# Outreach Student Registration Information
### www.nwmissouri.edu/outreach

## Enrolling for a Course

➢ Please fill out Outreach Enrollment Form **completely and accurately** if you are enrolling for graduate credit.

➢ To be eligible to obtain **graduate** credit from Northwest Missouri State University, all undergraduate work toward a baccalaureate degree and any previous graduate work must be verified by official transcripts showing the degree earned or students may turn in a completed Verification of Bachelor/Master's Degree form. These documents need to be sent to: Office of Admissions - Administration Building; Northwest Missouri State University; 800 University Drive; Maryville, MO 64468.

➢ By signing the Outreach Enrollment Form, you are agreeing to the following statement: **I certify that I have not evaded any questions or misrepresented any information on this application. I further authorize Northwest Missouri State University to verify any diplomas or degrees that I have received. I understand that by signing this form I am enrolling in the above course(s) for credit and making an academic and financial commitment to Northwest. I also agree to accept all academic and financial policies set forth by this institution.**

## Transcripts/Grades

➢ If you elect to take an incomplete grade in a course, you will have **one year** from the trimester of your initial enrollment, in which to complete the assignment or it will revert to an "F" on their official transcript. Coursework for an incomplete grade must be complete before graduation. Questions regarding this policy should be directed to the Graduate Office.

➢ Once you have finished the course and either a grade or incomplete grade has been assigned, this course is recorded on your official transcript and cannot be removed.

➢ To request an official transcripts go to: http://www.nwmissouri.edu/REGISTRAR/TRANSCRIPT.HTM.

## Online Resources

➢ CatPAWS - To access any of the following: class schedule, transcripts, current bill & grade report. Go to: http://www.nwmissouri.edu. Select the Resources tab, and then CatPAWS from the Quick Tools menu. Select "Enter Secure Area" and proceed to the next page where you will enter your student ID (919######) (located at the top of your bill from the University); for your Pin number, use either the last 6 digits of your ID number or your birthday in MMDDYY format.

- Email password retrieval: Login and proceed to the next page and select "Personal Information". On the bottom of the next page, select "Northwest Email Initial Information Retrieval". Read the terms and if you agree to the conditions stated, click on "AGREE". Your Northwest email address and initial password will be displayed. Once you change your password, the displayed password will no longer be valid. Email login and passwords are the same as those used for university computers on campus. Enter your new S# only and newly created password to log on to a campus computer. This username is provided so that you can gain access to the computing services provided by Northwest. By logging onto this account, you are accepting Northwest Missouri State University's computer policies as stated in the User's Guide, available on the Internet at: http://www.nwmissouri.edu/compserv/clientcomputing/Online_Support/UsersGuide12_Web_Version.pdf. Should you have problems or questions regarding your University-assigned e-mail account please contact Computing Services at 660-562-1634.

➢ Email – To access your email account, go to the Northwest homepage (www.nwmissouri.edu). Select the Resources tab and select "Student E-Mail" under the Quick Tools menu. Enter your email login and password that you retrieved from CatPAWS (see above bullet for details).



### Important Numbers
| | |
|---|---|
| **Professional Development** | **816-364-5000** |
| **Graduate Office** | **660-562-1145** |
| **Bursar's Office** | **660-562-1578** |

## Enrolling for a Course

➢ Please fill out Outreach Enrollment Form **completely and accurately** if you are enrolling for undergraduate credit.

➢ To be eligible to obtain **undergraduate** credit from Northwest Missouri State University, you will need to provide a statement of good standing from a previous university or college. If you have not attended a college/university, you may turn in a copy of your transcript with a graduation date from your high school or a copy of your high school diploma. These documents need to be sent to: Office of Admissions - Administration Building; Northwest Missouri State University; 800 University Drive; Maryville, MO 64468.

➢ By signing the Outreach Enrollment Form, you are agreeing to the following statement: **I certify that I have not evaded any questions or misrepresented any information on this application. I further authorize Northwest Missouri State University to verity any diplomas or degrees that I have received. I understand that by signing this form I am enrolling in the above course(s) for credit and making an academic and financial commitment to Northwest. I also agree to accept all academic and financial policies set forth by this institution.**

## Transcripts/Grades

➢ If you elect to take an incomplete grade in a course, you will have **one trimester**, in which to complete the assignment or it will revert to an "F" on your official transcript. Coursework for an incomplete grade must be complete before graduation. Questions regarding this policy should be directed to the Admission Office.

➢ Once you have finished the course and either a grade or incomplete grade has been assigned, this course is recorded on your official transcript and cannot be removed.

➢ To request an official transcripts go to: http://www.nwmissouri.edu/REGISTRAR/TRANSCRIPT.HTM.

## Online Resources

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### Important Numbers
**Professional Development   816-364-5000**
**Admissions Office               660-562-1148**
**Bursar's Office                   660-562-1578**

NORTHWEST
MISSOURI STATE UNIVERSITY

Updated 2/15/13

# College Credit Enrollment Form

**3 DIMENSIONAL COACHING**

**NORTHWEST** MISSOURI STATE UNIVERSITY

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**SOCIAL SECURITY NUMBER**          **BIRTHDATE:** ⌷⌷ MONTH  ⌷⌷ DAY  ⌷⌷⌷⌷ YEAR

_____     _____     _____
**LAST NAME**                               **FIRST NAME**                               **M.I.**

_____     _____
**OTHER LAST NAMES USED**                   **OTHER FIRST NAMES USED**

_____
**STREET ADDRESS**        **CITY**              **STATE**    **ZIP CODE**    **COUNTY**

( _____ )                ( _____ )                ( _____ )
**HOME PHONE**             **WORK PHONE**             **CELL PHONE**

_____     _____
**PERSONAL EMAIL ADDRESS**                  **WORK EMAIL ADDRESS**

**ETHNICITY:** ❏ Hispanic  ❏ Non-Hispanic
**RACE:** (Select one or more.)
❏ American Indian/Alaskan Native
❏ Asian
❏ Black/African American
❏ Native Hawaiian/Pacific Islander
❏ White

**BIRTHPLACE:**   **CITY**        **STATE**        **COUNTRY**

Missouri Resident? ❏ Yes ❏ No  If yes, since when? _____

U.S. Citizen? ❏ Yes ❏ No          Gender: ❏ Male ❏ Female

Course is for ❏ Certification  ❏ Degree  ☑ Professional Development

Are you currently working toward a master's degree at Northwest? ❏ Yes ❏ No

Are you currently working toward a specialist degree at Northwest? ❏ Yes ❏ No

**If you plan to pursue a master's/specialist degree at Northwest, you will need to seek regular admission through the Graduate Office.**

Previous Degrees Completed:

❏ Bachelor of Arts OR ❏ Bachelor of Science

_____
Institution Name          City          State          Graduation Date

❏ Master of Arts OR ❏ Master of Science

_____
Institution Name          City          State          Graduation Date

Trimester Applying For:  ❏ Fall  ❏ Spring  ❏ Summer   Year _____

Enrolling in:  ❏ Graduate Level Coursework   ❏ Undergraduate Level Coursework

| CRN | DEPT/COURSE | SECTION | CR HRS | TITLE | INSTRUCTOR |
|-----|-------------|---------|--------|-------|------------|
|  | 22-510 | 80 | 3 | 3D Coaching | W. Simmons |
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**I certify that I have not evaded any questions or misrepresented any information on this application. I further authorize Northwest Missouri State University to verify any diplomas or degrees that I have received. I understand that by signing this form I am enrolling in the above course(s) for credit and making an academic and financial commitment to Northwest. I also agree to accept all academic and financial policies set forth by this institution.**

_____     _____
**STUDENT SIGNATURE**                                        **DATE**