Module 3: Reviewing Applicants

Objectives:

- **Search for an applicant**
- **Open an applicant record**
- **Use internal navigational elements**
- **Expand and Collapse applicant record sections**
- **Locate applicant data**
- **Locate application data**
- **Download application documents**
- **Refer an application to a colleague**
- **Add and edit Administrative Comments**
- **Add, edit and delete Reviewer Comments**
- **Add a Research Interest**
- **Save changes to an applicant record**

## Lesson 9: Opening an Application Record **G A F D S** 1. Navigate to the Applicant List page and set your format to Minimal View. 2. Click on the name of the first applicant in your list. *The applicant's record opens in the Review Applicant page. Scroll through the page and note the different sections within the applicant record.* 3. At the top of the applicant record, click [COLLAPSE ALL]. *All sections collapse to display only the section headers.* 4. Click on the ➕ next to the Bio/Demo Info section header. *The bio demographic section expands and the ➕ turns into a ➖.* 5. Click on the ➖ next to the Bio/Demo Info section header. *The bio demographic section collapses again.* 6. Click on [EXPAND ALL]. *All sections expand.*	Notes: GARP will remember what sections you leave collapsed or expanded when you navigate from record to record. It will even remember the next time you log in!

Bio/Demo Info

Element	Description
Name	Displays First, Middle, and Last Names.
EMPLID	The EMPL ID is the unique identifier used in AIS.
Department	Displays the department to which the applicant has applied.
California Resident	Y = California Resident
	N = Non-resident
	U = Undetermined; Not enough information was provided by the applicant at the time of application to make a definitive residency decision. The applicant will be required to submit a complete Statement of Legal Residence form to the Registrar's Office to be considered for in-state tuition.
Foreign/Domestic	Domestic = US Citizen
	Perm Res = US Permanent Resident
	Foreign = Non-immigrant Visa Holder
DOB	Date of birth as reported on the application.
AKA	Another name that the applicant has gone by in the past as reported on their application.
Ethnicity	The ethnic value the applicant selected on their application for admission.
Gender	The applicant's gender as reported on their application. Values of M (male), F (female) and U (unspecified) display in GARP. Gender Identities' of Transgender Male will display as M in GARP; Transgender Female will display as F; Genderqueer/Gender non-conforming, Different Identity and Decline to State will display as U.
Addresses	Displays the current and permanent addresses.
Email	Displays the applicant's personal email address as reported on their application.
Phone Numbers	Displays the current, permanent and cell phone numbers.

Status

Notes:

Element	Description
Dept. Status	The applicant's status as set by the department. A dropdown is available for users with access to take status updates.
AIS Status	The applicant's status as set by the Graduate Division in AIS. This status cannot be changed in GARP.

Application Data

Element	Description
Research Emphasis	The Research Emphasis as typed by the applicant on their application or as added by a GARP user.
Degree	The Degree for which the applicant has applied.
Research Interests	The Research Interests as selected by the applicant on the application or as added by a GARP user. (Not all departments use Research Interests.)
GRE Scores	Both self-reported and official GRE scores are displayed. Official GRE scores display the date that the applicant took the exam. If an applicant took the exam multiple times, the highest score will be displayed.
GMAT scores	Both self-reported and official GMAT scores are displayed. Official GRE scores display the date that the applicant took the exam. If an applicant took the exam multiple times, the highest score will be displayed.
TOEFL scores	Both self-reported and official TOEFL scores are displayed. Official TOEFL scores display the date that the applicant took the exam. If an applicant took the exam multiple times, the highest score will be displayed.
IELTS	Both self-reported and official IELTS scores are displayed. Official IELTS scores display the date that the applicant took the exam. If an applicant took the exam multiple times, the highest score will be displayed.
Reported GPA	The applicant's self-reported cumulative undergraduate GPA as listed on the application.
Application Materials	Links to the applicant's PDF documents. The first link will always be "All Documents" which concatenates all documents received for that applicant into a single PDF. Document types include: ▪ Application File ▪ Transcripts ▪ Recommendations ▪ Other Documents The date next to each document link refers to the last time the document was updated in GARP.

Other Application Sections

Element	Description
Schools Attended	Displays the School Name, the applicant's degree and major at that institution, the state and country in which the school is located, any degree the applicant earned and attendance dates.
Recommendations	Displays the recommender's name, the institution the recommender is affiliated with, the qualitative rating they selected when filling out the recommendation, and whether the applicant waived their right to view the recommendation.

	If no response to the waiver status is present, assume that the applicant has NOT WAIVED their right to view the recommendation.	
Additional Information	If the applicant chose to provide additional information that they felt would be important to those reviewing the file, it is displayed in this section. *The section will not be displayed if the applicant did not provide information in this section of the application.*	
Refer to a Colleague	Allows users to send an email notification with a direct link to an application, even if that user is from another department.	
Portfolio	Applicants to some Arts programs may provide links to their electronic portfolio as part of their application. This data is displayed in the Portfolio section for reviewers to access without opening the application PDF. Additionally, any text beginning with "http" becomes an active link in this section.	
Administrative Comments	Administrative Comments can be added by certain department representatives and the Graduate Division staff. Not all applicants will have information displayed in this section.	
Reviewer Comments	Faculty Reviewers can add comments, ratings and suggested financial support in the Reviewer Comments section. These comments can be edited or deleted by the user who posted them. Reviewer Comments are visible to other faculty reviewers and may be visible to other department staff with certain security permissions. This function allows for a collaborative review of application materials without having all reviewers in the same room at the same time. Each department must decide how the Review Comments section should be used by their staff. *NOTE: that by default, this section is collapsed for all reviewers at the beginning of the admission cycle. Users can control whether the section is expanded or collapsed by default via the My Preferences page.*	

Notes:

Lesson 10: Downloading Application Documents 🄶🄰🄵🄳🅂

1. Continue from Lesson 8.

2. In the Application Data section, click on the Application File link.
   A PDF document of the applicant's application file will open.

3. To return to GARP, click your browser's BACK button.

WARNING: Downloading application materials may put you at risk of storing applicants' Personal Identification Information (PII) on your computer, which YOU are then RESPONSIBLE for protecting. *We now recommend using Google Chrome when accessing GARP. Chrome's default settings allow PDFs to open in the browser without downloading files to your computer.* **www.google.com/chrome**
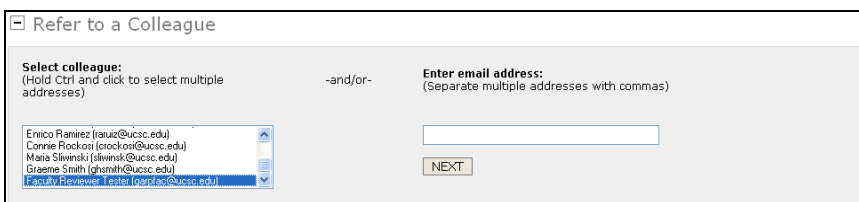
	Notes:
# Lesson 11: Downloading Multiple Application Documents 🟣Ⓖ🟢Ⓐ🔴Ⓕ🔵Ⓓ🔴Ⓢ 4. Continue from Lesson 9. 5. In the Application Data section, click on the <u>All Documents</u> link. *A PDF document containing all of the applicant's documents will open. The documents will be sorted in the following order: application, transcripts, recommendations, other documents.* 6. To return to GARP, click your browser's BACK button.	

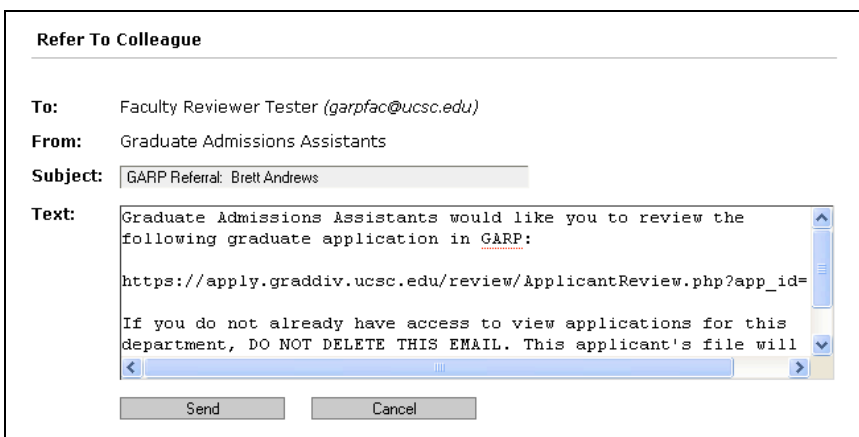|	Notes:
# Lesson 12: Referring an Application to a Colleague (+ Reviewer Comments) 🔴Ⓕ 1. Continue from Lesson 10. 2. Scroll to the "Refer to a Colleague" section. 3. Select your name and email address from the dropdown menu. **Refer to a Colleague** **Select colleague:** (Hold Ctrl and click to select multiple addresses) -and/or- **Enter email address:** (Separate multiple addresses with commas) Enrico Ramirez (raruiz@ucsc.edu) Connie Rockosi (crockosi@ucsc.edu) Maria Sliwinski (sliwinsk@ucsc.edu) Graeme Smith (ghsmith@ucsc.edu) Faculty Reviewer Tester (garpfac@ucsc.edu) [NEXT] *NOTE: The dropdown menu contains all GARP users who have security to view at least one of the departments that you do. If you would like to refer an applicant to someone outside of this list, you may hand-type their email address into the space provided. Keep in mind that the email address must be registered with GARP.* *NOTE: You may select multiple GARP users from the dropdown by holding the Control [Ctrl] / Command [Cmd] key and clicking multiple values. You may also manually enter multiple email addresses, separating them with a comma (no space).* 4. Click [NEXT]. *A dialog window will open to display a pre-written email message.* **Refer To Colleague** **To:** Faculty Reviewer Tester *(garpfac@ucsc.edu)* **From:** Graduate Admissions Assistants **Subject:** GARP Referral: Brett Andrews **Text:** Graduate Admissions Assistants would like you to review the following graduate application in GARP: https://apply.graddiv.ucsc.edu/review/ApplicantReview.php?app_id= If you do not already have access to view applications for this department, DO NOT DELETE THIS EMAIL. This applicant's file will [Send] [Cancel] *NOTE: You may edit the email text if you choose, or send the email as is. DO NOT alter*	

the URL as it will direct the recipient of the email directly to the applicant record.

5. Click [Send] .
The dialog window will close itself in 3 seconds.

Lesson 13: Adding an Administrative Comment 🅐🅓🆂

1. Continue from Lesson 11.

2. Scroll to the "Admin Comments" section.

3. Click the [add a comment] link if there are no Administrative Comments displayed. If there is already an Administrative Comment displayed, click [edit this comment].

4. Type a comment into the text box available. When you have finished your comment, click [Submit] .
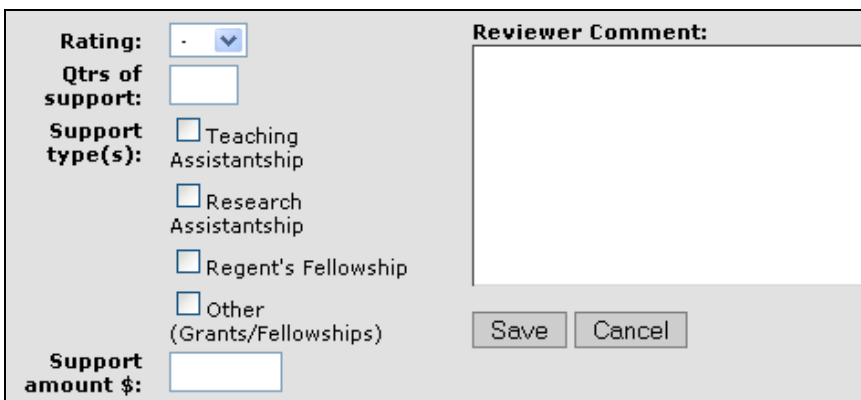

Lesson 14: Adding a Reviewer Comment

+ Reviewer Comments 🅵🆂

1. Continue from Lesson 12.

2. Scroll to the "Reviewer Comments" section.

3. Click [add a comment].
The Reviewer Comment entry window opens.

Rating:	[· ▾]	**Reviewer Comment:**
Qtrs of support:	[ ]	
Support type(s):	☐ Teaching Assistantship	
	☐ Research Assistantship	
	☐ Regent's Fellowship	
	☐ Other (Grants/Fellowships)	[Save] [Cancel]
Support amount $:	[ ]	

4. Use the dropdown menu to select a numeric rating for the applicant.

5. Type a number of quarters of support. *This field is limited to 2 numeric characters.*

6. Click the support type checkboxes.

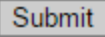7. Enter a Support Amount. *This field is limited to 6 numeric characters.*

8. Type a comment in the Reviewer Comment textbox. 9. Click Submit . *In order to save a Reviewer Comment, you must at minimum enter a rating or a text comment. All other fields are optional.*	

# Lesson 15: Editing a Reviewer Comment + Reviewer Comments F S 1. Continue from Lesson 13. 2. Expand the Reviewer Comment section if needed. 3. Click the [edit this comment/ranking] link below the comment you just entered. 4. Change the rating, support, and/or text. 5. Click Submit .	Notes:

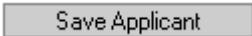|	
# Lesson 16: Deleting a Reviewer Comment + Reviewer Comments F S 1. Continue from Lesson 14. 2. Click the [delete this comment/ranking] link below the comment you just edited. *You will be prompted to either delete the comment or cancel.* 3. Click Delete ⊗ .	Notes:

# Lesson 17: Adding a Research Emphasis or Interest + Set Decisions S 1. Navigate to the Minimal View Applicant List page. 2. Click [manage] on any applicant record. 3. In the Other Research Interest field, enter your first and last name separated by a space. Click Save Applicant . 4. In the primary navigation bar, click Applicant Listing . 5. Click Advanced Search . 6. Enter your first and last name in the "Keyword" field. Select "All of these words." Select the "Research Interests" radio button. Uncheck the "save as my default query" checkbox. Click SUBMIT QUERY . *Your query should only return the record you just edited.*	Notes: The instructor should make sure that no two people use the same example student.

7. Click on **[manage]** to access the same applicant record.

8. Delete your name from the Other Research Interests section. Click
   [Save Applicant] .

Lesson 18: Adding Unofficial Test Scores

+ Set Decisions Ⓢ

1. Navigate to the Expanded View Applicant List page.

2. Click **[manage]** on any applicant record.

3. In the Reported GRE Scores section, enter a three-digit number into the Verb field and a two-digit number into the Verb Percentile field. Click
   [Save Applicant] .

Test Scores

Reported GRE Scores

Verb:	170	(99	%)
Quant:	170	(99	%)
Analyt:	6.0	(99	%)
Subject:	GCHEM - Chemistry		▼
Score:	990	(99	%)

Reported GMAT Scores

Total:	800	(99	%)
Verbal:	60	(99	%)
Quant:	60	(99	%)
Analyt:	6.0	(99	%)
Integ:	8	(99	%)

Reported TOEFL

Type:	COMPI	▼
Score:	120	

Reported IELTS

Score:	9

4. In the secondary navigation bar, click **Review Applicant** .

5. Note that the values you entered display in Reported Scores in the Application Data section.

Notes:

The instructor should make sure that no two people use the same example student.

```
Reported GRE Scores
Verbal:   170      (99%)
Quant:    170      (99%)
Analyt:   6        (99%)
GCHEM:    990      (99%)

Reported GMAT Scores
Total:    800      (99%)
Verbal:   60       (99%)
Quant:    60       (99%)
Analyt:   6        (99%)
Integ:    8        (99%)

Reported TOEFL
Type:     COMPI
Score:    120

Reported IELTS
Score:             9
```

6. In the primary navigation bar, click **Applicant Listing**.

7. Note that the values you entered display in the Scores columns. (You may need to click REFRESH.)

GRE				GMAT					TOEFL	IELTS
V	Q	A	Subj	T	V	Q	A	I		
165 (95%) official	155 (61%) official	5 (93%) official	990 GCHEM (99%) self	800 (99)% self	60 (99)% self	60 (99)% self	6 (99)% self	8 (99)% self	120 self	9 self