Reader Review Forms

Moving an application to another bin, leaving review notes as a GSC, as a facutly reviewer, or entering a decision as a DGP all must be done through the review forms built into the reader. **To access these forms, you must have the application you want to take action on, added to your queue.**

Review Form Examples/Instructions:
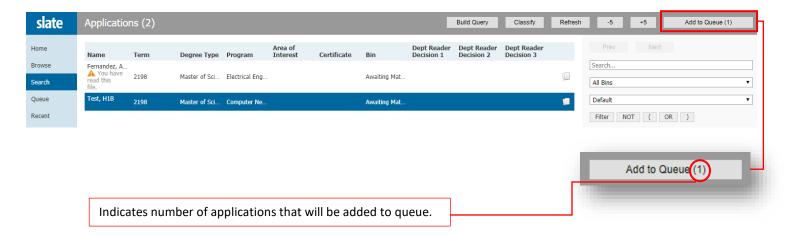
Reader Keyboard Shortcuts

- **Arrow Keys**: move up/down/left/right
- **Pg Up/Pg Down**: page up, page down
- **+/-**: zoom in, zoom out
- **Tab**: next section in index
- **Shift + Tab**: previous section in index
- **1-9**: display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow**: rotate page (PC)
- **Cmd + Left/Right Arrow**: rotate page (Mac)
- **Shift + H**: toggle highlight remover
- **H**: toggle highlighter
- **N**: toggle note editor
- **Q**: toggle display of queue
- **R**: toggle display of Review Form / Send to Bin
- **S**: toggle display of search
- **Esc**: close open panels, return to first section
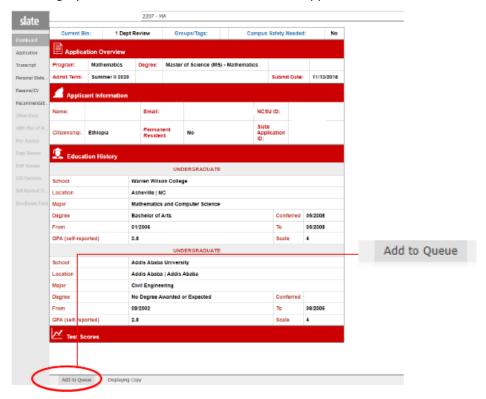
Reader Mouse Shortcuts

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Adding an Application to your Queue

To open a review form, you must first have the application in your queue. If you are looking at applications from a list view within a bin, you can add one or multiple applications to your queue. Just click anywhere on the application row - selected rows will be highlighted in dark blue – then in the top right corner, the number of selected applications is indicated in parenthesis on the "Add to Queue" button. When satisfied, click "Add to Queue."

Indicates number of applications that will be added to queue.
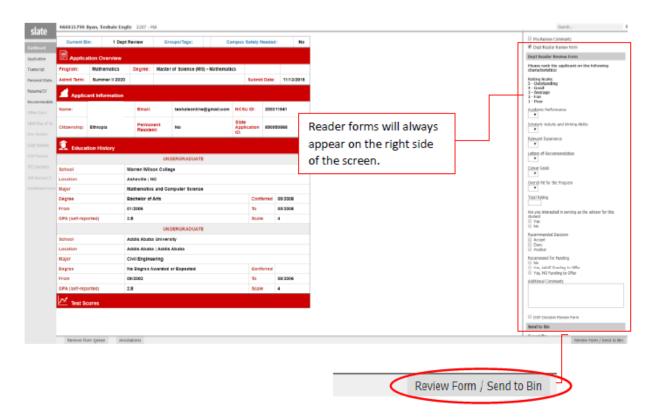
Or, if you already have an application open in the reader, you will see an "Add to Queue" button on the left-hand side of the thin gray bar at the very bottom of the screen. Once you add it to your queue, you will see a similar button to the one you just clicked, called "Review Form/Send to Bin" on the right-hand side of the thin gray bar. Click this make the review form appear.

Review Form Overview

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

There are four forms available to departments, depending on user's security role and which of the Reader's bins you are currently viewing. The below table shows which forms are available in which

	Waive Dept Exam Form	Pre-Review Form	Departmental Reader Review Form	DGP Decision Review Form
Awaiting Materials	X	X		
1 Dept Review		X	X	X
2 Dept Review		X	X	X
3 Dept Review		X	X	X
4 Dept Review		X	X	X
Waitlist				X

Waive Dept Exam Form (formerly GSC Form)

The Waive Dept Exam Form and the Pre-Review Comments Form are both available in the "Awaiting Materials" bin. The only difference is the Exam Waiver heading and question at the top of the form.

Exam Waiver (GRE, GMAT, MAT)

Waive Departmental Entrance Exam (GRE, GMAT, MAT)?

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.

Pre-Review Comments

Department Comments

Student is applying to an ABM program
☐ Yes

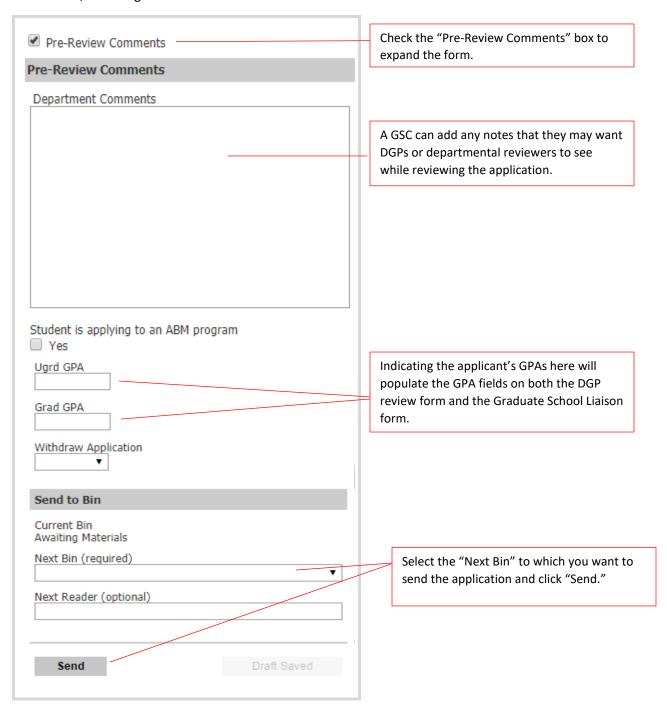If an applicant should be in the ABM program, select "Yes." After completing the form, you should upload an ABM Plan of Work via the Slate dashboard. *See upload materials instructions…*

Ugrd GPA

Grad GPA

Withdraw Application

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

Send to Bin

Current Bin
Awaiting Materials

Next Bin (required)

Next Reader (optional)

Send   Draft Saved

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."

Pre-Review Comments Form

The Pre-Review Comments form is available in the "Awaiting Materials" bin and all of the departmental review bins, including the "Waitlist" bin.
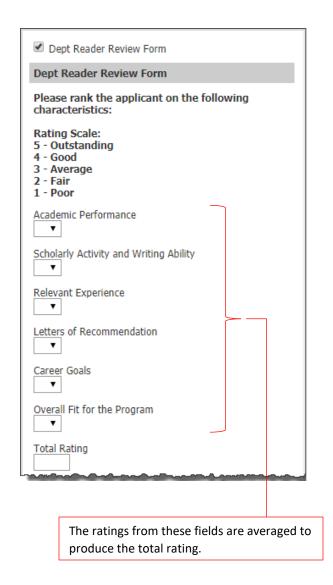
☑ Pre-Review Comments ——————————————————— Check the "Pre-Review Comments" box to expand the form.

Pre-Review Comments

Department Comments

A GSC can add any notes that they may want DGPs or departmental reviewers to see while reviewing the application.

Student is applying to an ABM program
☐ Yes

Ugrd GPA

Grad GPA

Indicating the applicant's GPAs here will populate the GPA fields on both the DGP review form and the Graduate School Liaison form.

Withdraw Application
▼

Send to Bin

Current Bin
Awaiting Materials

Next Bin (required)
▼

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

Next Reader (optional)

Send   Draft Saved

DGP Review Form

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

☑ DGP Decision Review Form

DGP Decision Review Form

Program
Chemistry ▼

DGP Recommended Degree/Delivery Method
Doctor of Philosophy (Ph.D.) - Chemistry ▼

DGP Recommended Concentration/Subplan
Organic ▼

DGP Recommended Admit Term
Fall 2019 ▼

Student is in an ABM program
☐ Yes

Ugrd GPA
[   ]

Grad GPA
[   ]

Decision

DGP Decision
[▼]

Add to Waitlist
☐ Yes

Send to Bin

Current Bin
1 Dept Review

Next Bin (required)
[▼]

Next Reader (optional)
[   ]

Send   Draft Saved

> Check the "DGP Decision Review Form" box to expand the form.

> 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.

> 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.

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

> If you are not ready to make a decision on the application and want to add it to your waitlist, check the "Add to Waitlist" box. NO communication or decision is sent to the applicant when this box is checked.

> 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 (Faculty) Review Form

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

☑ Dept Reader Review Form

Dept Reader Review Form

Please rank the applicant on the following characteristics:

Rating Scale:
5 - Outstanding
4 - Good
3 - Average
2 - Fair
1 - Poor

Academic Performance

Scholarly Activity and Writing Ability

Relevant Experience

Letters of Recommendation

Career Goals

Overall Fit for the Program

Total Rating

Are you interested in serving as the advisor for this student
○ Yes
○ No

Recommended Decision
○ Accept
○ Deny

Recommend for Funding
○ No
○ Yes, HAVE Funding to Offer
○ Yes, NO Funding to Offer

Additional Comments

Send to Bin

Current Bin
1 Dept Review

Next Bin (required)
1 Dept Review

Next Reader (optional)

Send   Draft Saved

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.