Graduate Applications

With our **Slate Reader**, you are able to look at applications that are not yet ready to be sent for evaluation. The Slate Reader tool is designed for reviewing application materials (application, transcripts, letters of recommendation, resume, test scores, etc.). The Reader tool also keeps the application workflow organized and retains all reviewers' feedback during the review process.

Workflow

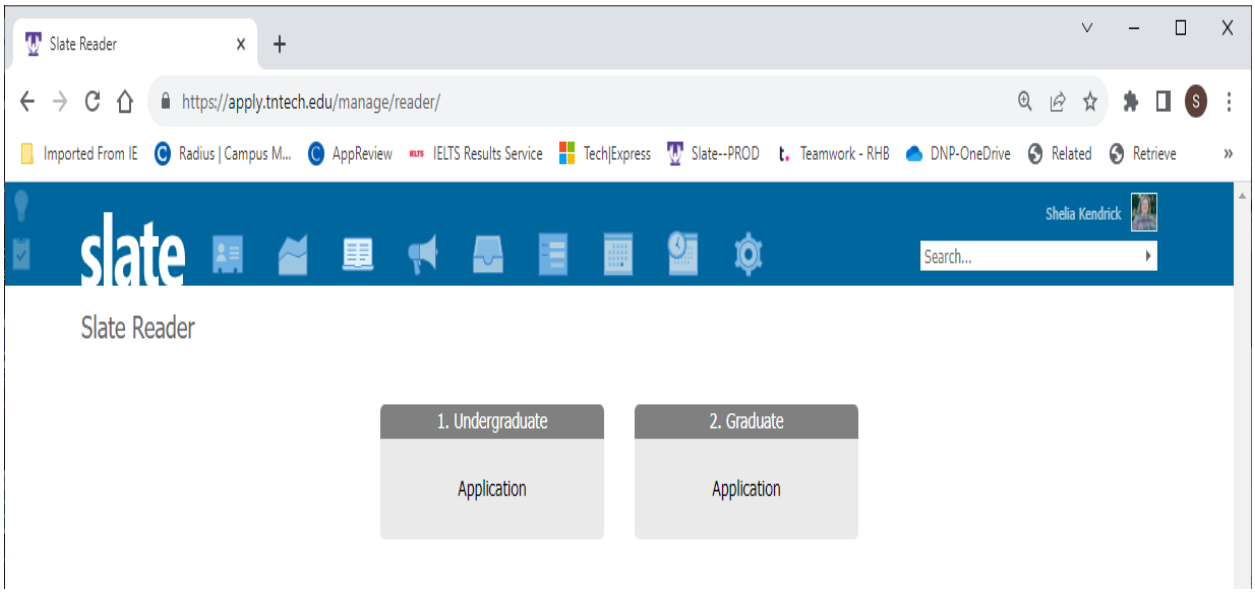
The basic workflow uses bins and queues.

- Bin—a filing cabinet that stores an application. An application can only reside in one bin at a time.
- Queue—a user's to-do list. While an application can only reside in one bin, it can be assigned to multiple queues

Access to Applications in the Reader

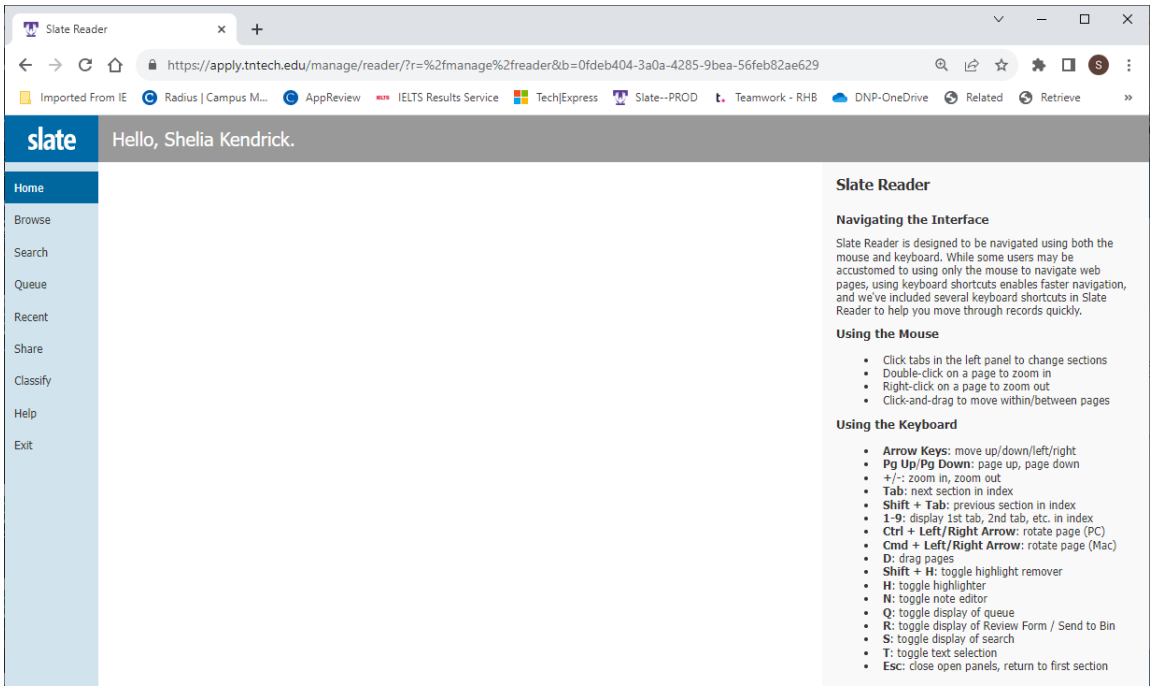
You will access Slate Reader through Tech Express by clicking the icon labeled Slate.

Click on the box labeled "2. Graduate" to access the graduate application information for your program(s).



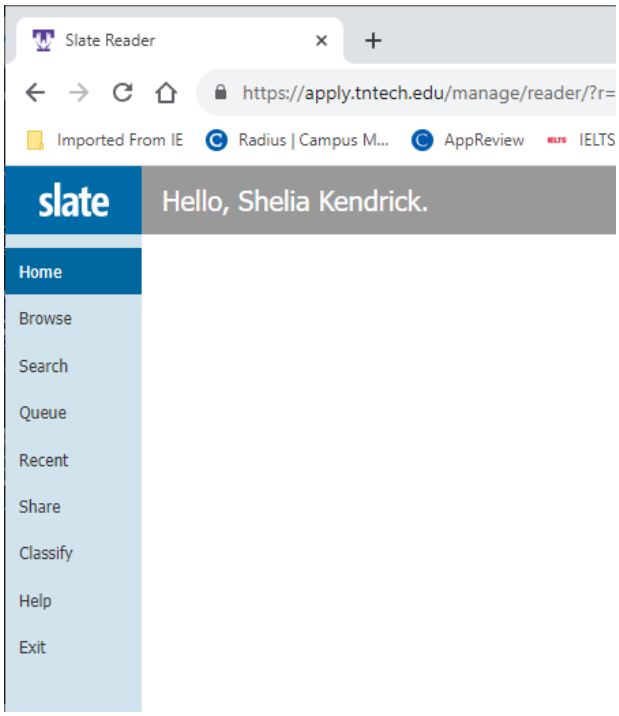
In the Slate Reader, you will only have access to applications to the "population" (based on program) that has been assigned to you.

After clicking on “2. Graduate”, you will be taken to the Home Tab. You will see helpful navigational resources along the right side of the Home Tab.

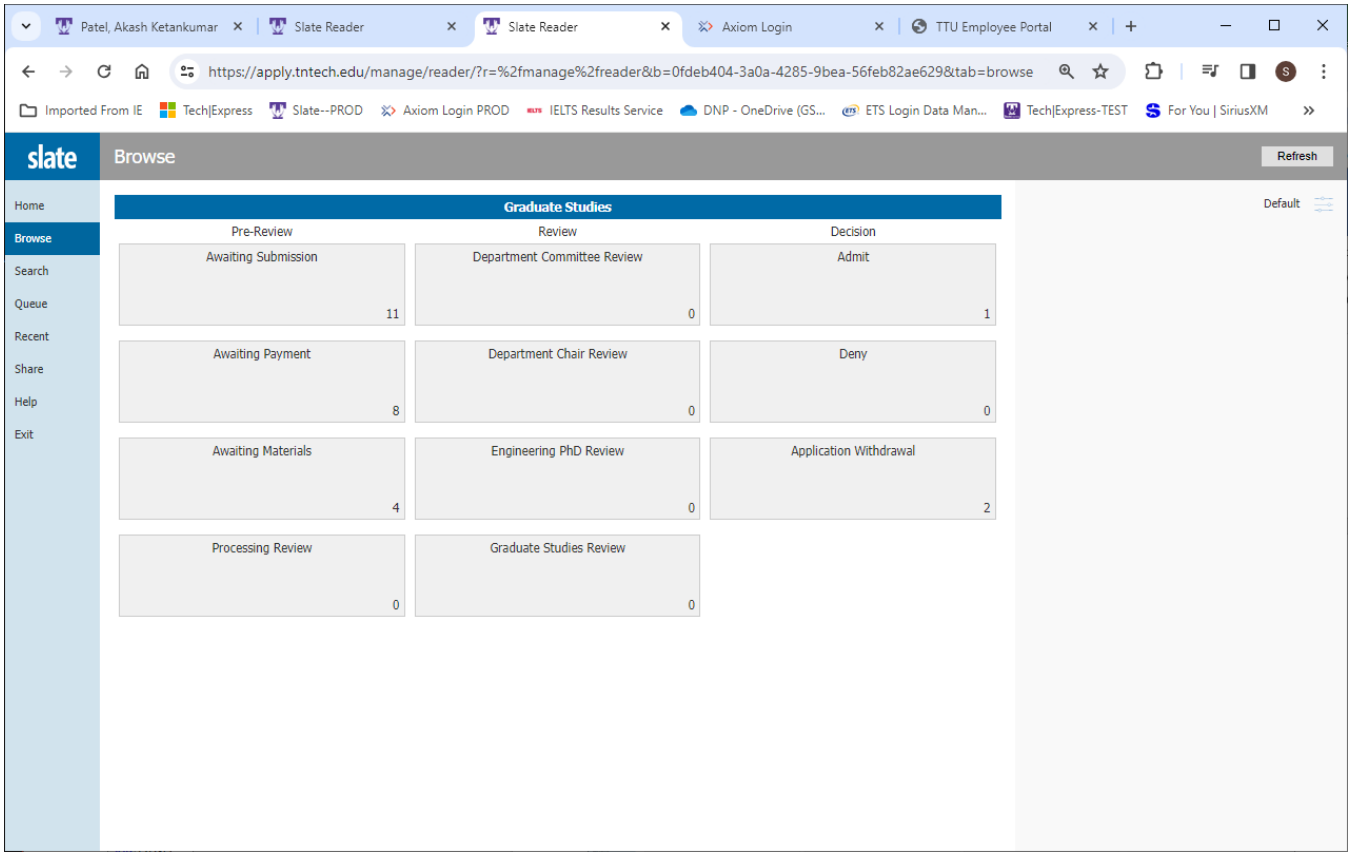


What Bins are Viewable

To view the bins that you have access to, click on the “Browse” tab in the navigation bar on the right.



You should see the bins shown below. The number in the lower right corner of each bin reflects the number of applications in your program in that particular category/bin. If you are on a review committee for more than one program, the numbers will reflect all programs.

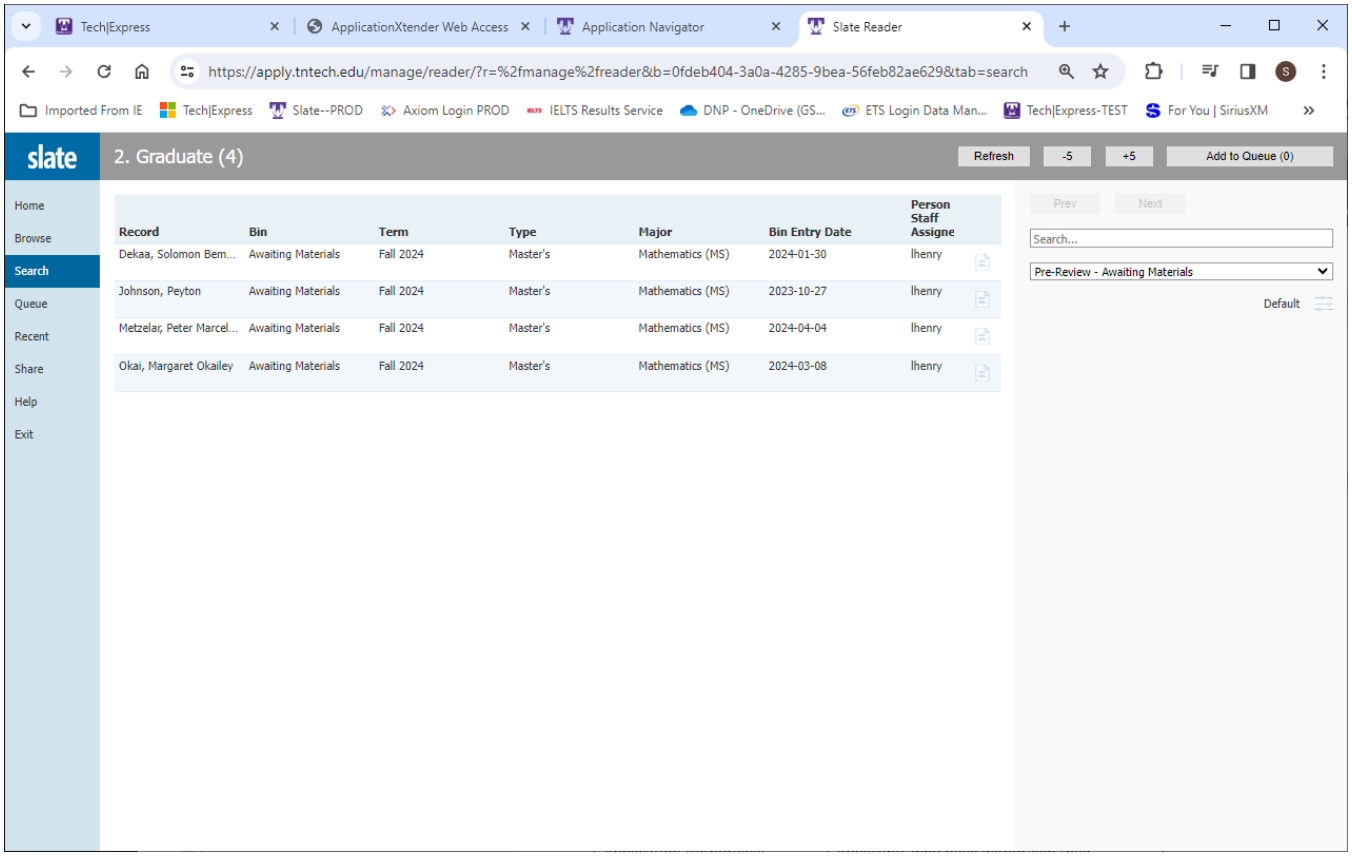


Assessing Applications in a Pre-Review State

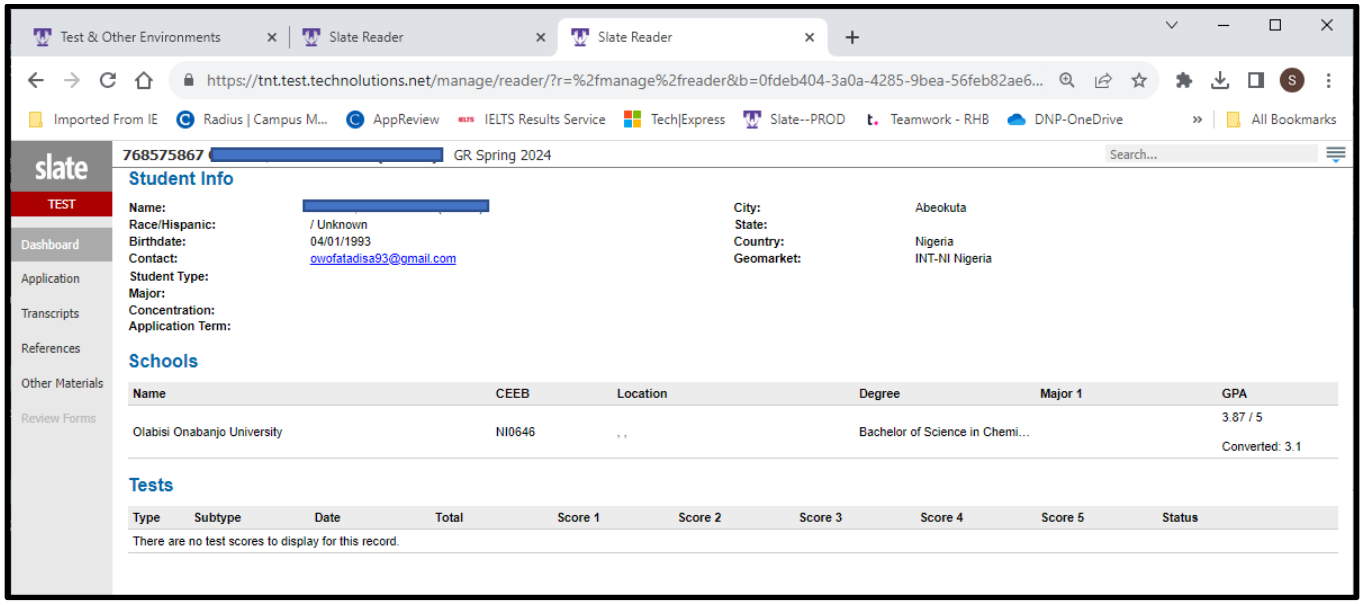
The bins shown in the left column under "Pre-Review" are those not yet sent out for official departmental evaluation. There are four bins within that group:

Reader Bin/Status	Description
Awaiting Submission	Application has been started but the applicant has not yet **submitted** the application for processing.
Awaiting Payment	Application has been submitted but the applicant has not yet paid the application fee.
Awaiting Materials	Application has been submitted but all materials have not yet been received.
Processing Review	Graduate Studies staff will verify all materials submitted are accurate, will update the appropriate transcript/test score information, and then proceed with routing for admission evaluation.

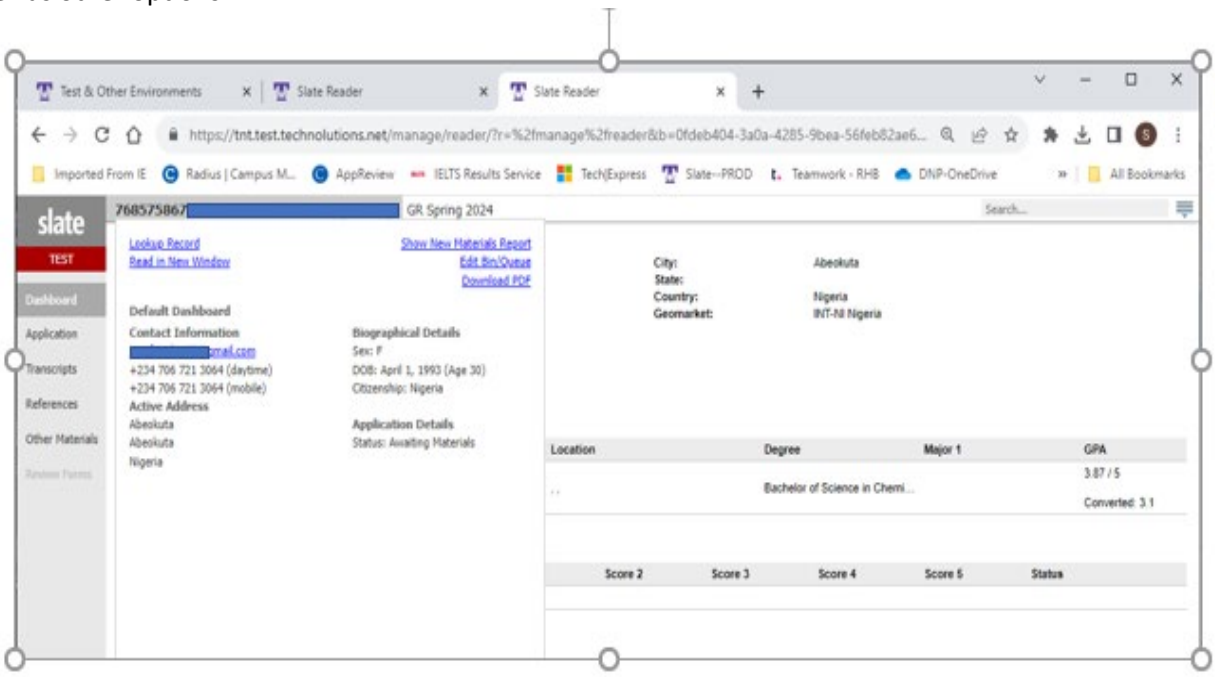
To look at any application within those categories, you will click on one of the bins and you will see a listing of the applicants within that category.



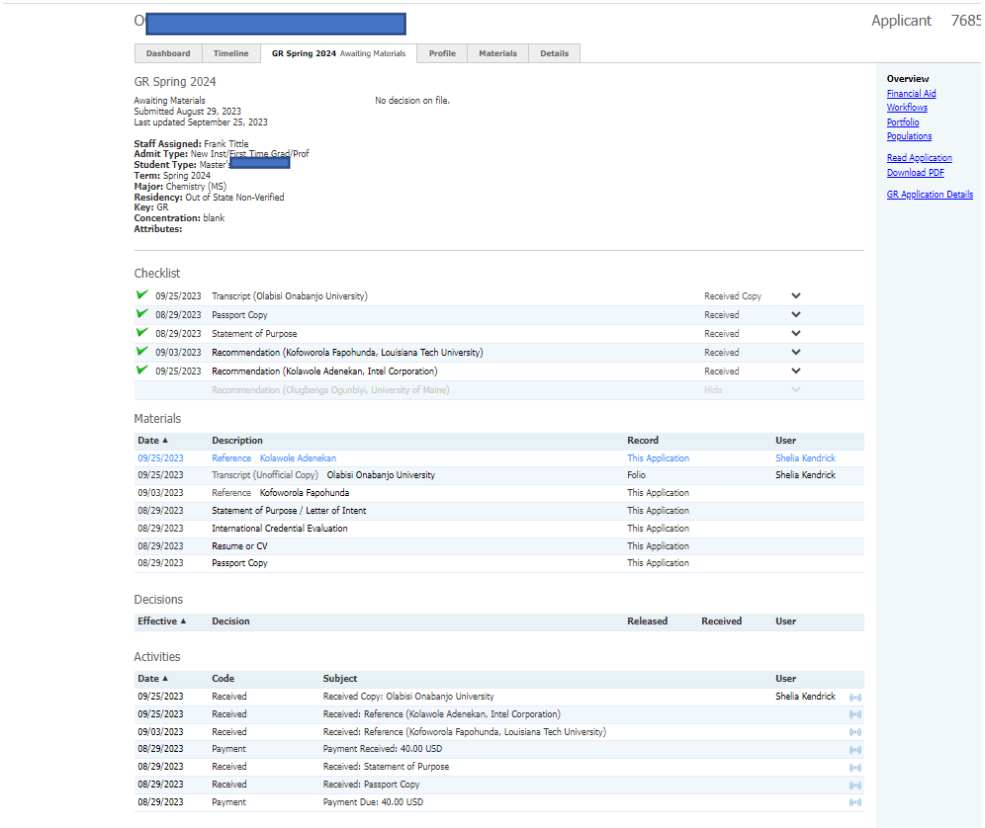
Click the “paper” icon along the right end of the line for the applicant you wish to review. You will see the applicant’s snapshot as shown below.



- By clicking on the applicant's name at the top of the screen, you are provided with contact information as well as other options.

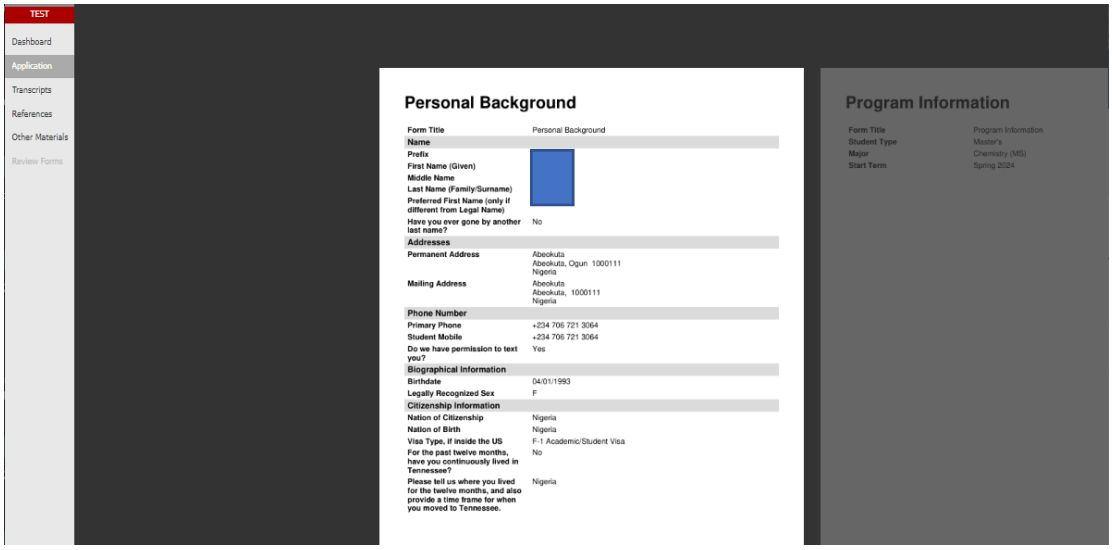


Lookup Record—will permit you to see the applicant's checklist and **list** of materials submitted.

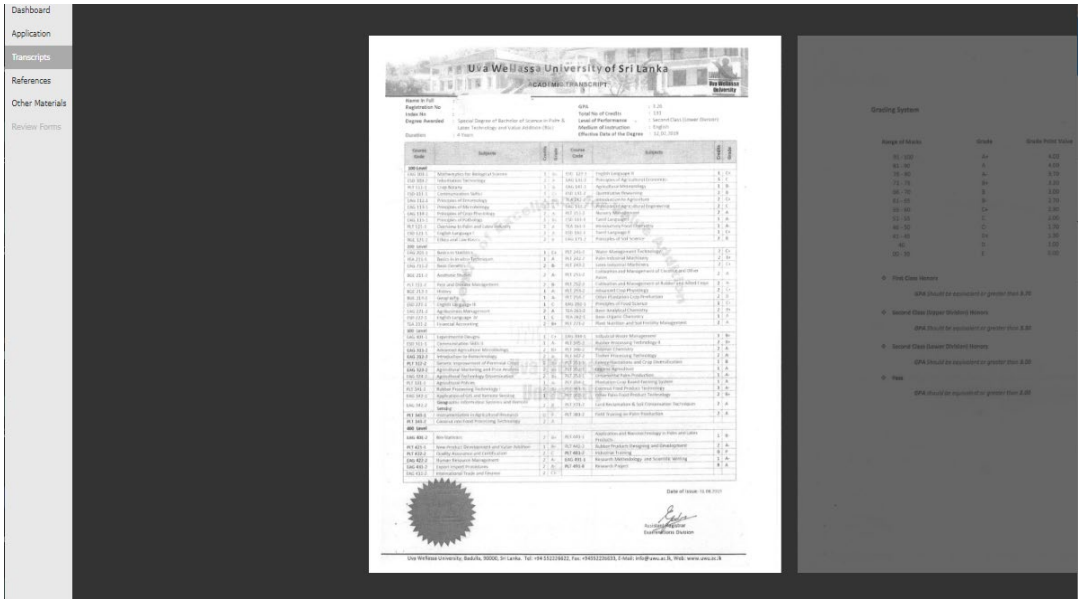


Download PDF—enables you to download one PDF of the entire applicant file (application and supporting materials)

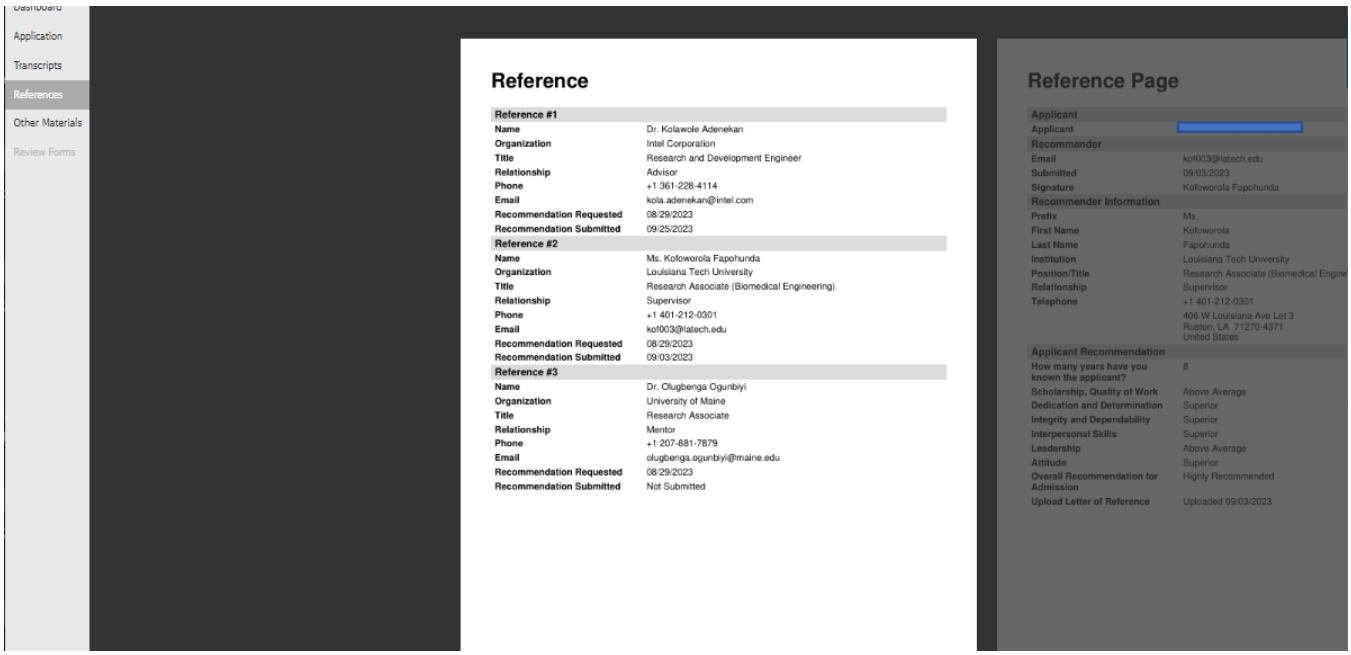
- Clicking “Application” in the left menu will allow you to see the data from the application submitted. If more than one page, simply slide the page to the left to see the additional pages.



- The “Transcripts” option on the left menu will allow you to see an image of the transcript.



- The “References” option will provide images of the references and any attachments provided.



- “Other Materials” will include any documents submitted that do not fit one of the other categories