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# The Graduate Office Newsletter

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January 2011

Vol. 17.2

## From the Dean's Desk

Welcome to the Spring Trimester! I thought I would use my space in this newsletter to remind graduate students about some opportunities for research support. First, the Graduate Office may help fund presentations such as conference papers or poster sessions up to \$250. Many students get support from their department to augment this award to help offset travel costs. Also, thesis-seeking students may apply for research funds up to \$500 for equipment or travel. Four thesis fund awards are awarded each year and like the presentation assistance, these awards are made when appropriate until the funds are exhausted.

Last fall the Graduate Council challenged me to offer support to help fund research component projects such as the action research paper. I have set aside funds in the Graduate Office Budget to assist up to eight research projects up to \$250. For this year please use the same application form as thesis funding. This form can be found at 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.

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*

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## 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  
Michelle Bjorland, Graduate Assistant  
Kelsey Potter, Office Assistant  
Megan Jiskra, Vice Provost Office Assistant

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## Thesis Deadline

The thesis deadline for spring 2011 is Friday, April 8 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.

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## Mark your Calendars

### February

- 16 "Mock" Interview Day
- 26 MBA Comps- Northwest Campus

### March

- 1 Spring Career Day
- 14 Preregistration for Summer/Fall 2011 begins
- 21-25 Spring Break

### April

- 2 Ed Leadership/Applied Computer Science Comps
- 8 Thesis due in Graduate Office
- 15 Comp results due in Graduate Office
- 25-29 Final Exams
- 30 Commencement

### May

- 2 Grades due to registrar at 10 am
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## Comp Dates

MBA- February 26 (NW Campus & KC Center), 8 a.m.-noon  
MS-ACS – April 2, 9 a.m. – 1 p.m.

Educational Leadership- April 2 (NW and KC Center), 8:30 a.m.-12:30 p.m.

**All other programs contact your program director**

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## Outreach Advisement/Info Sessions

### St. Joseph Center

Thursday, March 10, 2011  
4:00-7:00pm

### Kansas City Center

Tuesday, March 15, 2011  
4:00-7:00pm

## Graduate Student Spotlight

### *SANDY STEGALL*

As an undergraduate student, Sandy Steggall was focused on pursuing a career in business. She completed her business management degree in 2003 with intentions of pursuing a career as a broker.

But she remained drawn to the classroom. She grew up around teachers – her mother was a first grade teacher for 30 years – and after starting a family Steggall realized the classroom was where she felt most comfortable. “I realized teaching was my passion and that’s what I wanted to do,” she said.

She returned to school and began pursuing her alternative certification at Northwest Missouri State University. She completed the program in 2005, earned her master’s degree in secondary administration in 2007 and added her specialist degree last year, all through Northwest.

During the same period, Steggall, of Hamilton, Mo., taught at Central High School in St. Joseph for three years and spent the last three school years as assistant principal. This fall she became principal of Truman Middle School in St. Joseph.

“At first I didn’t see myself as principal,” Steggall said. “But I classify myself as a do-er. I’m constantly moving, I like a challenge, I like to set goals. Now that it’s happened, I love it. I wouldn’t change anything at all.”

Now Steggall has her sights set on her next goal. She’s working on her doctorate degree and hopes to complete it by the time she turns 30 in two years. She hopes one day to serve as a school superintendent and eventually teach college education courses.

### *VINAY MURAKONDA & MANASA SAJJA*

Vinay Murakonda is from Anantapur, India and has always wanted to enter a masters program in the United States. After finishing his undergrad in computer science engineering at Vellore Institute of Technology in India, he started looking at universities that offered master’s degrees in his field of study. Northwest captured his attention with the campus and its facilities, faculty, and helpful and friendly international student association and Indian student association. Vinay graduated with a master’s degree in Applied Computer Science in Fall 2007. “I have learned a lot from the course work and professors helped me a lot in doing projects which are still useful in my job,” he says.

Vinay saw his wife for the first time in Colden Hall. Her name is Manasa Sajja and she is from Hyderabad, India. She finished her undergrad in computer science engineering and also joined Northwest for a master’s in applied computer science. Manasa began her program in fall 2007, during Vinay’s final semester. “We both really liked each other. I used to help her in her java assignments and other projects,” Vinay said.

Vinay and Manasa have recently married and now live in Kansas City. He has a job at the healthcare IT Company, Cerner Corporation, and she works for VIN Solutions. They are thankful to Northwest and its Career Services Office for providing Professional Development Seminar courses and other interview and résumé assistance.

“We both are proud to be Bearcats. Northwest has given me master’s degree, lovely life partner and a nice job to be successful in my career.”

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## New for Graduate Students!

The Graduate Office has been working hard to bring you a new option to track your academic progress towards graduation. The 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 any questions or concerns regarding your degree audit, please contact your advisor or the Graduate Office.

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## Summer/Fall 2011 Pre-Registration Begins March 14th

### Pre-Registration

Students enrolled in spring 2011 can pre-register for summer and Fall 2011 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.**



## 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://nwmissouri.bncollege.com>

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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>

### Library Hours

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

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## 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>

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## 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 in the middle 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.

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## Missouri Southern State University

Olive Talley (417) 625-9314

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

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## 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)

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## “Mock” Interview Day

“Mock” Interview Day will be held on Wednesday, February 16. This is an opportunity to practice interviewing skills with employers and other professionals. It is open to ALL majors.

Each 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

**The deadline to sign up is Friday, February 11 at 5:00pm**

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## Spring Career Day

Spring Career Day will be Tuesday, **March 1, 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 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\\_Spring.htm](http://www.nwmissouri.edu/careerserv/events/CareerDay_Spring.htm)

Next Day Interviews will be held Wednesday **March 2, 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