



## The Graduate Office Newsletter



September 2006

Vol. 14.1

### From the Dean's Desk

Welcome to the Fall Trimester at Northwest. The Graduate Office team extends a special welcome to 46 new international students and 130 U.S. students. We are pleased to report 161 students at the Kansas City Center; 9 at Missouri Southern; 14 at Joplin High School; and 87 at Missouri Western. Students in the Geographical Information Science program head the list with a total enrollment of 82 students. This program is followed closely by Applied Computer Science with 78 students and the MBA program with 68 students. It is very encouraging to see the number of full-time graduate students growing.

Two new graduate programs are available this fall including the Teacher/Leader program, a new option for secondary teachers and the new English Language Learners program for those who teach in settings with an increasing number of students whose primary language is not English.

The new Kansas City Center which opened at Liberty in March, provides many new opportunities for the delivery of graduate programs. Graduate Program Directors and faculty are exploring a variety of configurations for creating greater access to graduate education and more convenience for students, without diminishing the quality for which Northwest is known.

One hundred twenty-five Graduate Assistantships have been granted to students for the Fall Trimester. These assistantships are valuable professional development opportunities for our graduate students and at the same time provide invaluable service to the university. Our Graduate Assistant Employment Handbook has been updated and has a new look.

Graduate Faculty will be busy this year preparing the new graduate catalog for 2007-09. We will also be preparing new graduate program brochures and updating the Graduate School Policies and Procedures Manual.

In order to better know our student and faculty needs. First-time graduate students will receive a survey in November. Students graduating will be asked to complete a survey with their application for graduation and graduate faculty will also be surveyed during the year. Information gleaned from these surveys is critical to our continuous improvement. When these surveys appear in your e-mail, please take a few moments to respond.

The Graduate Office Team is eager to be our one-stop information center for questions regarding your graduate program. We hope you will become familiar with all the information provided on the Graduate School Web Page

[www.nwmissouri.edu/graduate/index.htm](http://www.nwmissouri.edu/graduate/index.htm) for questions call 660-562-1145 or e-mail [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu)

Best Wishes for your success as a graduate students.  
The Graduate Office Team

### Your Graduate Office Team

Frances Shipley, Dean of Graduate School  
Nina Nickerson, Graduate Office Manager/Records Supervisor  
Terry Immel, Graduate Records Specialist  
Nathan Paul, Graduate Assistant  
Emily Roche, Student Assistant

### Mark your Calendars!!!

#### September

15 Comp/Portfolio & Degree Applications Due

#### October

9-13 Mid-Term Exams

20 Walkout Day-NO CLASSES

21 Homecoming

23 Spring 2006 Pre-Registration begins

#### November

14 Ed Leadership Comps

C&I Comps, MBA Comps

21 Theses Due in Graduate Office

22-26 Thanksgiving Break-NO CLASSES

#### December

8 Class work ends

11-15 Final Exams

15 Trimester ends (Commencement 7:00 pm)

### GRADUATING IN FALL 2006?

If you plan to graduate in Fall 2006, you must have your comp/portfolio and degree applications filed in the Graduate Office by September 15th. Applications are available online or in the Graduate Office. Fall commencement will be held on Friday, December 15, at 7 P.M. in Bearcat Arena. There is a graduation fee for ALL graduate students of \$45 that will be charged to your account. Information regarding commencement will be mailed to you from the Registrar's office. If you have any questions or concerns regarding graduation contact the Graduate Office at (660) 562-1145 or email at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu)



## **COMP DATES**

**MBA – November 4**

**Curriculum & Instruction – November 11**

**Educational Leadership – November 11**

**ALL OTHER PROGRAMS-CONTACT YOUR  
PROGRAM DIRECTOR!**

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### **◆ Fall 2006 Grades ◆**

Grades are found exclusively online. You will need to retain your student ID# (919...) and password to retrieve your grades from your CatPAWS account. If you have any questions or concerns regarding your account information, please contact Computing Services at (660) 562-1131.

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## **Spring Pre-Registration**

All graduate students are urged to register **at least 2 weeks prior** to the beginning of the graduate class. This will facilitate assigning computer accounts and passwords. Having this information prior to the first class meeting is essential to using materials provided through eCompanion. Graduate students can pre-register by using one of the two following methods. **Registration for online (web) courses MUST be completed two weeks prior to the first day of class.**

### **Pre-registration**

Students who are enrolled in Fall 2006 can pre-register for Spring 2007, beginning October 23rd, on any computer via CatPAWS. Students must obtain their enrollment password (alternate PIN) from their advisors to enroll online. Students may also pre-register by presenting a signed pre-registration form, appropriately stamped by the Graduate Office, to the Registrar's Office.

### **Graduate Mail-In Registration**

This service is available to all graduate students. To request a mail-in registration packet call the Graduate Office at (660) 562-1144. Mail-in registration forms must be received in the Graduate Office no later than two weeks prior to the beginning of the trimester.

**This process is not recommended without advisor consultation.**

## **Graduate Office Q & A**

In a recent survey of graduate students, the question was asked "what additional information from the Graduate Office do you feel would be helpful for summer graduate students?" The Graduate Office Staff would like to respond to those suggestions:

**Student:** Double check the meeting times for classes. I didn't have an issue, but other people in my classes, were unaware of the change in times.

**Response:** Changes made by departments, regarding class schedules or meeting times are updated on CatPAWS. CatPAWS is the best resource outside of the department to check for changes in class time or location!

**Student:** Explanations of why we are still charged for certain undergraduate accommodations that we do not take part in. (Health center, homecoming fees)

**Response:** A health fee of \$70 and an activity fee of \$35 will be charged each trimester to students, graduate and undergraduate, enrolled in 6 or more credit hours coded as on campus courses.

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## **GRADUATE STUDENT ADVISORY COUNCIL MEETING**

The Graduate Student Advisory Council Meeting is scheduled for Thursday, September 28 from 12:30-1:30 in the second floor West Wing Conference Room 253 in the Administration Building. **All Graduate Students are encouraged to Attend!!!**

We will elect Graduate students to serve on university committees. Anyone interested must attend the Graduate Student Advisory Meeting to volunteer!

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### **Fall 2006 Career Day**

Fall Career Day will be held October 10, 2006 from 10:30am to 3:30pm in Bearcat Arena. Career Day is free for everyone and all majors are welcome and encouraged to attend. Professional attire is suggested, so dress for success and bring your resumes!

An up-to-date list of companies attending this Fall's Career Day is available online at:  
[www.nwmissouri.edu/CAREERSERV/students/events.htm](http://www.nwmissouri.edu/CAREERSERV/students/events.htm)

If you have any additional questions or comments, contact the Office of Career Services at (660) 562-1250.





## Computer Access for New Students

- To secure your **S2#** and your **password** go to:  
 -[www.nwmissouri.edu](http://www.nwmissouri.edu)  
 -click on quick tools and select "CatPAWS"  
 -click on "Enter Secure Area"  
 -proceed to the next page where you will enter your Northwest 919#  
 -for your Pin number, use either the last 6 digits of your ID number or your birthday in MMDDYY format (you will be prompted to change your pin and set a security question)  
 -proceed to the next page and select "Personal Information"  
 -bottom of the next page, select "Northwest Email Initial Information Retrieval".

### For all new students:

Please take time to explore CatPAWS' Secure Area as it includes: current enrollment, transcripts, grades, billing and personal information.

To log on to **eCompanion**, you will need the following:

1. username, (S2 number) see above
2. a) continuing students: try your 919# first, if incorrect, try your SS# (no dashes)  
 b) new students: use your 919# (no dashes)

To check your **University e-mail** (all administrative offices and instructors will contact you through this account):

1. username, (S2 number) see CatPAWS'
2. password, see CatPAWS'

If you have any questions or problems with your password or other computer needs contact the **Computing Services** office at (660) 562-1131.

### Joke of the Month

A school teacher injured his back and had to wear a plaster cast around the upper part of his body. It fit under his shirt and was not noticeable at all. On the first day of school, still with the cast under his shirt, he found himself assigned to the toughest students in school. Walking confidently into the rowdy classroom, he opened the window as wide as possible and then busied himself with desk work. When a strong breeze made his tie flap, he took the desk stapler and stapled the tie to his chest. He had no trouble with discipline that year.

### Thesis Deadline

The thesis deadline for Fall 2006 is Tuesday, November 21<sup>st</sup>, at 5:00pm. Theses are to be submitted to the Graduate Office at this time in correct format. Thesis guidelines are available in the Graduate Office.

### Newsletter Suggestions

If you have ideas for topics you would like to see in the Graduate Office Newsletter, let us know at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu)

# Outreach

## (Location, Building, Contact)

If you have any questions regarding outreach in your area, contact for the given location follows:

### Kirksville

Larry S. Smith (660) 341-3759

[larry\\_s@kirksville.k12.mo.us](mailto:larry_s@kirksville.k12.mo.us)

### Kansas City Center – Liberty

For more information, call Northwest's Outreach office at (660) 562-1476 or Outreach Education Coordinator Holly Johansen at (816) 674-3041. Those with questions about the Kansas City Center may also contact Dr. Sandy Eckert-Steward, Director, at (816) 736-6600.

### St. Joseph

Mary Connor (816) 271-4113

[connor@missouriwestern.edu](mailto:connor@missouriwestern.edu)

## **BOOKS, BOOKS, BOOKS**

If you are wondering what books you need for your graduate classes and where you can get them, wonder no more. The answer is here. Simply log on to the following website. It holds all the information you'll need!

<http://direct.mbsbooks.com/nwmissouri.htm>

or you can simply call:

1-800-325-3252

## **GRADUATE STUDENT BILLING**

Remember graduate student bills are mailed to **PERMANENT ADDRESSES**. Please be sure your correct address is listed as your billing address.

# Owens Library

*Did you know that librarians at Owens provide...*

**reference assistance through e-mail:**

<http://www.nwmissouri.edu/library/question/question.htm>

**customized assistance with research:**

<http://www.nwmissouri.edu/library/services/paper.htm>

**Help with citing sources:**

<http://www.nwmissouri.edu/library/services/citehelp.htm>

**Website:** [www.nwmissouri.edu/library/index.htm](http://www.nwmissouri.edu/library/index.htm)

**Librarian desk:**

(660)-562-1193

**Library Hours**

Sunday	1pm- Midnight
Monday-Thursday	7:30 am- Midnight
Friday	7:30am- 5pm
Saturday	11am- 5pm



GRADUATE OFFICE  
800 University Drive  
Maryville, MO 64468

Prsrt. Std.  
U.S. Postage Paid  
Maryville, MO  
Permit 215



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**Graduate School  
Admissions**