



---

# The Graduate Office Newsletter

---

September 2011

Vol. 18.1

## From the Dean's Desk

Greetings and welcome to the 2011-2012 Academic Year!

I want to take this opportunity to remind graduate students about the opportunities available to them for research support. Beginning this year college deans have the discretion to support undergraduate as well as graduate research. The Graduate Office may fund eight presentations, such as conference papers or poster sessions, up to \$250. Many students also receive support from their department to augment this award and help offset travel costs.

Also, students, whose program requires a thesis, may apply for research funds up to \$500 for gathering data or travel. Four thesis fund awards are given each year and, like the presentation assistance, these awards are made when appropriate until the funds are exhausted. Funds have also been set aside in the Graduate Office Budget to assist up to eight research projects up to \$250. To apply for thesis and non thesis funding, please select the following link:

[http://www.nwmissouri.edu/graduate/PDF/RESEARCH\\_FUNDING\\_REQ.pdf](http://www.nwmissouri.edu/graduate/PDF/RESEARCH_FUNDING_REQ.pdf)

The Graduate Office is pleased to provide these resources for research assistance and hope you find them advantageous as you complete your research projects.

I also wanted to talk about the MBA online program. This offering is a two year program offered in conjunction with Missouri Southern State University. All application and enrollment is handled at Northwest and tuition is charged at the Northwest rate. For more information about this program, please select the following link:

<http://www.nwmissouri.edu/graduate/onlinemba/index.htm> or contact the Graduate Office at (660) 562-1145.

We extend our best wishes for a successful fall trimester!

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



## Your Graduate Office Team

Dr. Gregory Haddock, Vice Provost and Dean of Graduate School  
Nina Nickerson, Graduate Office Manager/Records Supervisor  
Terry Immel, Graduate Records Specialist  
Lauren Arens, Graduate Assistant  
Kelsey Potter, Office Assistant  
Megan Jiskra, Vice Provost Office Assistant

---

## Mark your Calendars

### September

27 Exploring Majors and Minors  
29 "Mock" Interview Day

### October

10-14 Midterm Exams  
11 Fall Career Day  
15 MBA Comps- Northwest Campus  
24 Preregistration for Spring 2012 begins

### November

12 Ed Leadership/Applied Computer Science Comps  
22 Thanksgiving Break begins at 5 p.m.  
23 Thesis due in Graduate Office  
23 Comp results due in Graduate Office  
28 Classes resume

### December

12-16 Final Exams  
16 Trimester ends; Commencement at 1 p.m.  
19 Grades due to registrar at 10 a.m.

---

## Thesis Deadline

The thesis deadline for Fall 2011 is Wednesday, November 23 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 Spotlight

### **MALLORY BROWN**

Each year the Delta Mu Delta International Honor Society in Business selects an outstanding student of business to receive the James F. Giffin Award. Dr. Giffin taught management at the Eastern Illinois University School of Business from 1959-1982 and is best known as the founding Dean of the School of Business. He actively encouraged others to give financially and enjoyed helping students by providing financial support through scholarships, including a national Delta Mu Delta scholarship. Dr. Giffin passed away in 2006 and a scholarship was first given in his name in 2008.

This year, the national scholarship has been presented to Northwest graduate student Mallory Brown. Mallory is in the second trimester of her MBA. Please join us in congratulating Mallory in her achievement.

### **DEEPTI JOSHI**

Former student Deepti Joshi was among the first class to graduate from Northwest with an MS in Applied Computer Science. After completing her Master's degree, Joshi taught at Northwest for one year before moving on to pursue her PhD in Computer Science at the University of Nebraska-Lincoln. Joshi completed her PhD in the spring of this year and is now an Assistant Professor of Computer Science at the Citadel in North Carolina. Joshi is married to MBA graduate Arpit Sharma and they welcomed their first child, Adya Sharma, just a few weeks after her graduation this spring.

---

## 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 15 (NW Campus & KC Center), 8 a.m.-noon  
MS-ACS – November 12, 9 a.m. – 1 p.m.

Educational Leadership- November 12 (NW and KC Center),  
8:30 a.m.-12:30 p.m.

**All other programs contact your program director.**

## New Student Email Addresses

This fall, Northwest transitioned to a new student email system through Microsoft Outlook Live. The transition will cause all student email addresses to change. Your new student email address is now: s#####@mail.nwmissouri.edu.

To access your new email,

- Go to the Northwest home page
- Hover the mouse over 'Connect' at the top of the page
- Select 'Student Email'
- Select the hyperlink in the middle of the page
- Enter your username (your new email address) and password

The new email system allows students to have **25 gig** of *file storage* in their **SkyDrive** (personal file storage) within their new Outlook Live email account. Once you are in your email, this storage can be accessed by clicking 'Office' at the top center of the page and then selecting 'Recent Documents.' This feature allows students to *create, save, and organize* Word, Excel, PowerPoint, and OneNote files on the cloud, eliminating the need for external hard drives. Students can also *share* their files with other students through the SkyDrive. Select the following link for more information on how to use the new student email:

[http://www.nwmissouri.edu/comperv/clientcomputing/email/ivefaq.htm#FAQ\\_6](http://www.nwmissouri.edu/comperv/clientcomputing/email/ivefaq.htm#FAQ_6)

All old student email accounts will be deleted on October 28, 2011! As a reminder for all students who utilized Catbert (N:\Drive) student storage, files on this drive will also be permanently deleted on October 28.

*Faculty and staff email did **NOT** transition to the new email system or receive new email addresses!!*

---

## Fall Career Day

Fall Career Day will be Tuesday, **October 11, 2011** 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\\_Fall.htm](http://www.nwmissouri.edu/careerserv/events/CareerDay_Fall.htm)

Next Day Interviews will be held Wednesday **October 12, 2011**.

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

## Spring 2012 Pre-Registration Begins October 24th

### Pre-Registration

Students enrolled in Fall 2011 can pre-register for Spring 2012 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) 562-1145. 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.**

---

## 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>

### 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	11:00 a.m. – 4:45 p.m.

Don't forget to head over to the library and checkout the new renovations! The grand reopening took place September 14 and is truly a place where *Learners and Resources Meet*.

---

## Outreach Advisement/Info Sessions

### St. Joseph Center

Tuesday, October 11, 2011  
4:00-7:00p.m.

### Kansas City Center

Tuesday, October 18, 2011  
4:00-7:00pm

## Off Campus Sites (Location, Building, Contact)

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

### 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, click on outreach link on the right side of the page, then click on Kansas City Center on the right side of the page, then on the left side of the page click on daily schedule. Finally choose the month from the drop down menu, and scroll to the day.

### Missouri Southern State University

Olive Talley (417) 625-9314

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

### St. Joseph Center

Matthew Whipple (816) 364-5000

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

---

## “Mock” Interview Day

“Mock” Interview Day will be held on Thursday, September 29. This is an opportunity to practice interviewing skills with employers and other professionals. It is open to ALL majors. Career Services invites a mix of employers to campus for this event based on requests from faculty/academic departments and the statistical analysis of previous mock interview events.

Each mock interview session will be approximately 40 minutes, which allows:

~20 minutes to conduct the interview

~10-15 minutes to evaluate the résumé and provide feedback

During the feedback session the employer will provide suggestions on how to improve the student's interviewing skills, résumé, and will critique their over-all performance.

**The deadline to sign up is Friday, September 23 at 4:00pm**

---

## 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)

## 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>

## 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>



## 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.

## Graduate Student Billing

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

## 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
- Writing Sample
- Admission Examination Requirement
- Official graduate transcripts for transfer credit
- Final undergraduate transcripts if not previously provided

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

