

GRADUATE & PROFESSIONAL SCHOOL SEARCH INFORMATION

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www.citadel.edu/career_services/GradStudy.htm

The Citadel
THE MILITARY COLLEGE OF SOUTH CAROLINA
CAREER CENTER



If you plan to attend a graduate or professional school upon graduation, your search should begin no later than your junior year in order to meet the various deadlines involved in the application process. If you were unable to start then, get started soon.

Research your options. Refer to the various resources below and on the corresponding web page to get started. The Citadel Career Center does not endorse any of the provided references; they are shared for the convenience of our students and alumni regarding their career and education exploration. **Develop and review a pros and cons list.** Take the time to write down *what you deem* is good about each option and what is not so good. Make this list for the universities you are interested in applying to, as well as for where you will live when attending them. It is best for *you* to create a pros and cons list, keeping in mind that while others may advise you along the way, the ultimate decision is yours to make. You will be the one who decides to pursue a particular graduate program and you will need to be comfortable with those decisions.

General Information:

- Review **Peterson's Guide** for graduate and professional schools online at www.petersons.com.
- Review **GradSource** at www.gradsource.com, "the most comprehensive resource for grad students considering graduate schools or studies and exploring career opportunities."
- Review **Gradview.com** to obtain information on "why graduate school and how to select" and "how to obtain financial aid."
- Students are invited to pick up a copy of the **Graduate School Guide**, a comprehensive guide to master's, doctorate, and professional programs, at the Career Center, as well as any current brochures left by individual graduate programs. The Graduate School Guide is also available online at www.graduateguide.com.
- Visit websites of **graduate and professional schools** (www.citadel.edu/career_services/GradStudy.htm) that have recruited at The Citadel within the past 3-5 years.

Attend Career Fairs: www.citadel.edu/career_services/fair_fall.htm www.citadel.edu/career_services/fair_spring.htm

- Attend **The Citadel Fall Career Fair**, typically held in mid-October.
- Attend **The Citadel Spring Career Fair** (held with the College of Charleston) for information on our colleges' graduate programs.

Programs of Study:

MBA Search. Visit www.mba.com for assistance, including information on:

- Is the MBA right for you?
- Register & Prepare for the GMAT.
- How to pay for the MBA.
- How to evaluate schools.
- How to complete your application.
- How to decide and enroll.

Additional information may be found at www.citadel.edu/career_services/Students/Resources/MBA_Resources.pdf.

Law School Search. Visit www.lsac.org for the Law School Admissions Council for assistance, including information on:

- Deciding about law school. How to select a school.
- Register & Prepare for the LSAT.
- Law School Forums.

Medical School Search. Visit www.aamc.org for the Association of American Medical Colleges for assistance, including information on:

- Deciding about medical school.
- Admission requirements.
- Register & Prepare for the MCAT.
- As of January 2007, MCAT is computer based. Refer to Princeton Review's site for information at www.PrincetonReview.com/MCATreport.
- Finding a school.
- Financial planning.
- Application process.

Dental School Search. Visit www.ada.org for the American Dental Association for assistance, including information on:

- Search for a school.
- National Board information.
- Careers.
- Register for the DAT.
- Dental specialties.
- Info for dental students.

Graduate School Exam Preparation & Testing Sites:

Kaplan Test Prep & Admissions is an organization that offers classes to prepare for the GMAT, GRE, LSAT, MCAT, DAT, PCAT, and others - **for a fee**. Visit their website to register and for information on **FREE services**. www.kaplan.com. Kaplan has previously held free seminars on the admission process for graduate schools and strategies for the various graduate examinations.

The Princeton Review is an organization that offers graduate school exam preparation **for a fee**.
www.PrincetonReview.com/graduate-school.aspx

Prometric Testing Center in West Ashley (Charleston, SC) - (843) 766-5599
(GRE and GMAT testing site).

Obtain Online Registration and Test Date Information For:

- **GRE** General & Subject Exams (www.ets.org/gre)
- **GMAT** (www.mba.com)
- **MCAT** (www.aamc.org/mcat)
- **DAT** (Dental School – www.ada.org/)
- **LSAT** (www.lsac.org)
- **PCAT** (Pharmacy College - www.pcatweb.info)

Initiating Your Career Plan

Once you have decided to attend a graduate or professional school, keep in mind that your career decision-making has not come to an end, but rather a new beginning. There will be many more decisions for you to make regarding your graduate studies.

Review this page and the adjoining links for information to assist you in making these additional decisions **and** for those you will make after you earn your graduate/professional degree.

Research. Research. Research. While you have decided to attend graduate school, are all of your questions answered? Make a list of questions you have and review them with the appropriate parties so that you have the answers you need.

Consider the Following:

- What graduate exam(s) is required for admission? Do you need to take the GRE for general admission and a GRE subject exam for entry into a specific program of study?
- When is the graduate exam you need to take offered and where may it be taken? Review the graduate exam section above to investigate.
- What is the deadline for applying to the university? Is there a separate application process for a specific school within the university? (I.E. In some cases, you may have to apply to University X AND apply to the School of Business at the university for admission. You would need to be accepted by both to get into the MBA program).
- What types of financial aid are available? How do I find out about opportunities for Fellowships, Graduate Assistantships, and Scholarships? What are the deadlines for applying for them?
- Is on-campus housing available? Is there an office that assists with off-campus housing?
- What are the parking regulations for the campus? Do I need to register my car? What is the cost of parking for graduate students?
- What resources and services are available for graduate students at the university?
- What resources are available through the university's Career Center for graduate students? Do they offer assistance in finding part-time work? Do they offer assistance in finding full-time work while I am a student and/or for after I earn my degree?
- May I plan out my course schedule from start to finish in advance? How many hours do part-time students typically take? Full-time? How many years should I expect to devote to the completion of this degree?
- Are internship or similar opportunities available for credit or not for credit?
- What types of positions do individuals who graduate with the degree I am applying for seek? What types of positions do they accept?
- When are deposits due and how much are they? When will I find out if I have been accepted? When will classes start? If you are going to live on-campus, when may you move in?
- What else should I know about the campus environment? Faculty expectations?

Tips and Resources

Contingency Planning (www.citadel.edu/career_services/Students/Contingency_Planning.pdf)

The best of plans sometimes have surprise endings that are beyond our control. What happens if you do not gain admission to the university and the graduate program of your first choice? What happens if you are granted admission for the program, but it is with the stipulation that you start the following spring instead of in the fall? Will you need temporary employment if your graduate program start date is 3 months or more following your graduation from The Citadel? Having a contingency plan is a good investment in your future.

Graduate Applications

After you complete your first application; keep a copy to refer to as you complete others. You will find that they are all very similar, but each university will need its own form completed. Also, keep a copy of each application for your records. While a resume may not be requested for your application, you may wish to include one anyway. It will help you stand out as a candidate. Keep in mind that you will not be able to substitute your resume for the university's application, even if the information requested on the form is the same as what appears on your resume. The university needs your completed application for their process.

Resume

Update your resume to include internships, seasonal jobs, leadership roles, etc. Refer to the [Resume Packet](#) at www.citadel.edu/career_services/ResumeSamples.htm for resume construction tips, samples, common errors to avoid, and other information. Keep record of all career-related materials so that you may reference what you have learned after you graduate from The Citadel.

Academic Portfolios

Increase your marketability by maintaining a collection of your academic work for college admission staff to view during an admission interview. Refer to the following document that explains what an [Academic Portfolio](#) (www.citadel.edu/career_services/Resumes/AcademicPortfolios.pdf) is and how to create one. Be certain to save a selection of various documents for use in your **Academic Portfolio**. You will not use all that you set aside, but it is better to have several to choose from.

Include documents such as (but not limited to):

1. Lab projects demonstrating specific skills and use of equipment involved in your major field of study.
2. A paper covering a topic for your major.
3. Written work covering a topic for a declared minor or other subject of interest to you (that is not your major).
4. Computer-related assignments to demonstrate your skills using particular software packages, etc.
5. Flyers, memos, a summary of an event you coordinated, etc. in relation to a club or organization you belong to that is or is not associated with The Citadel.
6. A poem or other written work you wrote for an assignment or on your own.

View samples at the Career Center for other ideas. You will find that you may only want to include parts of a particular project or paper vs. the entire document. In order to make it known that you have an academic portfolio, be certain to include your resume with your application and at the bottom, note that an Academic Portfolio and References are Available Upon Request.

Interview Preparation

Depending on the type of graduate program that you apply for, you may be required to formally interview for a slot in the next class of expected graduates. You may also need to interview for entrance into the university **and** the school of study you wish to pursue. Below are suggestions on how to prepare for an interview.

1. Thoroughly research the university prior to your interview. This includes reviewing their website, materials they have sent to you, and visiting the Career Center to view any materials left on file by the university. Also check with a corresponding academic department at The Citadel for information. For example, law school information may also be available in the Political Science Department. Seek faculty for advice as well.
2. Review the career fair participant list for **The Citadel Fall Career Fair** (www.citadel.edu/career_services/fair_fall.htm). Determine if the universities you are applying to will have representatives in attendance or if there will be other universities of interest to you. Make it a point to introduce yourself to them and learn more about the university, the graduate program of interest to you, and the application process.
3. Review the **Interviewing** web page at www.citadel.edu/career_services/Interviewing.htm for a number of interview preparation resources, including a list of Practice Interview Questions, the '**Knock 'em Dead**' interview preparation handbook, and more. While the information is geared toward job interviews vs. graduate admission interviews, the same concepts and tips will apply. Additionally, for those who will eventually seek full-time employment, these resources will prepare you for your search.
4. **Thank You/Follow-Up Letters** at www.citadel.edu/career_services/Communication.htm should be sent to your interviewer(s) within a couple days of your interview. This will re-confirm your interest in a particular university and/or graduate program. Samples are available at the Career Center or may be obtained through the preceding link to Thank You Letters.
5. Once you have had an admission interview, take notes on the types of questions asked, how you answered them, and how you may have better answered them. This will help prepare you for the next interview.