



PROFESSIONAL DEVELOPMENT GRADUATE STUDENT REGISTRATION INFORMATION

NON-PAYMENT OF BILL WILL LEAD TO BEING DROPPED FROM GRADUATE CREDIT.

ENROLLING IN A COURSE

Fill out the online Professional Development Application and Enrollment Form completely and accurately.

1. Follow the hyperlink for the Application and Enrollment form.
2. First time enrolling: Create an account with Dynamic Forms. Make sure it's an email you will be able to access. If you've enrolled before: use the same username and password you created last time and skip to step 5.
3. Once you have created an account, you will receive an email from notify@ngwebsolutions.com.
4. In that email, click the "confirm email" link and login to your new account. You do NOT need to add a cell number. If you don't see a form—go back to the original link and click on it again.
5. Complete the entire application. Any questions with a red asterisk is **REQUIRED**.
6. Digitally sign and submit the form.
7. You will receive a confirmation email from notify@ngwebsolutions.com that the form has successfully been submitted.

PAYMENT/TUITION

- Once you have enrolled, you are responsible for all financial obligations that are generated with enrollment.
- Your bill will be emailed to your Northwest email address (s#) around the last Tuesday of the month.
- Payment is due by the 15th of each month, and can be paid via mail or CatPAWS. Any unpaid balance will incur a 1% monthly finance charge.
- Classes will be cancelled if bill is not paid in full by December 1 for fall courses, April 1 for spring courses, and August 1 for summer courses.

TRANSCRIPTS/GRADES

- To request an official transcript, go to:
<https://www.nwmissouri.edu/REGISTRAR/TRANSCRIPT.HTM>.
- 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 your official transcript.

ONLINE RESOURCES

NORTHWEST USERNAME AND PASSWORD RETRIEVAL

Your username (s#) will be on your acceptance letter, and a temporary password will be emailed to you in an email from noreply@nwmissouri.edu.

CATPAWS/EMAIL/NORTHWEST ONLINE

Your CatPAWS, email, and Northwest Online accounts can be accessed at www.nwmissouri.edu/login. Click on the option that you want to login. To login, you will enter your Northwest Username (s#) and password.

CONTACT US

Professional Development

- (816)844-7857
- profdev@nwmissouri.edu

Important Numbers

- Graduate Office:
(660)562-1145
- Student Account Services:
(660)562-1578
- Registrar's Office:
(660)562-1151

Academic and financial policies can be found in the Northwest academic catalog. To view a current copy of the catalog, please visit: www.nwmissouri.edu/academics/catalog.