

# THE GRADUATE OFFICE NEWSLETTER

SPRING 2015

VOLUME 19.6

## FROM THE DEAN'S DESK

Greetings and welcome for the Spring trimester! We hope that your semester is off to a successful start. Welcome to 130 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 74 International students pursuing degrees in Applied Computer Science, MBA, MBA: IT and the MS Agriculture.

For those taking courses at our outreach centers, the Graduate School, our program directors and our satellite centers are preparing for Open Houses scheduled at the Kansas City Center on March 9<sup>th</sup> from 4-7 p.m. and the St. Joseph Center on March 16<sup>th</sup> from 4-7 p.m. 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 located in the historic Green Acres Building at: 3500 North Village Drive Suite 100 South, located just north of the Shoppes at North Village.

We hope to see you there!

Be sure to check the Graduate Web Page at: <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*

*Dean of the Graduate School*

### Your Graduate Office Team

Dr. Gregory Haddock, Dean of Graduate School

Terry Immel, Executive Secretary

Amber Colgrove, Graduate Records Specialist

Breann Rolofson, Graduate Assistant

Kaylie McGinley, Office Assistant

Harigovind Tarlapally, Office Assistant

## SUMMER COMMENCEMENT DISCONTINUED

Due to significantly fewer students participating in the summer ceremony, the summer commencement has been discontinued. Please see the specific guidelines and tips for graduation to help you redirect and graduate on schedule.

- ✓ If you were set to graduate in the summer, you will be allowed to walk in the spring/fall of the corresponding calendar year.
- ✓ Your name will appear in the commencement booklet when you walk as long as it is within the calendar year.
- ✓ You will be charged a one-time \$62.00 fee the term you graduate.
- ✓ You are eligible to walk if you are within 6 hours of graduation and have completed the Application for Completion.

## PRE-REGISTRATION

Students enrolled in Spring 2015 can pre-register for the Summer/Fall 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 Student Options:**

#### **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](mailto:gradsch@nwmissouri.edu))

#### **General Registration**

General Registration will be held on Saturday, August 29, 2015 for the fall trimester 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 are closed or have a pre-requisite requirement.

## SPRING CAREER DAY

**Tuesday, March 10, 2015**

**10:30 am to 3:00 pm**

**Lamkin Activity Center**

**Professional Attire**

**Bring Your Resume**

Career Day is free for everyone and all majors are welcome and encouraged to attend.

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

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

**Next Day Interviews will be held:**

**Wednesday, March 11, 2015**

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

## 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. You can view your academic progress through Degree Audit using 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.

## OUTREACH CENTERS

### **Kansas City Center**

Maple Woods Community College

CB-111

2601 NE Barry Road

Kansas City, MO 64156

General Information: (816) 604-3171

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

### **St. Joseph Center**

Northwest St. Joseph Center

Suite 100 South

3500 N. Village Drive

St. Joseph, MO 64506

General Information: (816) 364-5000

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

### **Open Houses**

#### **Kansas City Center**

Monday, March 9, 2015

4:00-7:00pm

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

Monday, March 16, 2015

4:00-7:00pm

**To get to Daily Schedule:** Go to the Northwest home page, click on the Outreach link on the left side of the page, then click on Kansas City Center or St. Joseph 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.

## FIRST TERM REQUIREMENTS

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

- **Degree Audit 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 Alternative)
- **Transcripts** - Provide an final official copy of your undergraduate and/or graduate transcripts (does not include Northwest graduates)

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.

## ADMISSION TO CANDIDACY

- ✓ 8 hours with a 3.0 GPA (18 hours-Guidance and Counseling)
- ✓ Writing Sample is Complete
- ✓ Deficiencies are Complete (GRE, Prerequisites, Final Transcript, etc.)
- ✓ If applicable: Teaching Certificate is filed

### **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](mailto:Barmann@nwmissouri.edu)

## MARK YOUR CALENDARS

### February

23<sup>rd</sup>-27<sup>th</sup>: Midterm Exams  
25<sup>th</sup>: “Mock” Interview Day

### March

10<sup>th</sup>: Spring Career Day  
16<sup>th</sup>: Preregistration for  
Summer/Fall 2015 begins  
23<sup>rd</sup>-27<sup>th</sup>: Spring Break

### April

17<sup>th</sup>: Thesis due in Graduate Office  
17<sup>th</sup>: Comp results due in Graduate Office

### May

1<sup>st</sup>: Trimester ends  
2<sup>nd</sup>: Commencement  
4<sup>th</sup>: Grades due to Registrar at 10 a.m.  
11<sup>th</sup>: First Summer session begins

### Don't Forget Comp Dates!!!

Please contact your advisor for your program's  
comp date

## NEW STUDENT COMPUTER ACCESS

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:

**Computing Services**  
**(660) 562-1634.**

## THESIS DEADLINE

The thesis deadline for Spring 15 is Friday, April 17 at 5:00 pm. Following thesis defense and approval in the department, submit to the Graduate Office:

- CD with the thesis as one document
- One copy of the title page
- Approval page and abstract, with signatures

Thesis guidelines are online at the [Graduate School publications](#) web site.

## BILLS

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

## 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)

## 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>

