Frequently Asked Questions

Q. **How do I log in to GARP?**

A. Go to https://apply.graddiv.ucsc.edu/review/. You will need your email address and email password to log in.

Q. **How do I sort the Applicant List page?**

A. There are two ways to sort the Applicant List page. 1) Click on the column header of column you wish to sort by once to sort in ascending order. Click it again to sort in descending order. (see the GARP Training Manual Lesson 6: Using the Primary Sort Function) –or– 2) Click on Advanced Search and use the advanced sort functionality at the bottom of the page to sort by as many columns as you like (see the GARP Training Manual Lesson 7: Using Advanced Search).

Q. **How can I narrow-down what applicants appear in my Applicant List page?**

A. There are two ways to narrow-down the Applicant List page. 1) Use the primary filters at the top of the Applicant List page (see the GARP Training Manual Lesson 5: Using Primary Filters). –or– 2) Use the advanced filter options on the Advanced Search page (see the GARP Training Manual Lesson 7: Using Advanced Search) to select a smaller population of applicants to view.

Q. **Why can't I see any applicants when I log in?**

A. There are two possible reasons that you are unable to view any applicants when you log in. 1) You may have a default query saved that limits what applicants you can view. Click the CLR (clear) button followed by the GO button to remove any saved queries and view the entire applicant list. –or– 2) Your security may prevent you from viewing certain applicants. Security is often department-based to prevent one department from viewing another department's applicants. If you are unable to see applicants from a department that you represent, this may be the problem. (Please rule out option one before contacting your Department Manager for a security adjustment.)

Q. **Why does my search return no applications?**

A. Most likely, there are no applicants that meet the criteria you selected in either your primary or advanced search. Review the criteria you selected and alter them to be less strict. The less strict your search is, the more applicants your search will return.

Q. **Can I search for a keyword in more than one location?**

A. No. The Advanced Search keyword search limits you to selecting only one text field to search against.

Q. **How do I post an admission decision?**

A.   *Admission decisions can only be posted for applicants with an AIS Status of Applicant or Waitlisted. All other applicants are blocked from editing. Additionally, only GARP users with the "Set Decisions" security role are able to post admission decisions.* To post an admission decision to an eligible applicant, find the applicant on the Applicant List page. Click on either the applicant's name or the Manage link. Use the Department Status dropdown to select the desired admission decision. Click save.

Q.   How do I post multiple admission decisions at once?

A.   *Admission decisions can only be posted for applicants with an AIS Status of Applicant or Waitlisted. All other applicants are blocked from editing. Additionally, only GARP users with the "Set Decisions" security role are able to post admission decisions.* From the Applicants List page, select all applicants that you wish to post a single type of admission decision on by checking the checkboxes next to their names. Click the corresponding command button at the bottom of the page (Admit Selected, Admit w/$ Selected, etc…). You will be prompted to confirm the status change.

Q.   How do I export data from GARP?

A.   From the Applicants List page, use either the Advanced Search or Primary filter and sort functions to select the population you want to export. Click the Export Results button at the bottom of the page. You may choose to either open the file in Excel or save it to your hard drive. Follow the same process for exporting comments or contact information like mailing addresses, email addresses and phone numbers. (See the GARP Training Manual Module 4 for more information.)

Q.   Will the export functions export records outside my display range?

A.   Yes. GARP will export the entire dataset selected by your most recent search. For example, if your display setting is set to view records 1-50 of 307, the export functions will export all 307 records. You may want to be careful to exclude any records you do not want to export by using the Primary or Advanced Search filters. Remember, fewer records mean faster exporting time and less strain on the system.

Q.   Can I upload documents to GARP?

A.   The Graduate Division must have all required applicant materials submitted and loaded to GARP through their office. If an applicant submits a transcript, recommendation, resume, statement of purpose or test scores to their department office instead of the Graduate Division, the department office staff should forward the material (unopened if possible, otherwise resealed and signed by the staff member who opened it) to the Graduate Admissions Office as soon as possible. Additional application materials such as portfolios or writing samples may be uploaded as PDFs to GARP at the discretion of the department office – they do not need to be submitted to the Graduate Admissions Office.

Q.   What does a California Residency value of "R" mean?

A.   "R" means that the applicant is required to submit a completed Statement of Legal Residence form in order to be considered for in-state residency. Most likely, the applicant did not supply enough information on their application for a definitive

residency decision to be made. The Statement of Legal Residency form will be sent to the applicant by the Office of the Registrar after the applicant has been admitted and has accepted their offer.

Q. **I just entered a comment for someone, but it's not being reflected on the Applicant Listing page. Why hasn't the number of reviews changed?**

A. The majority of fields on the Applicant Listing page are cached locally to reduce processing time and help GARP run more efficiently. To show the most up-to-date information, click the REFRESH button. Your latest filters and sorts will remain active, but the page data will be refreshed, allowing you to see that your comment exists.