

# Spring 2021 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 located in the Bearcat Login Menu at [www.nwmissouri.edu](http://www.nwmissouri.edu). Click on **Class Openings At-A-Glance** link, and select **Term – Spring 2021**. 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.** Click on **Student** tab, then select **Degree Audit** from submenu. Contact your advisor or the Registrar’s Office for assistance.

## Program Change/Advisor change

To change catalog year, degree, major, minor or advisor, the student should submit forms to the Registrar’s Office. Online forms are available at: <https://www.nwmissouri.edu/registrar/forms.htm>

**Students should declare a second advisor for a minor or second major in another field.**

## 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 2021.

<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 19			
Senior	130 and above	October 19	Sophomore	50 and above	November 2
	120 and above	October 19		45 and above	November 3
	110 and above	October 20		40 and above	November 4
	100 and above	October 21		35 and above	November 5
	90 and above	October 22		30 and above	November 6
Junior	80 and above	October 26	Freshman	20 and above	November 9
	75 and above	October 27		15 and above	November 10
	70 and above	October 28		10 and above	November 11
	65 and above	October 29		5 and above	November 12
	60 and above	October 30		0 and above	November 13

## Verification – ONLINE using CatPAWS

Spring verification will be available December 16, 2020 through January 13, 2021. **Students must complete verification to confirm their intent to be enrolled, and prior to picking up textbooks and laptop computers.**

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