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.

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

<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></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2 Dept Review</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3 Dept Review</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4 Dept Review</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Waitlist</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Waive 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Selecting “Withdraw” will remove the application from further review and will post a decision of “Withdrawn” to the applicant’s record.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 DGPs or departmental reviewers to see while reviewing the application.
- Indicating the applicant’s GPA here will populate the GPA 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.

- **Check the “DGP Decision Review Form” box to expand the form.**
- **The applicant’s major, area of interest, and admit term will populate based on the information provided in the application.**
- **If the applicant’s major, area of interest, and admit term are correct, leave these blank. If they should change, enter the updated information into these fields.**
- **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 to admit, deny, or withdraw the applicant. Select only one option.**
- **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.” No change to “Next Bin” is necessary.