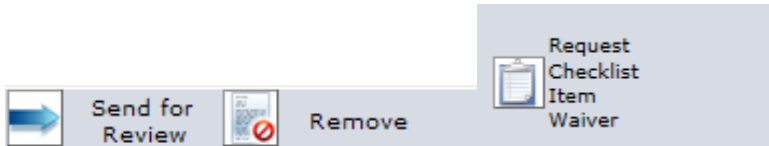


GRAD Incomplete Queue

This queue will hold students who have applied for your program, but have incomplete files. This queue can be viewed and the decision to send for review can be made.



- **Send for Review:** Sends the documents to the Program Coordinator for Review.
- **Remove:** Removes documents from Lifecycle.
- **Request Checklist Item Waiver:** Produces a screen for user interaction input. In this window, enter the item (i.e. Recommendation Letter) that you wish to have waived in the Checklist Waiver Item field. When complete, submit the form.

A user interaction form titled 'User Interaction'. It contains a text input field with the prompt 'Please type the checklist item(s) you wish to be waived.' and a label 'Checklist Waiver Item' next to the input field. There are 'Submit' and 'Cancel' buttons at the bottom.

The request is now a new document and is part of the student application package as a GRAD Checklist Waiver, and can be seen in the work folder as a related document.

A screenshot of a 'Work Folder' view. It shows a list of documents, including 'GRAD Summary Sheet (E-Form) - for CSUID: 9999999 - TEST - TEST - 5/3/2017' and 'GRAD Checklist Waiver (UNITY)'. The 'GRAD Checklist Waiver (UNITY)' document is selected and its details are shown in a pop-up window. The details include 'Student Information' (CSUID: 9999999, Application Number: 12345678, First Name: TEST, Middle Name, Last Name: TEST) and 'Waiver Information' (Checklist Waiver Item(s): RECOMMENDATION LETTER).

The Admissions Processing team receives these requests via workflow. Once processed and the checklist is closed, the application will be considered complete and will move to the Program Coordinator queue for a decision. Please note that this relies on an overnight process.

GRAD Unqualified Review Queue

This queue will hold students who have applied for your program, but do not meet established requirements. This queue can be viewed and the decision to send for review can be made.