

### Making Applications with Missing Materials Available to Faculty Reviewers

Applications with missing checklist items sit in the Awaiting Materials bin until all materials have been received when they will then automatically move into 1 Dept Review bin where faculty reviewers have access to them, and where the DGP Decision form can be submitted. If you want to move applications into the Dept Review bins prior to all missing materials being received, you can do so by accessing the Awaiting Materials bin, selecting opening the application you'd like to move:

The screenshot shows the 'Applications (2)' interface. At the top, there are buttons for 'Build Query', 'Classify', 'Refresh', '-5', '+5', and 'Add to Queue (0)'. On the left is a navigation menu with 'Home', 'Browse', 'Search', 'Queue', 'Recent', 'Share', 'Help', and 'Exit'. The main area contains a table with columns: Name, Term, Degree Type, Program, Area of Interest, Certificate, Bin, Dept Reader Decision 1, Dept Reader Decision 2, and Dept Reader Decision 3. Two applications are listed: 'Fernandez...' and 'Test, H1B'. A red circle highlights a page icon in the Bin column for the 'Test, H1B' application. A callout box with a red border points to this icon, containing the text: 'Clicking on the page icon will open the application'.

Click the “Add to Queue” button in the bottom left corner, then the application is in your queue, you’ll see the “Review Form/Send to Bin” button in the bottom right corner which you’ll click on to open the review form.

The screenshot shows the 'Application Overview' page for a student named 'Byan, Teshale Enliz'. The page is divided into several sections: 'Application Overview', 'Applicant Information', 'Education History', and 'Test Scores'. The 'Education History' section is expanded to show two undergraduate records. At the bottom left, there is a button labeled 'Add to Queue' circled in red. At the bottom right, there is a button labeled 'Review Form / Send to Bin' also circled in red. The right sidebar contains various forms and checkboxes, including 'Pre-Review Comments', 'Dept Reader Review Form', and 'DGP Decision Review Form'.

Moving Apps with Missing Materials into Dept Review Bins – 1/21/22

**Waive Dept Exam (GRE, GMAT, MAT) Review Form**

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

**Pre-Review Comments**

Department Comments

Student is applying to an ABM program  
 Yes

Ugrd GPA

Grad 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".

Any comments you'd like faculty reviewers or the DGP to see can be added here.

Select the intended Dept Review bin from the "Next Bin" drop down and click "Send."  
Once you click "Send," the application will be moved from the Awaiting Materials into the review bin you selected. Moving applications into any bin in the Program Review column will make it available to faculty reviewers and will allow the DGP Decision Form to be submitted.