

Summer and Fall 2024 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 Summer and/or Fall, you must enter this **Alternate PIN** to access that term on CatPAWS.

Class Schedules on CatPAWS

Access CatPAWS located in the Bearcat Login Menu at www.nwmissouri.edu. Click **Class Openings At-A-Glance** link, and select **Term – Summer 2024 or Fall 2024**. 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 for a complete *Registration Guide*.

Online Degree Audit

Degree Audit is available from the Bearcat Login Menu. Click on **Degree Audit** and log on with **Northwest Username** and **Password**. 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 credit hours to determine date you may preregister for Summer and Fall 2024.

<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	March 18			
Senior	130 and above	March 18	Sophomore	50 and above	April 1
	120 and above	March 19		45 and above	April 2
	110 and above	March 20		40 and above	April 3
	100 and above	March 21		35 and above	April 4
	90 and above	March 22		30 and above	April 5
Junior	80 and above	March 25	Freshman	20 and above	April 8
	75 and above	March 26		15 and above	April 9
	70 and above	March 27		10 and above	April 10
	65 and above	March 28		5 and above	April 11
	60 and above	March 29		0 and above	April 12

Verification – ONLINE using CatPAWS

Fall verification will be available Aug. 15 - Aug. 26, 2024. **Students must complete verification to confirm their intent to be enrolled, and prior to picking up textbooks and laptop computers.** Summer verification will be available beginning April 24 and continue through June 24.

1. Go CatPAWS at www.nwmissouri.edu
2. Click Login/Secure Area
3. Enter your Northwest Username and password
4. Click on Student menu
5. Click on Verification in the submenu
6. Receive notification of any Holds which prevent verification
7. Confirm or Update Local Address and Review Permanent Address
8. Provide additional billing email addresses
9. Provide Emergency Contact Information