

Adding an Application to your Queue

To take action on an application, you must first have the application in your queue. If you are looking at applications from a list view within the Awaiting Materials 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.”

The screenshot shows the 'Applications (2)' interface. On the left is a sidebar with links: Home, Browse, Search, Queue, and Recent. The main area displays a table of applications. The first row is for 'Fernandez, A...' with Term 2198, Master of Sci... degree, and Electrical Eng... program. The second row is for 'Test, H1B' with Term 2198, Master of Sci... degree, and Computer Ne... program. This second row is highlighted in dark blue. In the top right corner, there is a button labeled 'Add to Queue (1)'. A red box highlights this button. A red line connects this button to a callout box that says 'Indicates number of applications that will be added to queue.'

Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3
Fernandez, A...	2198	Master of Sci...	Electrical Eng...			Awaiting Mat...			
Test, H1B	2198	Master of Sci...	Computer Ne...			Awaiting Mat...			

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.

The screenshot shows the 'Application Overview' page for a Master of Science (MS) - Mathematics application. The page is divided into several sections: Application Overview, Applicant Information, Education History, and Test Scores. The 'Add to Queue' button is located at the bottom left of the page, highlighted with a red circle. A red line connects this button to a callout box that says 'Indicates number of applications that will be added to queue.'

Application Overview	
Program:	Mathematics
Degree:	Master of Science (MS) - Mathematics
Admit Term:	Summer II 2020
Submit Date:	11/13/2018

Applicant Information	
Name:	
Email:	
NCSU ID:	
Citizenship:	Ethiopia
Permanent Resident:	No
Slate Application ID:	

Education History	
UNDERGRADUATE	
School	Warren Wilson College
Location	Asheville NC
Major	Mathematics and Computer Science
Degree	Bachelor of Arts
From	01/2006
GPA (self-reported)	3.8
Conferred	05/2008
To	05/2008
Scale	4
UNDERGRADUATE	
School	Addis Ababa University
Location	Addis Ababa Addis Ababa
Major	Civil Engineering
Degree	No Degree Awarded or Expected
From	09/2002
GPA (self-reported)	2.8
Conferred	08/2006
To	08/2006
Scale	4

Test Scores	

How to Waive your Department Entrance Exam

The Waive Department Entrance Exam form is only accessible in the Awaiting Materials bin. The form looks exactly like the regular Pre-Review form, but with the extra heading and question at the top for the entrance exam waiver.

Exam Waiver (GRE, GMAT, MAT)

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

Pre-Review Comments

Department Comments

Student is applying to an ABM program
☐ Yes

Applicant GPA

Withdraw Application
▼

Send to Bin

Current Bin
Awaiting Materials

Next Bin (required)
▼

Next Reader (optional)

Send Draft Saved

To mark departmental entrance exams as “Received,” select “Yes” in the drop-down menu. This will mark the checklist item as “Waived” on the applicant’s checklist of missing materials, which they can view via their applicant portal.

If you, as the GSC, are not ready to review the application yet you can skip the “Pre-Review Comments” section. It will be available in all the Dept Review bins.

If you are only waiving the entrance exam and are still waiting on other materials from the applicant – such as recommendations – you can select “Awaiting Materials (current)” from the Next Bin drop-down. This will waive the exam but keep the application in Awaiting Materials until all other outstanding materials are in, when it will then automatically move into the 1 Dept Review bin.

If you want to waive the exam and are ready to review the application, you can select “1 Dept Review” from the Next Bin drop-down.

Don’t forget to hit SEND for either scenario.