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# The Graduate Office Newsletter

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January 2008

Vol. 15.2

## From the Dean's Desk

Greetings! We have good news for the New Year and the beginning of the new trimester. Our graduate student enrollment on the first day of classes was 804 students, an increase of 206 over this same date in 2007. We especially want to welcome 37 new international students to the United States and to Northwest.

Our graduate student community includes on-line students in the M.S. Geographic Information Sciences, representing 32 states; an Outreach Cohort at Joplin High School, collaborative degree students at Missouri Southern State University, and students at the Centers in Kansas City and St. Joseph, in addition to our on-campus students. With so many students located in so many different places, our challenge is to provide communication and information to each and everyone in a timely fashion. We hope that you will take time to read this newsletter and contact us if you have questions or need assistance.

Our on-campus Graduate Student Advisory Committee will meet February 5, 12:30-1:30 in the West Wing Conference Room #253 of the Administration Building. All graduate students are encouraged to attend this meeting. For those of you not on campus, if you have questions or concerns that you would like for the Advisory Committee to address, please e-mail them to us at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu) or call (66) 562-1145. We will be glad to bring your comments and questions to the committee.

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.

Frances Shipley  
Graduate Dean

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## Your Graduate Office Team

Frances Shipley, Dean of Graduate School  
Nina Nickerson, Graduate Office Manager/Records Supervisor  
Terry Immel, Graduate Records Specialist  
Rebecca Meyer, Graduate Assistant  
Emily Roche, Office Assistant

## Graduate Student Spotlight

Todd Barnett's thesis, "Crying Out to the Emperor: The Legacy of Allan Nevins on the Study of American History", was chosen as the Northwest Outstanding Thesis for the 2007-2008 academic year. It was nominated by the history department and reviewed by a subcommittee of the Graduate Council. That subcommittee recommended that his thesis be forwarded to the Midwestern Association of Graduate Schools (MAGS) Distinguished Thesis Award Committee. It will be read and reviewed, along with theses from some of the most prestigious schools in the country, and one thesis will be selected to receive the MAGS Award in spring 2008.

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## On-site administrator named for Kansas City Center

Dr. Melody Hubbard, assistant professor of communication, theatre and languages at Northwest, has been named assistant director of outreach. As such, she will serve as the on-site administrator for the University's Kansas City Center in Liberty.

Hubbard, who assumed her new duties on Jan. 2, will supervise all building and office operations, including personnel, marketing, advisement, and recruiting. She will also serve as a liaison between Northwest and students, faculty, school districts, businesses and organizations throughout the Kansas City area.

"The tremendous growth of our programs has given us the opportunity to have a full-time director of the Kansas City Center," said Dr. Sandra Eckert-Stewart, Northwest's director of outreach. "Dr. Hubbard brings with her a great amount of enthusiasm, skill and initiative. As she becomes fully immersed in the Northland area through working with Chambers of Commerce and other professional organizations, these communities will see real benefits."

Hubbard joined the Northwest faculty in 2000 and earned a Ph.D. in communication studies from the University of Nebraska-Lincoln in 2003. She also holds master's and bachelor's degrees in journalism from UNL.

**Article from Northwest Missouri State University News  
Release January 22, 2008**

## Mark your Calendars

### February

- 1 Comp/Portfolio & Degree Applications Due
- 5 Graduate Student Advisory Council Meeting
- 20 Mock Interview Day
- 25-29 Mid-Term Exams

### March

- 5 Spring Career Day
- 17 Summer & Fall 2008 Pre-Registration begins
- 24-28 Spring Break – No Classes

### April

- 5 MBA Written Comps
- 11 Theses Due in Graduate Office
- 12 Ed Leadership/C&I Comps
- 18 Comp results due in Graduate Office
- 25 Class work ends
- 28-2 Final Exams

### May

- 3 Trimester ends Commencement 10:00 am & 2:00 pm

## Graduating in Spring 2008?

If you plan to graduate in spring 2008, you must have your comp/portfolio and degree applications filed in the Graduate Office by February 1. Applications are available online or in the Graduate Office. Spring commencement will be held on Saturday, May 3, at 10:00 am and 2:00 pm. in Bearcat Arena. A graduation fee of \$45 for ALL graduate students will be charged to your account. Information regarding commencement will be mailed to you from the Registrar's office. If you have questions or concerns regarding graduation contact the Graduate Office at (660) 562-1145 or email 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:

[www.mbsdirect.net](http://www.mbsdirect.net)

or

[www.whywaitforbooks.com](http://www.whywaitforbooks.com)

or

you can simply call:

1-800-325-3252

## Graduate Student Billing

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

## Comp Dates

MBA MFT – January 26

MBA Written – April 5

Curriculum & Instruction – April 12

Educational Leadership – April 12

**All other programs contact you program director**

## Computer Access for New Students

To secure your S# and your password:

1. go to [www.nwmissouri.edu](http://www.nwmissouri.edu)
2. click on quick tools and select "CatPAWS"
3. click on "Enter Secure Area"
4. proceed to the next page where you will enter your Northwest 919#
5. for your Pin number, use either the last 6 digits of your ID number or your birthday in MMDDYY format (you will be prompted to change your pin and set a security question)
6. proceed to the next page and select "Personal Information"
7. bottom of the next page, select "Northwest Email Initial Information Retrieval".

### For all new students:

Please take time to explore CatPAWS' Secure Area as it includes: current enrollment, transcripts, grades, billing and personal information.

To log on to eCompanion, you will need the following:

1. username, (S number) see above
2. a) continuing students: try your 919# first, if incorrect, try your SS# (no dashes)  
b) new students: use your 919# (no dashes)

To check your **University e-mail** (all administrative offices and instructors will contact you through this account):

1. username, (S number) see CatPAWS'
2. password, see CatPAWS'

If you have questions or problems with your password or other computer needs contact the **Computing Services** office at **(660) 562-1131**.

## 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>

### Contact Information

[www.nwmissouri.edu/library/index.htm](http://www.nwmissouri.edu/library/index.htm)

(660)-562-1193

### Library Hours

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

## 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)

## Spring Career Day & Mock Interview

### Day

Spring Career Day will be Wednesday March 5, 2008 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).

Spring Mock Interview Day will be held Wednesday February 20, 2008, and Interview Day will be held Thursday March 6, 2008. 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.

## Outreach Advisement/Info Sessions

March 18	Northwest Kansas City Center, Liberty
April 3	Northwest St. Joseph Center
April 10	Northwest Kansas City Center, Liberty

- Educational Leadership 3-6 p.m.
- HPERD 3-6 p.m.
- M.B.A. 3-7 p.m.
- Curriculum & Instruction 4-6 p.m.

## Summer & Fall 2008 Pre-Registration

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:

### Pre-Registration

Students enrolled in spring 2008 can pre-register for summer and fall 2008 beginning March 17, 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 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.**

## Spring 2008 Grades

Grades are found exclusively online. You need your student ID# (919...) and password to retrieve your grades from your CatPAWS account. If you have questions or concerns regarding your account information, please contact Computing Services at (660) 562-1131.

## Thesis Deadline

The thesis deadline for spring 2008 is Friday, April 11, 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 is scheduled for Tuesday, February 5 from 12:30-1:30 in the second floor West Wing Conference Room 253 in the Administration Building. Light refreshments will be provided. **All Graduate Students are encouraged to Attend!**

## 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)

### Missouri Southern State University

Deb Pulliam (417) 625-3060

[pulliam-d@mssu.edu](mailto:pulliam-d@mssu.edu)

### Kirksville

Larry S. Smith (660) 341-3759

[larry\\_s@kirksville.k12.mo.us](mailto:larry_s@kirksville.k12.mo.us)

### St. Joseph Center

Julia Hart (816) 364-5000

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

**Outreach** – Contact for other outreach opportunities in your area: (660) 562-1476 or [outreach@nwmissouri.edu](mailto:outreach@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. Gary Howren at: (660) 562-1476 or [dualcr@nwmissouri.edu](mailto:dualcr@nwmissouri.edu)



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800 University Drive  
Maryville, MO 64468

Prsrt. Std.  
U.S. Postage Paid  
Maryville, MO  
Permit 215



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Add/Drop Courses    Degree

**Graduate School  
Admissions**