

Slate Instructions for Graduate Faculty

Access

To obtain access to the Slate application system, you will first need to complete an [access form](#). In the section for Roles (Grouped Individual Permissions), select one of two options: if you are a member of the review committee, check Faculty/Committee Reader; if you are a graduate director, or someone else who will be placing admission decisions on applications, select Faculty/Committee Head Reviewer.

SLATE (GRADUATE) ACCESS REQUEST FORM

Office of Graduate Admissions

PLEASE PRINT

First Name MI Last Name

Check One: New User New User-Supervised Access User Modification Disable

Title College/Department

Campus ID GSU Email

Roles (Grouped Individual Permissions):

Faculty/Committee Reader | Faculty/Committee Head Reviewer

CEHD:

CEHD Admissions Advisor | CEHD Asst Director | CEHD Dept Staff

RCB:

GRSS Admissions Coord | GRSS Student Services/Experience Staff | GRSS Academic Advisor

GRSS Asst. Dir Admissions | GRSS Director | PhD Asso. Dir | GRSS Recruiter

COTA:

COTA Dept – Grad Coord

All the access you will need is grouped into these two roles, so you won't need to select anything in the boxes for Individual Permissions, Application Sub-Tabs, or Restricted Permissions. Once you have completed and signed the form, please email it to John Stewart (jstewart20@gsu.edu). You will receive notification once your account has been activated. After your account has been created, you can log in using your campus ID and password at <https://gradapply.gsu.edu/manage>.

Reader

To access applications within Slate, you will need to click the icon for Reader from the top menu bar.



Welcome, John.

Next, click on Browse from the left-hand menu bar. This will display the reader bin structure. The bins are a visual indicator of where an applicant currently stands in the admission process.

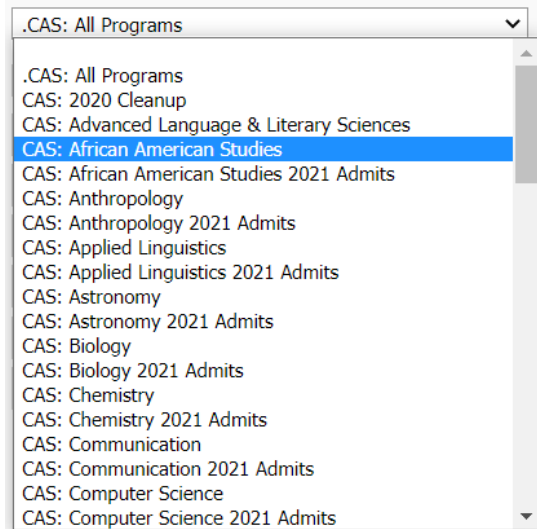
Browse			
Awaiting Review	Review	Final Review	Decision
Awaiting Submission-ALL COLLEGES 8197	Re-Entry Review-ALL COLLEGES 9	Dean Review 0	Submit Final Decision-ALL 11078
Awaiting Payment-ALL COLLEGES 349	CAS Department Review 772		Waitlist-ALL COLLEGES 58
Awaiting Materials-ALL COLLEGES 297			Dean of Students-ALL COLLEGES 8

A breakdown of the bins is as follows:

- **Awaiting Submission** - The applicant has begun completing the application, but has not paid or submitted.
- **Awaiting Payment** - Slate is unique in that it allows applicants to "submit" their application before paying the application fee. However, applicants in this bin are still not considered for an admission decision until the fee is either paid or waived. Applicants in this and the preceding bin are frequently sent emails and invited to recruitment events to encourage them to submit.
- **Awaiting Materials** - The applicant has submitted the application and paid the application fee, but they still have outstanding admission materials. Some materials, like personal statements and writing samples, are part of the application, and the applicant cannot submit until they have been uploaded. Others, such as transcripts and test scores, can be sent to GSU after the application has been submitted. It is the receipt of these materials that will allow an application to move beyond the Awaiting Materials bin. Applicants in this bin cannot be admitted until the outstanding materials have either been received or waived.
- **Reentry Review** - Submitted, complete reentry applications ready for faculty review. These applications are from matriculated students who have fallen out of compliance with continuous enrollment.
- **CAS Department Review** - Once an applicant has submitted the application and all required materials, it is routed to Department Review for faculty to make an admission decision. This will be discussed in greater detail below.
- **Dean Review** – Ignore this bin. Dean review is no longer in use.
- **Submit Final Decision** - Once an application has been assigned an admission decision (Admit Full Status, Admit Special Status, Withdraw, or Deny), it is moved to the Submit Final Decision bin. Placement in this bin will trigger Graduate Admissions to release the appropriate decision letter to the applicant.
- **Waitlist** - If a department is not ready to make a decision on an application, they can elect to move it to the Waitlist bin. This is essentially a holding pen, as no letter or notification is released to the applicant about being waitlisted. The expectation is that these applicants either get admitted or denied once the department has a clearer picture of what their cohort will look like.
- **Dean of Students** - If an applicant answers in the affirmative to one of the security questions, they will have to be approved by the Academic Background Committee in the Dean of Students Office. Until the committee has reached a decision, the application will be housed in the Dean of Students bin. Once that decision has been made, the committee notifies Graduate Admissions, at which point the application can be moved to Final Decision and a decision letter released. Please note that departments cannot see or access this bin, so if you recommended an applicant

for admission, but the application has seemingly disappeared, it's usually here. You can contact the advisor assigned to your program for clarification.

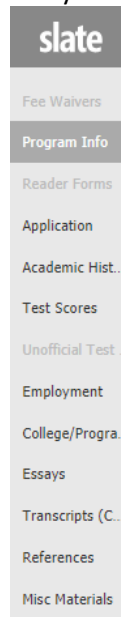
To show the applications to your department, select the appropriate query from the drop down menu to the right of the bins.



Click the bin to display the applicants currently at that stage of the process. From this screen you will be able to select individual applications by clicking the Display Copy button found at the end of each row.

Bin	Bin Entry Timestamp		Prev
CAS Department Review	02/08/2021 05:38 PM		Search...
CAS Department Review	02/22/2021 05:53 PM		Display Copy

After opening an application, you can scroll through the various sections and uploaded materials using the menu on the left. You can also use the arrow keys on your keyboard to move from page to page.



Exceptions and Waivers

Reviewing applications and admitting students is rarely 100% straightforward. However, the Office of Graduate Services is available to assist and troubleshoot a variety of issues. These include the following:

- Deadline extensions or changes
- Test score waivers
- Off-cycle applications
- Admission deferrals
- Modifications to the application
- User access
- Applicant data reports - We can pull a lot of data out of Slate, so you should not need to manually create applicant spreadsheets.
- Communication - This is still a work in progress, but moving forward the college's ability to communicate with applicants through Slate should improve. Until then, we can assist with stopgap measures.

Slate is a robust system, so if there is something you think can be done, there's a good chance it is possible. Please don't hesitate to reach out to the Office of Graduate Services if you have any questions.