

McNair Scholars Program Central Michigan University

GRE INSTRUCTIONS

The Graduate Record Exam (GRE) is used as an entrance exam by graduate programs across the U.S. Although this is not the only factor in determining acceptance, it can be an important element. The GRE is broken into two parts – the General GRE which examines your verbal, quantitative and analytical writing skills. This exam is generally taken in a computer-based format and can take up to four hours to complete. The General GRE is readily available at multiple testing centers across the state and U.S. and can be taken virtually any week of the year. For more information on the GRE, visit their website at www.ets.org/gre.

The second part is the Subject GRE which tests your knowledge in your discipline and is required for some programs. This test is generally taken in a paper format and can take up to three hours to complete. Since the Subject exam is paper-based, it can only be taken on three select days annually typically occurring in October, November and April and is offered at several testing centers across the U.S. The subject exam is currently available in eight disciplines – Biochemistry, Cell and Molecular Biology, Biology, Chemistry, Computer Science, Literature in English, Mathematics, Physics and Psychology.

Registration for the GRE using the McNair Fee Reduction Voucher

Each year the McNair program receives a limited number of Fee Reduction Vouchers which reduce the entrance fee for both the General (from \$150 to \$75) and Subject (from \$135 to \$65) GRE exams. The McNair program, depending upon available funding, may elect to cover the remainder of the fee.

Registering for the General GRE

Once you receive the Authorization Voucher from the McNair program, you can schedule the exam either by calling the automated service through ETS at 800.473.2255, or if you would prefer, calling the testing center at CMU at 774.1092. The CMU testing center may be a little more challenging to connect with as they are only open during select times each week. During the call, you will be asked basic information – name (*exactly as it appears on your driver's license*), contact information, Authorization Voucher number, testing location, date and time. You may want to go online to www.ets.org/gre/grereg.org prior to calling to determine when the testing center is open and to have several alternate times in case your preferred time is not available. Below is a list of regional testing sites and their codes.

Test Center Locations	Codes
Ann Arbor	0057
Detroit	7739
East Lansing (MSU)	7513
Grand Rapids	2301
Lansing	2306
Livonia	2312
Mt. Pleasant (CMU)	7550
Portage	2303
Troy	2305

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Registering for both the General and Subject GRE

If you require both the General and Subject GRE, the McNair program must request a separate Fee Reduction Certificate for the subject test. The program will help you register because, most likely, the program will be covering the remaining cost of the test. However, keep in mind that once you receive this certificate from the program, you will need to complete and mail the following forms to the address listed on the Subject Test Registration form: (1) Fee Reduction Certificate and (2) Paper-based Subject Test Registration form (available in the current GRE bulletin). Be sure that your name is *exactly as it appears on your driver's license*. Keep the GRE bulletin handy as much of the information requested is coded. You will need to select which of the three possible days you wish to take the Subject GRE (note the registration deadlines – August for the October test, September for the November test and March for the April test) and indicate where you prefer to take the exam. Additionally, you will be asked to list the four schools you wish to have your Subject GRE scores sent to. Expect the processing to take *four weeks*, and then you will be scheduled for the Subject GRE. Note that you need to schedule the General GRE separately (see above for instructions).

On the Test Day

Report to the testing center *at least 30 minutes before the exam*, or you may not be allowed to take the exam. Bring *both your driver's license and CMU ID along with the Registration Authorization Voucher* to verify your identity and 'pay' for the exam. Bring minimal personal affects (ex. iPod, purse, cell phone, etc.) with you, as you will not be permitted to take them into the testing center nor will you have access to them during the test or break.

You are allowed to request that your *scores be sent to four institutions* as a part of the exam fee, so have a list of the institutions and departments you would like them to be sent to. You may want to call the institution or look on their website to determine exactly which department requires the scores as each institution is different, and if the scores are not received by the correct department, your application will not be considered complete. You are not required to submit your scores to CMU unless you are applying to here. However, the McNair program requires a copy of your official score report upon receipt.

If you lose the Authorization Voucher, contact the GRE office (866.473.4373) to determine if they can re-issue a copy as McNair will not cover the cost of an additional exam.

Subject GRE

You must *report to the testing center by 8:30 a.m. with your two forms of ID and Authorization Voucher* or you will forfeit your exam. Additionally, bring several #2 pencils and erasers.

Scheduling conflicts

If for some unforeseen reason, you are not able to attend the exam, call GRE at 800.473.2255 or go online to www.prometric.com at least *ten days prior to the exam* to reschedule. Failure to reschedule within ten days will result in forfeiture of the entrance fee. Note that rescheduling your test will result in a \$50 change fee which McNair will not cover. If you have to totally back-out, you will receive a reimbursement of ½ of the registration fee from ETS.

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Additional Score Request (dependent upon funding)

You can choose to have your scores sent to any number of institutions beyond the initial four selected on the test day at a cost of \$20 per each school. Wait until you've received your official score report to request additional scores, then expect it to take about *10 business days* for the institution to receive the scores once the request has been received. Scores can be requested through the following options; have your registration/confirmation # and test information handy.

- (1) Phone (888.473.2255) will cost an additional \$12 per call beyond the \$20 per request.
- (2) Fax (610.290.8975) the Additional Score Request form which is available at www.ets.org/gre/stupubs.html.
- (3) Mail the Additional Score Request form to the address listed on the form.

If you would like the McNair Program to cover the cost of *up to three additional schools*, dependent upon funding, *contact the office prior to requesting the scores*. If we are able to support your request, the program assistant will submit the request. Note that if you request the scores and then request reimbursement, the program will not be able to refund you.

Disabilities and Test Accommodations

If you require special testing accommodations for either the General or Subject GRE tests, you will need to work with CMU's Disability Services Office to register through ETS Disability Services. Complete directions can be accessed through the current Bulletin Supplement for Test Takers with Disabilities. Your registration materials include: (1) Fee Reduction Certificate, (2) Applicant's Request for Non-standard Testing Accommodations and (3) Certification of Eligibility or disability documentation through your doctor's office, and must be mailed to the address listed in the disability bulletin. In *six weeks*, you will receive a determination letter with instructions for scheduling your exam. Additional information is available either by calling 866.387.8602 or visiting www.ets.org/gre/disatest.html.