

Adding an Application to your Queue

To take and 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 'slate' application interface. At the top, there is a navigation bar with 'slate' on the left and 'Applications (2)' in the center. To the right of the navigation bar are buttons for 'Build Query', 'Classify', 'Refresh', '-5', '+5', and 'Add to Queue (1)'. Below the navigation bar is a table of applications. The table has columns for Name, Term, Degree Type, Program, Area of Interest, Certificate, Bin, and three Dept Reader Decision columns. Two rows are visible: one for 'Fernandez, A...' and one for 'Test, H1B'. The 'Test, H1B' row is highlighted in dark blue. To the right of the table is a search and filter section with a search box, dropdown menus for 'All Bins' and 'Default', and filter buttons for 'Filter', 'NOT', '(', 'OR', and ')'. Below the table, there is a large 'Add to Queue (1)' button. A red box highlights this button, and a callout box with a red border contains the text: '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.

The screenshot shows the 'Awaiting Materials' application form for NC STATE. The form is titled 'The Graduate School' and contains various fields for personal information, schools, and test scores. At the bottom left, there is an 'Add to Queue' button highlighted with a red circle and a callout line. The form includes fields for Name, Email, State ID, NCEU ID, Schools, Degree Type, Date Awarded, Major, GPA, and Test Scores (GRE, GMAT, TOEFL, IELTS).

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.