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REGISTRATION NAVIGATION: A CHECKLIST

Registering for classes is one of your responsibilities as a student, but the process can be frustrating the first time around. Here are some things every student should know before registering for classes:

- **Advising** - Prior to your enrollment date, schedule an appointment with your advisor.
- **Be ready to register** – This is when current students register for classes. It happens twice a year (typically in March and October) and the exact dates for early registration are available on the Registrar’s website in the Dates and Deadlines section.
- **Check for Course Requirements** – Click on the class section and review the class details. Some courses require permission numbers, have a prerequisite, are reserved for a particular major, etc. Know these requirements before your enrollment date.
- **Check for Hold(s)** - Check for holds on your account in myZou (https://myzou.missouri.edu) – holds can stop you from registering. Check on your holds before your enrollment date! Click on Self Service and then Student Services Center. On the right side of the screen, look for a box titled “Holds”. You may need to click on the link titled “details” to find out which office to contact regarding your hold and how to remove it.
- **Early Registration** – This is when current students register for classes. It happens twice a year (typically in March and October) and the exact dates for early registration are available on the Registrar’s website in the Dates and Deadlines section.

If enrolling through myZou, please make sure to check the course details to ensure you are enrolling in the correct section; courses for Omaha/Nebraska students should be labeled “MU Direct” and have a special section for Omaha, NE. Getting in the incorrect section can result in out of state tuition being applied, other campus fees, and holds on your account.

Many of the terms for courses have changed as of this semester (for example, what used to be called an “Internet” course is now referred to as an “E-Learning” course), so please refer to the MU Direct announcements page to view the changes.

NEW GRE GENERAL TEST DEBUTS FALL 2011

Starting **August 1, 2011**, the GRE revised General Test will replace the current GRE General Test. Changes include revised test content and design, as well as a new scoring scale.

It is strongly advised that students applying to the program by the October 1 admissions deadline take the current version of the GRE test before August 1 as there will be no scores reported to institutions between August and November regardless of which version of the test they take. Normal score reporting will resume December 2011.

If students need to retake the GRE, they may now only take it once every 60 days instead of every 30 days.

If you have questions, contact Dr. Pasco.

For study materials and practice tests, visit http://www.ets.org/gre.

For additional information about admission, registration, or the new deadline, please contact Dr. Pasco at rPasco@mail.unomaha.edu.

Dr. Jenny Bossler, Dr. Rebecca Pasco and Dr. Denise Adkins draw names for a raffle during the University of Missouri library science information meeting at the UNO Criss Library.
Interviews are stressful and scary. Will you like you? Will you wear the right thing, say the right thing, or just get the whole thing right?

When I speak to my clients about why they did not get a job they wanted, they tell me they were nervous. They could do the job and do it well, but the interviewer didn't see it. Or, them. If this is happening to you, and companies aren't seeing the real you, it's because you are not showing it to them.

It's important to be yourself on interviews. If you pretend to be someone else, or employers do not see the real you, you may (or may not) get the job, but it won't be too long before you are looking for another one.

So, How Can You Be Yourself? Follow These 4 Steps Below.

1. Let Go of Fear
If you are more concerned with getting it right, then you will end up getting it wrong. Interviews are a two way street. Employers see if they like you and you see if you like them. If you just want to be "selected" for the job, then you don't get to shine. Let go of what could happen wrong and focus on what on could go right. You are perfect for the job. You know it in your gut. So go in there and show them what you got. It's OK to be afraid; you just don't want that fear to get in the way.

2. Prepare, Over-Prepare, and Then Let It Go
It's important to prepare for an interview. You want to know about the company, what they do, and what you can do to help them reach their goals. But at some point, preparation stops and you take over. Think about a time you had a challenging situation at work. You thought about the solution and came up with a way to tackle the problem. But at some point, you had to let that all go, and "you" took over. That's when you were the most effective. You can't plan for everything, so don't. Trust that you will do great on your interview, and you will be able to handle whatever unexpected challenge comes your way. Your reward for trusting yourself, and being yourself, is a successful interviewing experience.

3. Be Helpful
Everyone wants to be seen as someone who can do a job well. But if the interview is only about you, and you are only concerned about you, the interviewer will be wondering about them. Take the focus off yourself and instead put your energies on the person you are talking to. Find out about them; what they want and what's important to them. Sometimes when I debrief a client after an interview, I ask what the interviewer struggled with the most. Most don't know. When you go into helpful mode, you forget about yourself, and your concentration shifts to the other person. This is when the real you comes out.

4. Ask Questions
Interviews are a give and take. You are asked questions and then you ask questions in return. Answers to your questions help you feel better. And, they take the edge off. Most people are afraid of the unknown. Although you may want the job on paper, the company, its policies, and the people who work there are unknown to you. Questions help you get answers that put you at ease. And when you are calmer, the real you can come out.
ADVICE FROM THE FRONTLINES

Gary Wasdin, Director of the Omaha Public Library

What is your education / library / professional background?
- BA in Theatre, Augusta (GA) State University
- MLS and MS in English, Southern CT State University
- Wesleyan University, 1997-2000, Reference Librarian/Head of Access Services
- The New York Public Library, 2000-2003, Public Training Coordinator
- The New School, 2003-2006, Director, Fogelman Library
- The New York Public Library, 2006-2009, Director, Staff Development
- University of Alabama, Assistant Dean of Libraries, 2009
- Omaha Public Library, Director, 2010 - Present

What is on your personal reading list?
Mysteries or cultural/pop-history book, like How Italian Food Conquered the World.

What is on your professional reading list?
Anything by Seth Godin, and Innovative Intelligence by David Weiss

What do you see as a key future trend or challenge in 21st century libraries?
Digital media and mobile technology.

What advice do you have for current Graduate Students?
Accept that everything you are learning in school will be a strong foundation for your career, but you will need to approach the profession with great flexibility, an open mind, and a willingness to be creative.

What deep dark secret would you like to share?
I was once in a movie with Rob Lowe.

Any Last Words?
If you ever find yourself in an interview with me, please do not tell me that you love books. That’s sweet, but is so not what this career is all about!

STEPS TO TAKE BEFORE GRADUATING FROM MU

Step 1: Make sure you have an approved Plan of Study on file with the Office of the Graduate School. Failure to do so may mean a delay of your graduation. Call the graduate school to confirm you have a plan on file.

Step 2: Complete an application for graduation. The online application is available 6 weeks prior through the 1st week of classes.

Step 3: Check the name to be used on your diploma. The name on your transcript and diploma will be the same as is listed in the University’s database through myZou. If you need to change the name listed, please call 573-882-6311.

Step 4: Also be sure to check Permanent Mailing Address on myZou (this is where your diploma will be mailed). For additional diploma questions and information, please send an email to: diploma@missouri.edu

Step 5: If you wish to attend the commencement ceremony, which recognizes graduate students for the completion of their master’s and doctoral degrees, fill out the Student RSVP for Commencement.

Step 6: Don’t forget your student e-mail account! To determine if you will have access to your student email account or when your account will be deleted after you graduate please visit http://doit.missouri.edu/accounts/eligibility.html for more information.

If you have questions about any of the information provided, please call the Graduate School at umgradsturecords@missouri.edu or by calling (573) 882-6311 or toll free at (800) 877-6312.

EVALUATION REMINDER

As the end of the semester approaches, please remember to take the time to fill out your end-of-semester course evaluations, both online and in face-to-face classes. Your feedback is invaluable to instructors, and helps them improve their presentation of material for future courses.
What is your education / library / professional background?
My undergraduate degree is in English literature and theatre, so I have always been aware of library facilities as a user. When considering options for graduate school work, I considered a masters in order to teach in literature or theatre. However, as I explored what I really wanted to be a part of, it occurred to me that I enjoyed being a part of the variety of educational opportunities that the library provided, not only "formal" education, but the more individually paced and guided learning. It was this desire to help make the unique opportunities offered by a library available to more people that led me to my current Library Science path.

What is on your personal reading list?
I am actually in the middle of several different short story anthologies, including Thieves’ World and Ravens in the Library. I find the short excursions into other worlds to be about the right size between and among all the other activities.

What is on your professional reading list?
I have been very interested in Living on the Future Edge, one of the readings for our Managing Collections course. I find it interesting and probably very important in the future that it does not so much make predictions about exactly what will be, but what our mindsets need to be to take advantage of whatever is going to happen and happen very quickly in the future.

Name one of your personal or professional qualities that make you, or will make you, a leader in 21st century library and information centers.
In future libraries, I see that focus continuing to move from being some kind of keeper of information to being a professional engaged in offering an ever widening selection of information. I have spent much of my life up to now in various customer service positions because I am never so happy as when I am helping people find what they were looking for. I think the ability to ask good questions and help a person find the best fit will be necessary to future success.

What idea / experience / topic / speaker in your library science education journey has impacted your practice or thinking?
One experience that still sticks with me is from a lecture given on the subject of professional journals by Dr. Pasco. I remember being struck by the variety of different sources that she offered and the idea that we exist to seek new ways and find better things that work in our profession instead of simply bring everything into the same system or way of doing things. Not only because of the wide variety of paths that this offers, but the very exciting and even playful manner of pursuit.

What advice do you have for your fellow graduate students?
One thing that I would like to recommend is to avoid letting the personal reading list languish too long. As important as continuing education is, it is also vital to give our minds a break and stay limber by going in an entirely different direction for a little while.

What deep dark secret would you like to share?
While I find the organization of information fascinating, it is something that does not come naturally to me at all. I have, even as I write this, an embarrassing volume of book collection that is literally dumped in boxes in various storage places, without solid idea of what I have or where it is if I did have a vague recollection of existence.

Any Last Words?
I have been fascinated by the various non-traditional ways that different colleagues I have met are applying these disciplines of information management. It has really opened up the kinds of possibilities that I can see around me, not only for career options, but the way that the profession can be so inclusive and diverse.
SCHOLARSHIP OPPORTUNITIES

There is funding available for students pursuing library studies. Please take advantage of these opportunities. These scholarships are waiting to be snapped up by deserving students like you. Please make the decision to apply. Your educational journey is worthwhile, but it’s not free. Let NLC, NLA, and NEMA help!

For Nebraska Library Association Scholarships, visit: http://www.nebraskalibraries.org/scholarship.htm

For Nebraska Educational Media Association Scholarships, visit: http://www.schoollibrariesrock.org/scholarships.html for more information.

For Nebraska Library Commission Scholarships, visit: http://www.nlc.state.ne.us/nowhiring/Scholarships.asp

DON’T FORGET MIZZOU!

As Missouri students you are eligible to fill out the Missouri Application for Graduate Scholarships. By submitting a completed Application for Graduate Scholarships, you will be considered for over 100 scholarships available through the University of Missouri College of Education.

The 2011-2012 application will be available to download on November 1, 2010, and completed applications are due March 1, 2011. This is a great opportunity to fund your education, so don’t miss out!

For more information and to download the application form, visit: http://education.missouri.edu/academics/financial_aid/scholarships-graduate.php.

It’s important for all of our students to keep up with the current library job postings. You never know when your “perfect” job might come along. We regularly send out an email with the current postings. Please read these! Even if you’re not looking for a job, you may see something that you want to pass on to a classmate or colleague. In addition to reading these emails, take the initiative to check the website periodically. We only send out Nebraska postings, but you can view regional postings by accessing the website.

Visit: http://www.nlc.state.ne.us/nowhiring/jobsandcareers.asp and check out who is looking to hire in Nebraska and in other states as well. Directions: Once you access this link, select “view by location”, pick your state and then hit “GO”. This site provides access to postings in Colorado, Iowa, Kansas, Missouri, Nebraska, South Dakota and Wyoming.

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EMPLEYMENT OPPORTUNITIES