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.
4. Verify your identity using verification code for Microsoft authentication.

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**: Fall 2024**
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: **Fall 2024**
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:

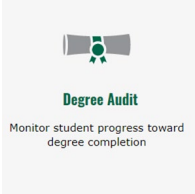
Check for any HOLDS ON REGISTRATION and view TOTAL EARNED CREDIT HOURS.

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**: Spring 2024**
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**: Spring 2024**
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: **Spring 2024**
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: **Spring 2024**
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: Fall 2024**)
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.