

COLLEGE of CHARLESTON

NEW STUDENT PROGRAMS

<http://www.cofc.edu/parents>
parents@cofc.edu

Getting ready for year four: A checklist for seniors

The Senior Year: Month-by-Month

- Every year: Discuss academic plans with an academic advisor
- Every year (October-November): Register for spring classes
- Every year (March-April): If loans funds are needed for Graduate School complete the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>

August

- Complete a degree audit <http://registrar.cofc.edu/graduation/degree-audit.php>
- Make sure you have a meal plan in place - commuter plans are available <https://charleston.campusdish.com/>
- Find jobs by using Handshake <http://careercenter.cofc.edu/>
- Keep up with important deadlines <http://registrar.cofc.edu/calendars/index.php>
- Check out the Fitness Facilities <http://campusrec.cofc.edu/open-recreation/facility/facilities.php>

September

- Student should build a relationship with professors in their major
- Collect recommendations and necessary materials needed for graduate school applications
- Participate in on campus interviews and keep up to date with employers coming on campus
- Attend Career Center workshops on topics such as choosing a major, resume writing, and interviewing <http://careercenter.cofc.edu/>
- Attend fall semester workshops offered by the Center for Student Learning <http://csl.cofc.edu/study-skills/workshops/index.php>
- Students who need help may want to request a tutor from the Center for Student Learning <http://csl.cofc.edu/labs/By%20Appointment%20Tutoring/index.php>

October

- If eligible apply for December graduation
<http://registrar.cofc.edu/graduation/application.php>
- Attend the Career Fair sponsored by the Career Center
- Think about faculty, staff, and employers that may be contacted to write recommendation letters - many graduate schools and potential employers will require recommendations
- Withdraw from any fall coursework by the withdrawal deadline
<http://registrar.cofc.edu/>
- Begin completing graduate school applications
- Attend Career Center workshops on topics such as choosing a major, resume writing, and interviewing <http://careercenter.cofc.edu/>
- Visit the Career Center before the end of the fall semester
<http://careercenter.cofc.edu/students/index.php>
- If graduating in December don't forget to order flowers and send out invitations

December

- Talk with professionals in the field - the Career Center has a Career Network of College of Charleston alumni just for this purpose
- Fall grades post - use the GPA calculators to set academic goals for spring
<http://capp.cofc.edu/gpa-calculators/semester-cumulative-gpa.php>
- Discuss the semester and set goals for the spring semester
- Complete a degree audit <http://registrar.cofc.edu/graduation/degree-audit.php>
- Make sure that all academic requirements will be completed during the spring semester

January

- If eligible apply for May graduation
<http://registrar.cofc.edu/graduation/application.php>
- Purchase an outfit to wear for job interviews - be professional and dress to impress
- Research employers and job opportunities in various companies
- Research demographics and places where you would want to live and work
- Students should start looking for a full time position
- Come up with questions to ask employers during an interview - research the company
- Practice the interview by rehearsing answers to potential questions - the Career Center offers this service
- Contact people used for recommendations to expect reference checks from employers
- Make sure that job search tools are error free and up to date
- Be sure that social media profiles and answering machine messages are private or appropriate in case potential employers make contact
- Attend workshops on interviewing and participate in a mock interview - this service is offered by the Career Center
- Let your network of contacts know that you are searching for a full time position

February

- Students should be on the look-out for upcoming deadlines related to job opportunities <http://careercenter.cofc.edu/students/internship-experiential-learning-opportunities/index.php>

March

- Be sure to withdraw from any spring class by the withdrawal deadline
<http://registrar.cofc.edu/>
- Make hotel and restaurant reservations for graduation
- Request graduation tickets online

April

- Participate in senior events <http://cofc.edu/commencement/information/>
- Order flowers for graduation
<http://cofc.edu/commencement/information/attire-flowers.php>

May

- Keep copies of cover letters, resumes, and recommendation letters
- Spring grades post
- Attend graduation rehearsal
<http://cofc.edu/commencement/information/rehearsal.php>
- Graduate!!

Senior Planning

Academic Planning:

- Participate in undergraduate research opportunities
- Students should run a degree audit (using Degree Works accessed through MyCharleston) to ensure they are meeting all requirements for graduation

Academic goals:

- Study for graduate school exams
- Utilize the services of the Center for Student Learning (<http://csl.cofc.edu>) and professor office hours.
- Complete senior thesis or final projects that may be required
- Apply to Graduate Schools and complete any required entrance exams

Career Exploration:

- Network with professionals in career fields
- Be sure to have an error free cover letter and resume
- Explore job search tools like LinkedIn that would make the search easier
- Students can utilize the services of the Career Center
<http://careercenter.cofc.edu/>

Student Clubs & Organizations:

- Get involved in clubs and organizations related to an academic major
<http://studentlife.cofc.edu/clubs-and-organizations/index.php>

Staying Safe and Healthy:

- Seniors are not required to have a meal plan but it is a very convenient way to dine. Check out <https://charleston.campusdish.com/> for meal plan, block plan and dining dollar options
- If students are feeling overwhelmed their final year, they should utilize the services of the Counseling and Substance Abuse Center. They have counselors, support groups and peer counseling services available.
<http://counseling.cofc.edu/index.php>

What Can I Do to Help My Senior Student?

Tips on how you can help your student persevere through the senior year

- Remind your student of all she or he has accomplished over the last three years.
- If your student is having academic difficulties, encourage them to consult with their academic advisor, Center for Student Learning, and/or with the staff in Counseling & Substance Abuse Services.
- Encourage your student to make use of all that CofC has to offer in terms of academic resources, support services, events, and student clubs and organizations.
- Encourage your student to take care of their physical well-being by getting enough sleep, eating healthy, and staying active.