



The Graduate Office Newsletter

September 2007

Vol. 15.1

From the Dean's Desk

Greetings! I hope you had a good beginning for the fall trimester. We are experiencing many positives with our Northwest graduate programs. Graduate enrollment continued to increase this fall with 854 graduate students enrolled on the first day of classes, an increase of 56 students above last year at this time.

The Kansas City Center, which opened formally fall 2006, has contributed to this positive growth trend. In addition new programs in ELL/ESOL and Higher Education Leadership have attracted new students. With the opening of the new St. Joseph Center, we hope to have additional new students in the Teacher Leader program. In addition, enrollment of International Students continues in a positive trend.

If you have not visited our new Graduate Web page we invite you to do so. We have tried to provide up-to-date and timely information to help you. Please let us know if there is other information you would like to be able to access on the Graduate Web Page. Best wishes for a great trimester.

Mark your Calendars

September

- 14 Comp/Portfolio & Degree Applications Due
- 22 MBA MFT (in Executive Seminar)
- 27 Graduate Student Advisory Council Meeting

October

- 4 Mock Interview Day
- 8-12 Mid-Term Exams
- 17 Fall Career Day
- 22 Spring 2008 Pre-Registration begins
- 26 Walk-out day – NO CLASSES
- 27 Homecoming

November

- 3 MBA Written Comps
- 10 Ed Leadership/C&I Comps
- 20 Theses Due in Graduate Office
- 20-23 Thanksgiving Break – No Classes

December

- 7 Class work ends
- 10-14 Final Exams
- 14 Trimester ends (Commencement 7:00 pm)

Your Graduate Office Team

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

Graduating in Fall 2007?

If you plan to graduate in fall 2007, you must have your comp/portfolio and degree applications filed in the Graduate Office by September 14. Applications are available online or in the Graduate Office. Fall commencement will be held on Friday, December 14, at 7:00 pm. 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

Comp Dates

MBA MFT – September 22
MBA Written – November 3
Curriculum & Instruction – November 10
Educational Leadership – November 10
All other programs contact you program director

Fall 2007 Grades

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

Thesis Deadline

The thesis deadline for fall 2007 is Tuesday, November 20, at 5:00 pm. Theses are to be submitted to the Graduate Office at this time in correct format. Thesis guidelines are available in the Graduate Office or online at the Graduate School publications web site.

Fall Career Day & Mock Interview Day

Fall Career Day will be October 17, 2007 from 10:30 am to 3:30 pm 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:

http://www.nwmissouri.edu/careerserv/events/careerday_fall.htm

Fall Mock Interview Day will be held Thursday October 4, 2007. If you have additional questions or comments, contact the Office of Career Services at (660) 562-1250.

Books, Books, Books

Graduate textbooks are available in the campus bookstore. To order books online simply log on to the following website:

www.mbsdirect.net

or

www.whywaitforbooks.com

or

you can simply call:

1-800-325-3252

Graduate Student Advisory Council Meeting

The Graduate Student Advisory Council Meeting is scheduled for Thursday, September 27 from 12:30-1:30 in the second floor West Wing Conference Room 253 in the Administration Building. Light refreshments will be provided.

All Graduate Students are encouraged to Attend!

P.E.O Scholar Award

The P.E.O. Scholar Award is a highly competitive scholarship for female citizens of the U.S. or Canada who are full time graduate students with at least one academic year remaining to complete their degree. Upon receipt of the application, the Northwest Missouri Chapter will select their nominee and forward that application to the national chapter. This scholarship is non-renewable and requires an application form, written proposal, original transcripts, and three recommendations. Nominations from local chapters are accepted from September 1 to December 1. To obtain application information contact one of the Northwest Missouri Chapter representatives listed. They are:
Chapter HT – President Margart Pierson (660) 582-8295
P.E.O. Scholar Award Committee – Sue Gille (660) 582-5349 or Jane Hansen (660) 939-4513

Graduate Student Billing

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

Graduate Student Spotlight

We asked advisors for interesting information on some of our current and recently graduated graduate students and the following information was submitted.

Brit Viertel Kelly understands English language learners. She was one! Brit was raised in the former East Germany and came to Kansas City in 1995 as part of an exchange program with the Kansas City Public Schools. She is completing the ELL Certificate program and teaching a self-contained first grade at East Elementary. Brit recently shared her enthusiasm and expertise with teachers in Saipan, Northern Marianas Islands where she completed her Practicum. She hopes to pursue a Master's in ELL at Northwest after completing the Certificate Program.

Faiz Ahmed Shaik and **Amarendra Tella** recently graduated from the MS-ACS program where they were both graduate assistants for three semesters. They graduated with a 4.00 GPA and were selected as Outstanding First-Year Graduate Students at the end of their first year of study. They were selected for membership in the national computer science honorary organization, Upsilon Pi Epsilon and are currently working for Cerner Corporation, a position gained through several rounds of competitive interviews.

Soliwal Rahul Babulal and **Raghavendra Pakanati** are current graduate students in the MS-ACS program and both hold graduate assistants positions while maintaining a 4.00 GPA. They were both selected as Outstanding First-Year Graduate Students at end of their first year of study. They have been selected for membership in Upsilon Pi Epsilon, the national computer science honorary organization. Through a competitive interview process, they have received summer internships with Cerner Corporation.

Kreh Germaine earned the M.S. in GIScience degree in summer 2007. Kreh stated: "Obtaining my Master of Science degree in Geographic Information Science has enabled me to advance rapidly in my mastery of this technological field. It led to a promotion to my current position as the GIS Analyst for the City of Scottsbluff, Nebraska, and has given me the skills to perform a comprehensive array of tasks, from simple data manipulation to the project management of a \$100k remote sensing acquisition. I currently manage the GIS for the entire city, and use it to develop specific digital information applications as well as to generate cartographic maps for the various City departments."

Barbara Daelemans is an MA student in English. She comes to us from Belgium via St. Joseph. (She married a man from St. Joseph who started out as a correspondent meant to help her improve her English when she was a high school student.) Barbara speaks four languages—Dutch, English, Chinese, and Spanish. She has studied in China and in Spain. She plans to go on to an American PH.D. Program specializing in Victorian Literature.

Spring 2008 Pre-Registration

Graduate students are urged to register **at least 2 weeks prior** to the beginning of graduate classes. 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:

Pre-Registration

Students who are enrolled in fall 2007 can pre-register for spring 2008 beginning October 22, 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.**

Registration for online (web) courses MUST be completed two weeks prior to the first day of class.

Off Campus Sites

(Location, Building, Contact)

If you have questions regarding Northwest site locations in your area, contact:

Joplin (Teacher Leadership Only)

Dr. Debra Fort (417) 625-5350
dafort@joplin.k12.mo.us

Kansas City Center – Liberty

General Information: (816) 736-6600
Education Programs: Holly Johansen (816) 736-6602 or (816) 674-3041
hollyj@nwmissouri.edu
MBA Programs: Brett Lind (816) 736-6600
brettl@nwmissouri.edu

Missouri Southern State University

Deb Pulliam (417) 625-3060
pulliam-d@mssu.edu

Kirksville

Larry S. Smith (660) 341-3759
larry_s@kirksville.k12.mo.us

St. Joseph Center

(816) 364-5000

Outreach – Contact for other outreach opportunities in your area: (660) 562-1476 or outreach@nwmissouri.edu

Finishing your education master's degree? You might be eligible to teach dual credit courses for your school district. For more information contact Dr. Gary Howren at: (660) 562-1476 or dualcr@nwmissouri.edu

Computer Access for New Students

To secure your **S#** and your **password**:

1. go to www.nwmissouri.edu
2. click on quick tools and select "CatPAWS"
3. click on "Enter Secure Area"
4. proceed to the next page where you will enter your Northwest 919#
5. 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)
6. proceed to the next page and select "Personal Information"
7. 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, (S 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, (S number) see CatPAWS'
2. password, see CatPAWS'

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

Owens Library

Services Provided by Librarians

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>

Contact Information

www.nwmissouri.edu/library/index.htm
(660)-562-1193

Library Hours

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

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