



The Graduate Office Newsletter

September 2014

Vol. 19.5

From The Deans Desk

Greetings and welcome for the fall trimester!

We hope that your semester is off to a successful start. Welcome to 337 new first-time graduate students. I hope that you have now had the opportunity to meet and become acquainted with fellow graduate students. Within the new graduate students, we have 233 International students pursuing degrees in Applied Computer Science, MBA, MBA: IT and the MS Agriculture.

For those taking courses at our off-campus centers the Graduate School, our program directors and our satellite centers are preparing for Open House scheduled at the Kansas City Center on September 15 from 4-7 and the St. Joseph Center on September 23rd from 4-7 as well. Northwest's Kansas City Center is located at Maple Woods Community College CB-111 2601 NE Barry Road. Our St. Joseph Center is in the historic Green Acres Building at 3500 North Village Drive, Suite 100 south, located just north of the Shoppes at North Village.

Be sure to check the Graduate Web Page <http://www.nwmissouri.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.

*Dr. Gregory Haddock
Vice Provost and Dean of the Graduate School*



Graduate Student Spotlight

My name is Bret Miguez and I completed the MS in Applied Health and Sports Science from Northwest Missouri State University in Spring 2014.

I was selected by National Strength and Conditioning Association (NSCA) to participate in an Assistantship Program. This program provides me the opportunity to work alongside a Head Strength and Conditioning Coach, who serves as a mentor for a full year. I chose Buck Blackwood the Head Strength and Conditioning Coach for Olympic Sports at The United States Air Force Academy (USAFA) in Colorado Springs, Colorado to serve as my mentor. That said, I moved to Colorado Springs after graduation in May.

In my short time here at the academy I have been assigned 3 sports teams which I have direct oversight; women's basketball, men's water polo, and boxing. In addition I assist with women's volleyball, men's ice hockey, and wrestling. When I am not at the academy I spend my time volunteering at the NSCA Headquarters and Colorado College. I work with members of the USA Judo team and the Colorado Springs SWAT unit at the NSCA Headquarters and men's and women's swimming/diving and men's soccer at Colorado College.

Your Graduate Office Team

Dr. Gregory Haddock, Vice Provost and Dean of Graduate School

Terry Immel, Executive Secretary
Amber Colgrove, Graduate Records Specialist
Jyothi Sashank Kothapalli, Graduate Assistant
Brittany Rowe, Office Assistant
Kristin Critten, Vice Provost Office Assistant

Mark your Calendars

September

18 Exploring Majors and Minors

October

6-10 Midterm Exam s
8 "Mock" Interview Day
16 MBA Comps- Northwest Campus
20 Preregistration for Spring 2015 begins
21 Fall Career Day

November

8 Applied Computer Science Comps
8 Ed Leadership Comps
21 Thesis due in Graduate Office
21 Comp results due in Graduate Office
25 Thanks giving break begins at 5 pm

December

1 Classes Resume
12 Trimester ends
12 Commencement
15 Grades due to Registrar at 10 a.m.

Thesis Deadline

The thesis deadline for Fall 14 is Friday, November 21 at 5:00 pm. Approved theses are to be submitted electronically 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 Billing

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

Degree Audit

Degree Audit is a tool that you and your advisor should utilize on a regular basis to review course history, check progress towards graduation, and plan future courses. The tool can also be used to view what-if degree audits for degrees and majors you may be considering. In addition to the Approved Program Form, you can view your academic progress through Degree Audit which can be accessed through the following steps:

1. CatPAWs
2. Login/Enter Secure Area
3. Enter your User ID (919#) and PIN
4. Student tab
5. Degree Audit

If you have questions or concerns regarding your degree audit, please contact your advisor or the Graduate Office.

Don't Forget Comp Dates!!!

MBA - October 16, 6pm Garrett Strong 1930
MS-ACS – November 8, 8 a.m. – 12 p.m.
All Other Programs– Please contact your Center or Department

Fall Career Day

Fall Career Day will be Tuesday, October 21, 2014 from 10:30 am to 3:00 pm in the Lamkin Activity Center. 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 résumés.

An up-to-date list of companies attending this Fall's Career Day is available online at:

<http://www.nwmissouri.edu/careerserv/events/careerday.htm>

Next Day Interviews will be held Wednesday October 22, 2014.

For on-campus interviews visit:

www.nwmissouri.edu/careerserv/

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

Spring 2015 Pre-Registration Begins October 20th

Pre-Registration

Students enrolled in Fall 2014 can pre-register for the Spring 2015 trimester on any computer via CatPAWS. Students must obtain their enrollment password (alternate PIN) from their advisor 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 Northwest Online. Graduate students can pre-register by using one of the following methods:

Returning Graduate students have the options of electronic registration or general registration as indicated below.

- **Graduate Electronic Registration:** An electronic copy of the registration form is available through your advisor. You can return the completed form to the Graduate Office via fax (660 562-1096) or

scan and return via e-mail. at
gradsch@nwmissouri.edu

- **General Registration:** Held on Friday [January 9, 2015] in the Administration Building. Advisors from each department will be available at this time. General Registration is not an option if you are enrolling in online coursework.

Off-Site Enrollment (open to all students): The same registration options apply to off-site students as above or through open houses.

Please provide a drop/add form with signatures for coursework that is closed or have a pre-requisite requirement.

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

Off Campus Sites

Kansas City Center

General Information: (816) 604-3171
nwkc@nwmissouri.edu

Northwest's Kansas City Center is located at Maple Woods Community College in Kansas City, Missouri.

Maple Woods Community College
CB-111
2601 NE Barry Road
Kansas City, MO 64156

To get to Daily Schedule: Go to the Northwest home page, click on outreach link on the left side of the page, then click on Kansas City Center on the left side of the page, then on the left side of the page click on daily schedule. Finally choose the month, and scroll to the day.

St. Joseph Center

Northwest St. Joseph Center
Suite 100 South
3500 N. Village Dr.
St. Joseph, MO 64506

General Information (816) 364-5000
stjoe@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. Terrence Barmann at: (816) 604 3171 or
Barmann@nwmissouri.edu

Outreach Open Houses

St. Joseph Center

Tuesday, September 23, 2014
4:00-7:00p.m.

Kansas City Center

Monday, September 15, 2014
4:00-7:00pm

First Term Requirements

As a reminder, if you have not already done so, please make arrangement to complete and submit the following first-term requirements:

- Approved Program Form(outline of coursework required for your program - to be completed with your program director or site coordinator)
- Writing Sample (see your program director or site coordinator)
- Admission Examination Requirement (GRE, Teacher Leader Exam, Departmental Admission Exam or Alternate Admission)
- Transcripts - Provide a final official copy of your undergraduate and/or graduate transcripts (does not include Northwest graduates)

Spring 2015 pre-registration begins October 20. Your ability to enroll may be blocked if the items above are not complete. Please take time to check with our office or your advisor if you have questions. You can also verify the completion of these items by checking your Degree Audit in CATPAWs.

Graduate students must maintain a 3.0 or better GPA at Northwest and complete all deficiency requirements prior to being admitted to candidacy.



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) 562-1634.

Owens Library

Services Provided by Librarians

Reference assistance through e-mail:

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

Library Hours

Sunday	1:00 p.m. – 11:45 p.m.
Monday-Thursday	7:30 a.m. – 11:45 p.m.
Friday	7:30 a.m. – 4:45 p.m.
Saturday	9:00 a.m. – 4:45 p.m.

Job Searching?

Log on to Career Services' 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. Log on at: <http://www.nwmissouri.edu/careerserv/HABinfo.htm>

Books, Books, Books

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

<http://nwmissouri.bncollege.com>

