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# The Graduate Office Newsletter

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October 2009

Vol. 15.3

## From the Dean's Desk

Greetings and welcome back to the Fall Trimester. As the Interim Dean of the Graduate school I look forward to working with our programs this year. Our census enrollment figures indicate that we have seen a 8.6% decrease in enrollment; one half are non-degree seeking students. We have 1025 graduate students from 35 states and 11 countries.

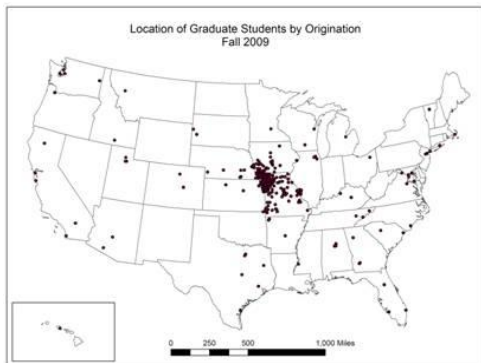
We have a graduate student spotlighted in this semester's newsletter. I hope you take time to read the story about of how a student is using his graduate coursework to pursue professional goals.

Please be sure to check this newsletter for new information as well as the dates in the calendar.

For, additional information please contact us at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu) or call (660) 562-1145.

Be sure to check the Graduate Web Page <http://www.nwmissourit.edu/graduate/index.htm> for current information and watch your university e-mail for notices from the Graduate Office. We extend our best wishes to you for a successful graduate career with Northwest.

Gregory Haddock  
Interim Graduate Dean



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## Your Graduate Office Team

Dr. Gregory Haddock, Interim Dean of Graduate School  
Nina Nickerson, Graduate Office Manager/Records Supervisor  
Terry Immel, Graduate Records Specialist  
Megan Marquart, Graduate Assistant  
Katie Liseo, Office Assistant

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## Mark your Calendars

### October

- 12-16 Mid-term Exams
- 14 Spring Career Day
- 26 Spring 2010 Pre-Registration begins

### November

- 7 MBA Written Comps
- 7 Ed Leadership/ Applied Computer Science Comps
- 24 Theses Due in Graduate Office
- 24 Comp results due in Graduate Office
- 24 Thanksgiving Vacation begins at 5pm
- 30 Classes resume

### December

- 14-18 Final Exams
- 18 Trimester ends Commencement at 1:00 pm
- 21 Grades due to registrar at 10 am

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## Comp Dates

- MBA Written – November 7
- Educational Leadership – November 7 (NW and KC Center)
- Applied Computer Science – November 7

**All other programs contact you program director**

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## Outreach Advisement/Info Sessions

- October 27 Northwest Kansas City Center, Liberty
- November 3 Northwest St. Joseph Center (MBA Only)
- November 5 Northwest Kansas City Center, Liberty
- November 12 DAE/TLE & Writing Sample @ Kansas City Center

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## Thesis Deadline

The thesis deadline for fall 2009 is Tuesday, November 24, at 5:00 pm. Approved 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.

## Graduate Student Advisory Council Meeting

The Graduate Student Advisory Council Meeting met on Thursday September 17<sup>th</sup>. Thirteen graduate students were able to join us and the following representatives were elected:

Graduate Council – Matt Jasinski and Megan Gilland

Council on teacher Education – Gabriella Ramirez-Martinez

Faculty Research Committee – Lindsey Williams

Employment Equity Committee – Jerin Adcock

Student Senate – Godwin Mordi

Meeting minutes have been distributed to all graduate students via e-mail.

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## Graduate Student Spotlight

**Eric Holman** graduated with a MA in history from Northwest in spring 2009. Upon graduation he accepted a position to be a language assistant in a Spanish elementary school. He will be working at Alcala de Henares in Madrid, Spain. Eric updates his experiences and travels at the following blog for anyone interested in following his adventures. <http://shuffled-cards.blogspot.com/>



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## Computer Access for New Students

Please take time to explore [myNorthwest](#) portal as it includes: current enrollment, transcripts, grades, billing and personal information. If you have questions or problems with your password or other computer needs contact the **Computing Services** office at (660) 562-1131.

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## Graduate Student Billing

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

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## 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)

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## Books, Books, Books

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

<http://www.msbdirect.com> or [www.whywaitforbooks.com](http://www.whywaitforbooks.com)

or you can simply call:  
1-800-325-3252

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## 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>

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### Library Hours

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

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## Spring 2010 Pre-Registration Begins October 26th

### Pre-Registration

Students enrolled in Fall 2009 can pre-register for Spring 2010 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 students are urged to register **at least 2 weeks prior** to the beginning of graduate classes. This will facilitate assignment of 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 following methods:

### 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.**

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### Job Searching?

Log on to Career Services new Hire A Bearcat. Students can search Hire A Bearcat for jobs and internships by employer, location or job type. Post your resume for employers and sign up for on-campus interviews.

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## 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](mailto: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](mailto:hollyj@nwmissouri.edu)

MBA Programs: Brett Lind (816) 736-6600

[brettl@nwmissouri.edu](mailto:brettl@nwmissouri.edu)

**To get to Daily Schedule:** Go to the [Northwest home page](#), select the Outreach link on the right side of the page, then click on Kansas City Center in the middle of the page, on the left side of the page click on Daily Schedule. Finally choose the month from the drop down menu.

#### **Missouri Southern State University**

Olive Talley (417) 625-9314

[Talley-0@mssu.edu](mailto:Talley-0@mssu.edu)

#### **St. Joseph Center**

Julia Hart (816) 364-5000

[jhart@nwmissouri.edu](mailto:jhart@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. Carla Mebane at: (660) 562-1476 or [dualcr@nwmissouri.edu](mailto:dualcr@nwmissouri.edu)

## **Fall Career Day & Mock Interview Day**

Fall Career Day will be Wednesday October 14, 2009 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 spring's Career Day is available online at:

[http://www.nwmissouri.edu/careerserv/events/careerday\\_fall.htm](http://www.nwmissouri.edu/careerserv/events/careerday_fall.htm).

Interview Day will be held Thursday October 15, 2009. For on-campus interviews visit: [www.nwmissouri.edu/careerserv/](http://www.nwmissouri.edu/careerserv/).

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

