections of ALL courses for a Subject, or to narrow your search as follows.
 - Select the desired subject(s) and additional search criteria including **Course Number, Course Level, Part of Term, Instructor Name** or **Attribute**.
 - Click **Section Search**
11. Click on the checkbox next to the appropriate course number of the class you wish to add
 - A checkmark will appear in the checkbox.
12. Click on the **Register** button
 - If it is your enrollment time, you will be allowed to enroll.
13. To continue, you must enter your **Alternate PIN** (six characters in length, which has been given to you by your Advisor. The Alternate PIN is your Advisement/Enrollment Password. You must have the Alternate PIN for initial enrollment.
 - Once you have enrolled, the Alternate PIN is not required to Drop or Add a class.
14. Once you have entered your Alternate PIN, click the **Submit** button and you will be enrolled in the course and it will be added to your class schedule.

To check your Registration Status, do the following:

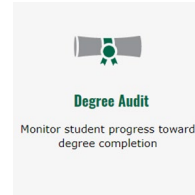
Check for any HOLDS ON REGISTRATION and view TOTAL EARNED CREDIT HOURS.

1. Click on **Student** (if you are not already in this area)
2. Click on **Registration**
3. Click on **Check Your Registration Status**
 - Provides registration holds and your total earned credit hours.

Online Degree Audit System – ACCESS CHANGED as of December 2020

The online Degree Audit is available from the Northwest Log-in page using the Single Sign-on functionality. Degree Audit is NO LONGER AVAILABLE THROUGH CATPAWS.

1. Go to the Bearcat Login Menu at <https://www.nwmissouri.edu/login/>



2. Click on **new Degree Audit** button in the lower right corner
3. Login using your **Northwest Username and Password** (same as email)
4. Your degree audit displays
5. Click the **Process New** button to ensure all student and enrollment information is current

To run a 'What-If' Audit, do the following:

1. From the Degree Audit screen (see Steps 1-5 above)
2. Select the **Worksheet Tab**
3. Click on **What-If**
4. Select the following (as appropriate)
 - a. Level
 - b. Degree
 - c. Catalog Year
 - d. Major(s) – multiple majors may be selected
 - e. Minor(s) – multiple minors may be selected
 - f. Concentrations(s) – if appropriate
5. Click **Process What-If** button
6. Scroll down to View the What-if Audit

To View 5-Week and 11-Week Grades, do the following:

1. Click on **Student**
2. Click on **Student Records**
3. Click on **5-Week/11-Week Grade Summary by Term**
4. Click the black arrow next to **Select 5-Week/11-Week Grade Term to View**
5. A pull down menu will then appear
6. Click on the **Term** you desire
7. Example: **Fall 2022**
8. Click the **Submit** button
9. **View** your **5-Week/11-Week Grades** for the Selected Term.

To View Midterm Grades, do the following:

1. Click on **Student**
2. Click on **Student Records**
3. Click on **Midterm Grades**
4. Click **Select Term**
5. Click the black arrow next to **Select a Term**
6. A pull down menu will then appear
7. Click on the **Term** you desire
8. Example: **Fall 2022**
9. Click the **Submit** button
10. **View** your **Midterm Grades** for the Selected Term.

To View Final Grades, do the following:

1. Click on **Student**
2. Click on **Student Records**
3. Click on **Final Grades**

4. Click **Select Term**
5. Click the black arrow next to **Select a Term**
6. A pull down menu will then appear
7. Click on the **Term** you desire
8. Example: **Fall 2022**
9. Click the **Submit** button
10. **View** your **Final Grades** for the Selected Term.

To view your Academic Transcript, do the following:

Find your TOTAL EARNED CREDIT HOURS AND GRADE POINT AVERAGES by scrolling to end of transcript.

1. Click on **Student** (if you are not already in this area)
2. Click on **Student Records**
3. Click on **Academic Transcript**
4. Select Transcript Level – All Levels
5. Select Transcript Type – Web
6. Click the **Submit** button
7. **View** your **Academic Transcript** using the scroll bar.

To Apply to Graduate, do the following:

1. Click on **Student**
2. Click on **Student Records**
3. Click on **Apply to Graduate**
4. Enter Hometown information
5. Click **Submit**
6. Select the Current Term (or most recent term) to display your active Degree and Major/Minor options
7. Example: **Fall 2022**
8. Click the **Submit** button
9. Choose the correct Degree and Major/Minor option from **Select Curriculum**
10. Click **Continue**
11. Select a **Graduation Date** (i.e. **Term: Spring 2023**)
12. Click **Continue**
13. Select a **Name for your Diploma** from the drop-down list
14. Click **Continue**
15. Enter (or edit) your name to be printed on the diploma
16. Click **Continue**
17. Select an **Address for your Diploma** from the drop-down list
18. Click **Continue**
19. Enter (or edit) your Diploma Mailing Address
20. Click **Continue**
21. Review your Graduation Application to ensure all information is correct.
22. Click **Submit Request**

Logging out of 'CatPAWS:

To log out of 'CatPAWS, click **Signout** in the top, right-hand corner of the page. You will then have the option of returning to the 'CatPAWS homepage or you can simply close the browser. If you select the **Return to Homepage** option, and want to re-enter the **Login/Secure Area** of your 'CatPAWS account, you will need to log in once again with your Northwest Username and Password.