Review Form Breakdown

Once the “Review Form/Send to Bin” button is selected, all forms will be located to the right side of the reader.

<table>
<thead>
<tr>
<th>Waive Dept Exam Form</th>
<th>GSC Review Form</th>
<th>Departmental Reader Review Form</th>
<th>DGP Decision Review Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awaiting Materials</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1 Dept Review</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2 Dept Review</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3 Dept Review</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4 Dept Review</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Waitlist</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
**Waiive Dept Exam Form and GSC Form**

The Waive Dept Exam Form and the GSC Form are both available in the “Awaiting Materials” bin. The GSC Form will only be available to those with the NCS CAMPUS GRAD Admiss Processor security role.

To mark departmental entrance exams as “Received,” select “Yes” in the drop-down menu. This will mark the checklist item as “Waived” on the application.

If an applicant should be in the ABM program, select “Yes.” After completing the form, you should upload an ABM Plan of Work via the Slate dashboard. See upload materials instructions...

Selecting “Withdraw” will remove the application from further review and will post a decision of “Withdrawn” to the applicant’s record.

Select the “Next Bin” to which you want to send the application and click “Send.”

Once you click “Send,” the application will be removed from the current bin and moved into the selected “Next Bin.”

If you want to waive the departmental entrance exam, but leave it in the current bin until other materials are received, set the “Next Bin” to “Awaiting Materials.”
GSC Review Form

The GSC review form is available in the “Awaiting Materials” bin and all of the departmental review bins, including the “Waitlist” bin.

- Check the “GSC Review Form” box to expand the form.
- A GSC can add any notes that they may want DGP’s or departmental reviewers to see while reviewing the application.
- Indicating the applicant’s GPAs here will populate the GPA fields on both the DGP review form and the Graduate School Liaison form.
- Select the “Next Bin” to which you want to send the application and click “Send.”
DGP Review Form

The DGP review form is available in all the departmental review bins, including the “Waitlist” bin.

1. **Check the “DGP Decision Review Form” box to expand the form.**

2. **The applicant’s program, delivery method, area of interest, and admit term will populate based on the information provided in the application. If the information they have entered is correct, leave the fields alone. If they should change, select the correct option from the drop-down.**

3. **If an applicant should be in the ABM program, select “Yes.” After completing the form, you should upload an ABM Plan of Work via the Slate dashboard.**

4. **Select either Deny, Recommend Full Admission, Recommend Provisional Admission, Waitlist, or Withdraw from the drop-down.**

5. **Once the DGP review form is complete and ready to be sent to the Graduate School, the DGP should set the “Next Bin” to the “Complete – Send to Grad School” bin and click “Send.” This will complete the application.**
Dept Reader Review Form

The Reader review form is available in all the departmental review bins, including the “Waitlist” bin.

The ratings from these fields are averaged to produce the total rating.

Once the Dept Reader Review Form is complete, the reviewer should click “Send”, this will save your review form. No change to “Next Bin” is necessary.