

## 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

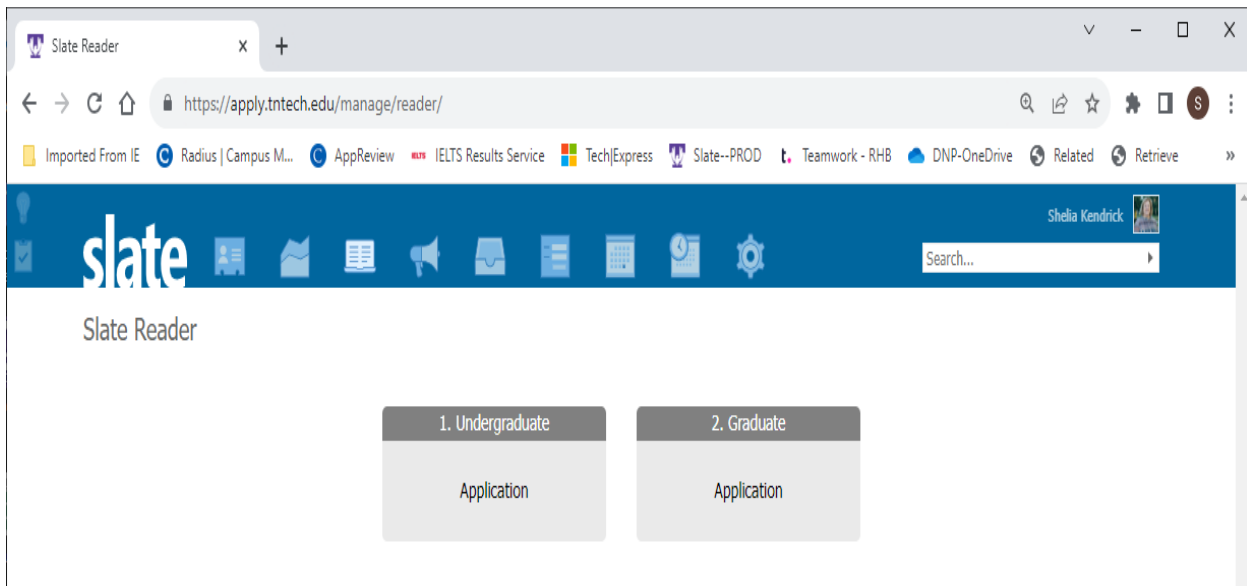
The basic workflow uses bins and queues.

- 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

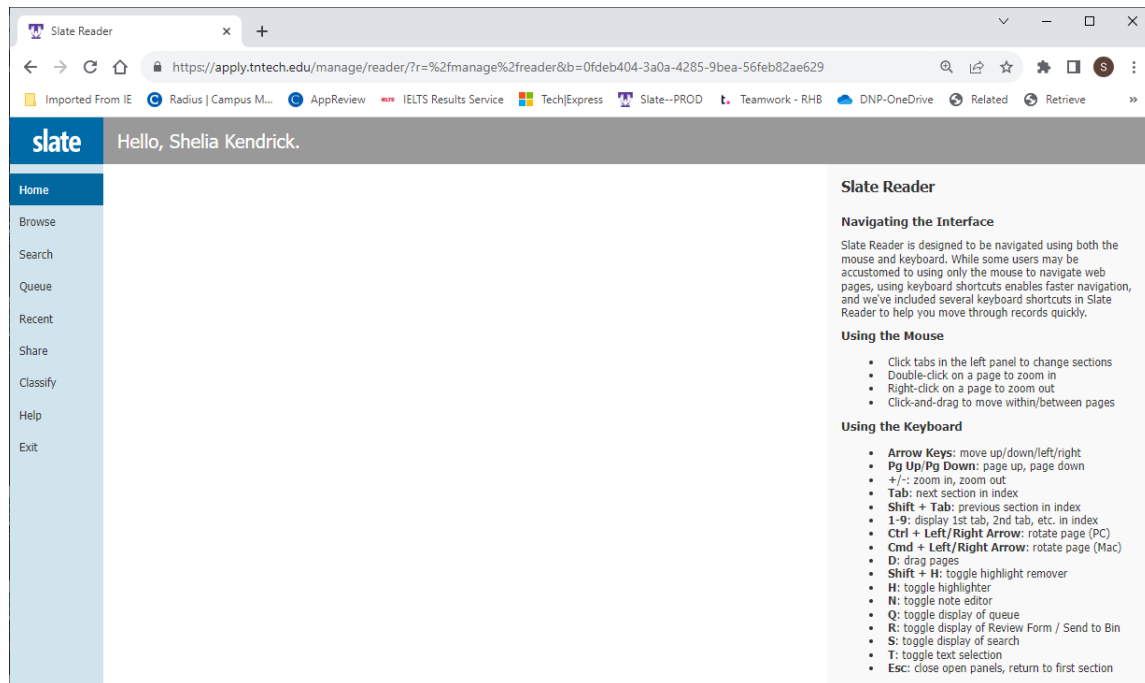
**You will access Slate Reader through Tech Express by clicking the icon labeled Slate.**

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



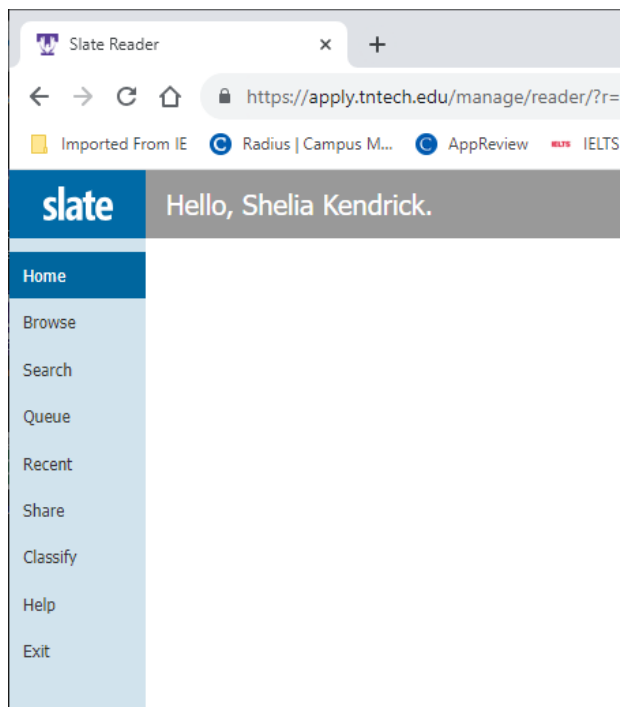
In the Slate Reader, you will only have access to applications to the “population” (based on program) that has been assigned to you.

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.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Slate Reader' displaying the URL: <https://apply.tntech.edu/manage/reader/?r=%2fmanage%2freader&b=0fdeb404-3a0a-4285-9bea-56feb82ae629&tab=browse>. The interface features a sidebar on the left with navigation options: Home, Browse (selected), Search, Queue, Recent, Share, Help, and Exit. The main content area is titled 'Graduate Studies' and is organized into three columns: Pre-Review, Review, and Decision. Each column contains several bins with their respective counts.

Pre-Review	Review	Decision
Awaiting Submission 11	Department Committee Review 0	Admit 1
Awaiting Payment 8	Department Chair Review 0	Deny 0
Awaiting Materials 4	Engineering PhD Review 0	Application Withdrawal 2
Processing Review 0	Graduate Studies Review 0	

## 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 <b>submitted</b> 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.

The screenshot shows the Slate Reader application interface. The browser tabs include Tech|Express, ApplicationXtender Web Access, Application Navigator, and Slate Reader. The URL is <https://apply.tntech.edu/manage/reader/?r=%2fmanage%2freader&b=0fdeb404-3a0a-4285-9bea-56feb82ae629&tab=search>. The left sidebar has a 'slate' logo and a menu with options: Home, Browse, Search (highlighted), Queue, Recent, Share, Help, and Exit. The main content area is titled '2. Graduate (4)' and contains a table of applicants. The table has columns: Record, Bin, Term, Type, Major, Bin Entry Date, and Person Staff Assignee. There are four rows of data, each with a 'paper' icon on the right. The right sidebar has a 'Prev' button, a 'Next' button, a search bar, and a dropdown menu showing 'Pre-Review - Awaiting Materials'.

Record	Bin	Term	Type	Major	Bin Entry Date	Person Staff Assignee
Dekaa, Solomon Bem...	Awaiting Materials	Fall 2024	Master's	Mathematics (MS)	2024-01-30	lhenry
Johnson, Peyton	Awaiting Materials	Fall 2024	Master's	Mathematics (MS)	2023-10-27	lhenry
Metzela, Peter Marcel...	Awaiting Materials	Fall 2024	Master's	Mathematics (MS)	2024-04-04	lhenry
Okai, Margaret Okaley	Awaiting Materials	Fall 2024	Master's	Mathematics (MS)	2024-03-08	lhenry

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.

The screenshot shows the Slate Reader application interface for a specific student. The browser tabs include Test & Other Environments, Slate Reader, and Slate Reader. The URL is <https://tnt.test.technolutions.net/manage/reader/?r=%2fmanage%2freader&b=0fdeb404-3a0a-4285-9bea-56feb82ae629&tab=search>. The left sidebar has a 'slate' logo and a menu with options: TEST (highlighted), Dashboard, Application, Transcripts, References, Other Materials, and Review Forms. The main content area is titled '768575867' and 'GR Spring 2024'. It contains a 'Student Info' section with fields for Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term. The 'Schools' section contains a table of schools. The 'Tests' section contains a table of test scores.

**Student Info**

Name:		City:	Abeokuta
Race/Hispanic:	/ Unknown	State:	
Birthdate:	04/01/1993	Country:	Nigeria
Contact:	<a href="mailto:owofatadisa93@gmail.com">owofatadisa93@gmail.com</a>	Geomarket:	INT-NI Nigeria

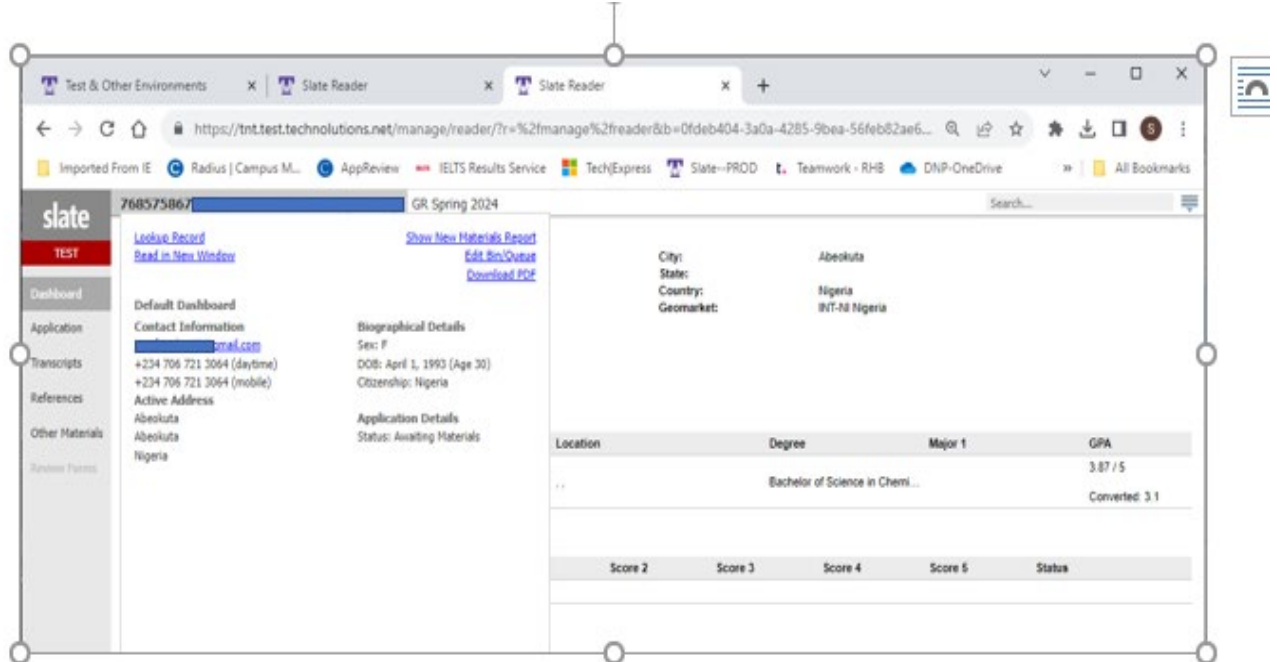
**Schools**

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	NI0646		Bachelor of Science in Chemi...		3.87 / 5
					Converted: 3.1

**Tests**

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Score 4	Score 5	Status
There are no test scores to display for this record.									

- 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.

Applicant: 7685

GR Spring 2024 Awaiting Materials

Overview  
Financial Aid  
Workflows  
Portfolio  
Populations  
Read Application  
Download PDF  
GR Application Details

GR Spring 2024  
Awaiting Materials  
Submitted August 29, 2023  
Last updated September 25, 2023

No decision on file.

Staff Assigned: Frank Title  
Admit Type: New Inst First Time Grad/Prof  
Student Types: Master  
Term: Spring 2024  
Major: Chemistry (MS)  
Residency: Out of State Non-Verified  
Key: GR  
Concentration: blank  
Attributes:

Checklist

Date	Description	Record	User
09/25/2023	Transcript (Olabisi Onabanjo University)	Received Copy	Shella Kandrick
08/29/2023	Passport Copy	Received	Shella Kandrick
08/29/2023	Statement of Purpose	Received	Shella Kandrick
09/03/2023	Recommendation (Kofoworola Papohunda, Louisiana Tech University)	Received	Shella Kandrick
09/25/2023	Recommendation (Kolawole Adenekan, Intel Corporation)	Received	Shella Kandrick
	Recommendation (Oluwagbenga Ogunbiyi, University of Maine)	Hide	

Materials

Date	Description	Record	User
09/25/2023	Reference: Kolawole Adenekan	This Application	Shella Kandrick
09/25/2023	Transcript (Unofficial Copy) - Olabisi Onabanjo University	Folio	Shella Kandrick
09/03/2023	Reference: Kofoworola Papohunda	This Application	
08/29/2023	Statement of Purpose / Letter of Intent	This Application	
08/29/2023	International Credential Evaluation	This Application	
08/29/2023	Resume or CV	This Application	
08/29/2023	Passport Copy	This Application	

Decisions

Effective	Decision	Released	Received	User

Activities

Date	Code	Subject	User
09/25/2023	Received	Received Copy: Olabisi Onabanjo University	Shella Kandrick
09/25/2023	Received	Received: Reference (Kolawole Adenekan, Intel Corporation)	
09/03/2023	Received	Received: Reference (Kofoworola Papohunda, Louisiana Tech University)	
08/29/2023	Payment	Payment Received: 40.00 USD	
08/29/2023	Received	Received: Statement of Purpose	
08/29/2023	Received	Received: Passport Copy	
08/29/2023	Payment	Payment Due: 40.00 USD	

**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.

TEST

Dashboard

Application

Transcripts

References

Other Materials

Review Forms

Personal Background

Form Title

Personal Background

Name

Photo

First Name (Given)

Middle Name

Last Name (Family/Surname)

Preferred First Name (only if different from Legal Name)

Have you ever gone by another last name?

Addresses

Permanent Address

Mailing Address

Phone Number

Primary Phone

Student Mobile

Do we have permission to text you?

Biographical Information

Birthdate

Legally Recognized Sex

Citizenship Information

Nation of Citizenship

Nation of Birth

Visa Type, if inside the US

For the past twelve months, have you continuously lived in Tennessee?

Please tell us where you lived for the twelve months, and also provide a time frame for when you moved to Tennessee.

Program Information

Form Title

Student Type

Major

Start Term

Program Information

Master's

Chemistry (MS)

Spring 2024

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

Dashboard

Application

Transcripts

References

Other Materials

Review Forms

Uva Wellasa University of Sri Lanka

ACADEMIC TRANSCRIPT

Student's Full Name

Registration No.

Level of Study

Level of Performance

Medium of Instruction

Effective Date of the Program

Sl. No.	Subject	Grade	Grade Point
001	Mathematics for Biological Sciences	B	2.00
002	Calculus	B	2.00
003	Linear Algebra	B	2.00
004	Physics	B	2.00
005	Chemistry	B	2.00
006	English	B	2.00
007	Computer Science	B	2.00
008	Statistics	B	2.00
009	Environmental Science	B	2.00
010	Health Science	B	2.00
011	Business Administration	B	2.00
012	Law	B	2.00
013	Education	B	2.00
014	Arts	B	2.00
015	Engineering	B	2.00
016	Architecture	B	2.00
017	Design	B	2.00
018	Media Studies	B	2.00
019	Journalism	B	2.00
020	Public Relations	B	2.00
021	Marketing	B	2.00
022	Management	B	2.00
023	Accounting	B	2.00
024	Finance	B	2.00
025	Banking	B	2.00
026	Insurance	B	2.00
027	Real Estate	B	2.00
028	Transportation	B	2.00
029	Aviation	B	2.00
030	Maritime	B	2.00
031	Police	B	2.00
032	Fire Service	B	2.00
033	Prison Service	B	2.00
034	Border Security	B	2.00
035	Customs	B	2.00
036	Immigration	B	2.00
037	Consular	B	2.00
038	Embassy	B	2.00
039	Ministry of Foreign Affairs	B	2.00
040	International Relations	B	2.00
041	Global Studies	B	2.00
042	Area Studies	B	2.00
043	Language	B	2.00
044	Literature	B	2.00
045	History	B	2.00
046	Geography	B	2.00
047	Political Science	B	2.00
048	Sociology	B	2.00
049	Anthropology	B	2.00
050	Archaeology	B	2.00
051	Numismatics	B	2.00
052	Palaeontology	B	2.00
053	Botany	B	2.00
054	Zoology	B	2.00
055	Entomology	B	2.00
056	Microbiology	B	2.00
057	Immunology	B	2.00
058	Physiology	B	2.00
059	Psychology	B	2.00
060	Behavioral Science	B	2.00
061	Developmental Psychology	B	2.00
062	Health Psychology	B	2.00
063	Industrial Psychology	B	2.00
064	Organizational Psychology	B	2.00
065	Social Psychology	B	2.00
066	Personality Psychology	B	2.00
067	Cognitive Psychology	B	2.00
068	Developmental Psychology	B	2.00
069	Health Psychology	B	2.00
070	Industrial Psychology	B	2.00
071	Organizational Psychology	B	2.00
072	Social Psychology	B	2.00
073	Personality Psychology	B	2.00
074	Cognitive Psychology	B	2.00
075	Developmental Psychology	B	2.00
076	Health Psychology	B	2.00
077	Industrial Psychology	B	2.00
078	Organizational Psychology	B	2.00
079	Social Psychology	B	2.00
080	Personality Psychology	B	2.00
081	Cognitive Psychology	B	2.00
082	Developmental Psychology	B	2.00
083	Health Psychology	B	2.00
084	Industrial Psychology	B	2.00
085	Organizational Psychology	B	2.00
086	Social Psychology	B	2.00
087	Personality Psychology	B	2.00
088	Cognitive Psychology	B	2.00
089	Developmental Psychology	B	2.00
090	Health Psychology	B	2.00
091	Industrial Psychology	B	2.00
092	Organizational Psychology	B	2.00
093	Social Psychology	B	2.00
094	Personality Psychology	B	2.00
095	Cognitive Psychology	B	2.00
096	Developmental Psychology	B	2.00
097	Health Psychology	B	2.00
098	Industrial Psychology	B	2.00
099	Organizational Psychology	B	2.00
100	Social Psychology	B	2.00

- |                 |
|-----------------|
| Journal         |
| Application     |
| Transcripts     |
| References      |
| Other Materials |
| Review Forms    |

## Reference

Reference #1	
Name	Dr. Kolawole Adenekan
Organization	Intel Corporation
Title	Research and Development Engineer
Relationship	Advisor
Phone	+1 361-228-4114
Email	kola.adenekan@intel.com
Recommendation Requested	08/29/2023
Recommendation Submitted	09/25/2023
Reference #2	
Name	Ms. Kofoworola Fapohunda
Organization	Louisiana Tech University
Title	Research Associate (Biomedical Engineering)
Relationship	Supervisor
Phone	+1 401-212-0301
Email	ko003@latech.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	09/03/2023
Reference #3	
Name	Dr. Clugbenga Ogunbiyi
Organization	University of Maine
Title	Research Associate
Relationship	Mentor
Phone	+1 207-681-7879
Email	cugbenga.ogunbiyi@maine.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	Not Submitted

## Reference Page

Applicant	
Applicant	
Recommender	
Email	ko003@latech.edu
Submitted	09/03/2023
Signature	Kofoworola Fapohunda
Recommender Information	
Prefix	Ms.
First Name	Kofoworola
Last Name	Fapohunda
Institution	Louisiana Tech University
Position/Title	Research Associate (Biomedical Engineering)
Relationship	Supervisor
Telephone	+1 401-212-0301 406 W Louisiana Ave Lot 3 Ruston, LA 71270-4371 United States
Applicant Recommendation	
How many years have you known the applicant?	8
Scholarship, Quality of Work	Above Average
Dedication and Determination	Superior
Integrity and Dependability	Superior
Interpersonal Skills	Superior
Leadership	Above Average
Attitude	Superior
Overall Recommendation for Admission	Highly Recommended
Upload Letter of Reference	Uploaded 09/03/2023