

Technolutions

Slate

User Manual

Bowling Green State University

Graduate College

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Table of Contents

Graduate College Application System (Slate).....	4
How to Obtain Access Rights in Slate.....	4
Slate Basic Navigation.....	4
Reader Query Navigation Instructions	5
Application Search (Records Icon).....	6
Look up an Application in Manage (Records Icon)	6
Slate Inquiry Form	7
For an Applicant Record Search, set your Landing Page to the Application Tab	8
Navigation from a Record Search to the Reader Page (and back)	8
Record Application Tabs	9
Departmental Workflow/Decisions (Reader Icon)	12
Reader	12
Reader Tabs	12
Reader - Home Tab.....	12
Reader - Browse Tab.....	13
Status Types.....	13
Bin Movement	14
How to find a Application in Reader, if you do not see it on the List.....	14
Purpose of Reader	15
To move or make a decision on an application	15
3. Admin Assist/Secretary:	15
4. Reviewer	15
5. Program Coordinator.....	15
Reading an Application.....	15
Search Tab (Reader)	15
Queue Tab (Reader)	15
Recent Tab (Reader).....	15
Share Tab (Reader)	15
Help Tab (Reader).....	16
Exit Tab (Reader)	16
Make a Recommendation and Move an Application to a Queue	16
Reader Snapshot.....	16
Reader Decision Form Example.....	17

Reader Bin Movement - Administrative Assistant Form	18
Reader Bin Movement – Reviewer/Faculty Form	19
Reader Bin Movement – Program Coordinator (PC) Form.....	20
Workflow after an Applicant is Admit	21
Simple Reader Steps for Decisions	21
Query Applications (Queries Icon)	22
FAQ	22
The applicant has been admitted, why are they missing a BGSU Email?	22
How do I move and application forward to the Evaluation bin?	22
Checklist Waiver Guidelines	23
How do applicants withdraw?	23
How do withdrawn applicants submit another application?	23
How to view correspondence sent to application?.....	23
How do I know if an applicant is reading their emails sent through Slate?	23
How does the applicant upload documents after the application is submitted?	23
How do applicants upload materials after they submit their application?.....	24
What are the steps to defer an application?.....	24
Original application Decision code example for a Deferred Record:	24
Cloned/deferral/new application Decision code example:	24

Graduate College Application System (Slate)

Slate is a paperless application system that handles the workflow of applications from the Graduate College to each of the 170 programs at Bowling Green State University. This system also collects and responds to inquiries regarding individual Graduate programs at BGSU. The system opened Fall 2016 and holds inquiries received since Fall 2016 and applications beginning Summer 2017.

Applications are submitted online by the applicant and all application materials are collected through the system (i.e. letters of recommendations, unofficial transcripts, unofficial test scores, resume, statement of purpose, writing sample). Once all application materials are received, the application moves forward to the Evaluation bin and is reviewed by Graduate College Processors. Once reviewed to assure all materials are in place, loads the undergraduate/graduate GPA, and forwards the application to the department for review.

Social Security Numbers are Redacted (blocked from viewing) when possible for all scanned documents uploaded into Slate by the Graduate College. **If you must download documents from Slate, please black out the first five digits of the social security number on any printed copies. Do not store documents with social security numbers on local servers or computers outside of the Slate system.**

How to Obtain Access Rights in Slate

Department access rights are set at three levels:

1. **Department Administrative Assistant** (moves application to the appropriate person in the department)
2. **Reviewer** (reviews and makes a recommendation on applications)
3. **Program Coordinators** (makes the final decision to admit or deny an application)

To obtain rights in Slate, attend a Slate training (see www.bgsu.edu/slate) or have your administrative assistant or program coordinator email Angie McCutcheon angelmm@bgsu.edu to have your rights set up. Angie needs your name, program(s) you need access to, and your user level access. All new user in Slate should attend a one hour Slate Workshop or read the Slate User Manual.

Slate Basic Navigation



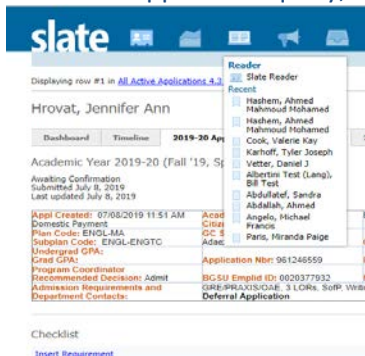
Figure 1: Records Search Icon.

When you log into Slate, you will use the first three icons on the top left:

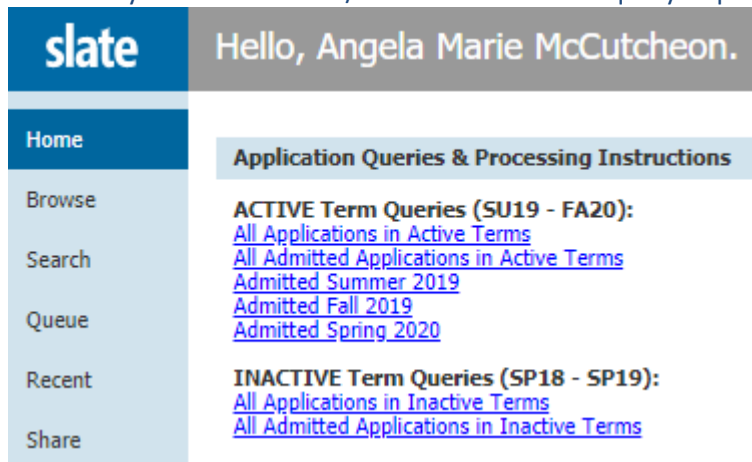
1. **Records Search icon** – click the first icon to search on individual inquiry or application, review status, and answer questions as needed.
2. **Query icon** – most users do not have access to create their own queries. See Reader Home Tab queries.
3. **Reader** – Click the third icon to review and make decisions on applications. Also, on the Reader Home tab, you will find a variety of queries that allow you to download most data collected in the application (see sample below). Also see a sample of available queries on the Reader Home Tab and the navigation instructions to use queries below.

Reader Query Navigation Instructions

1. To find an application query, open Slate, click on Reader icon (third icon from the left) in Slate.



2. This lands you on the Reader/Home tab. Click on a query to pull up your applicants.



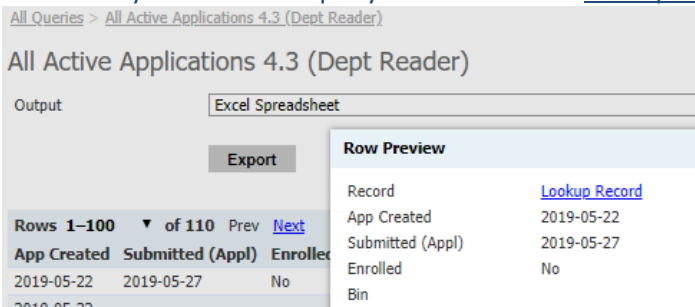
3. Example: Click on [All Applications in Active Terms](#) link. You have 110 active applications. Click the Run Query button to view them.

All Active Applications 4.3 (Dept Reader)

Folder	Department Queries
User	Angela Marie McCutcheon
Base	Departmental Reader
Execution Mode	Retrieve all records each time query is ru
Filters	Tag NOT IN Test Record BGSU Start Term PINNED IN Summer ;
Matching Rows	110

[Run Query](#)

4. Click on any record in the query list and click the [Lookup Record](#) link.



5. This quickly lands you on the Application tab to view the record.
 - a. If you want to view the next record, click the [Next](#) link in the upper right hand corner.
 - b. To return the query, click on the query link above the applicant name.

c. To move to Reader, click on the [Read Application](#) link in the list on the right.

Displaying row #1 in [Quick Query](#)

Prev [Next](#)

Leatherman (test), Sheri

Applicant 301688816

Dashboard Timeline **2020-21 Applicant...** Awaiting Materials 2017-18 Applicant... Decided 2018-19 Applicant... Profile Materials

Academic Year 2020-21 (Fall '20, Spring '21, Summer '21)

Awaiting Materials
Submitted January 15, 2019
Last updated June 25, 2019

Current Bin: Awaiting Materials

No decision on file.

Appl Created: 09/20/2018 3:49 PM	Academic Plan/Subplan: Music Education: Comprehensive Music Education - MM
Domestic Payment: TEST RECORD	Citizenship: United States
Plan Code: MUCED.MMA	CC Staff Assigned: ikarin

Overview

[Financial Aid](#)

[Workflows](#)

[Portfolio](#)

[Populations](#)

[Read Application](#)

The balance of this manual is divided into four parts:

1. Application Search (Records Icon – first icon on the left)
2. Departmental Workflow/Decisions (Reader Icon – third icon from the left)
3. Query Applications (Query Icon – second icon from the left)
4. Frequently Asked Questions

Application Search (Records Icon)

Look up an Application in Manage (Records Icon)

1. Go to <https://gradapply.bgsu.edu/manage> and log in using your BGSU user name and password.
2. You can also log in through the Graduate College Slate Informational site at www.bgsu.edu/slate and then link to the Web site above.
3. To search for an applicant, click on the **Records** icon (first icon on the left).
4. Enter the most unique part of a name (first, middle or last) to locate them quickly in the system and select the applicant or an inquirer from list. Note the Status in the search list will show you if the record is an Inquiry or an Application. The Application Academic Year will appear for active academic years in the system.

Lookup

Partial Match

Matching Rows 5

Add Filter

Name	Birthdate	Status	Application
Marie, Angela TEST McCutcheon	09/09/1963	Inquiry	
McCutcheon - Test, Angela Test	09/09/1963	Applicant	Academic Year 2018-

5. If you need to get back to a record at a later date, note that your last 10 searched records will appear in a list when you point to the Record icon. You can also Pin a record to the top of your search list. Point to the right of any record in the list until the Pin appears and click once on the Pin. Follow these same steps to unpin a record. (See example of a pinned record for Ferrer, Mark below.)

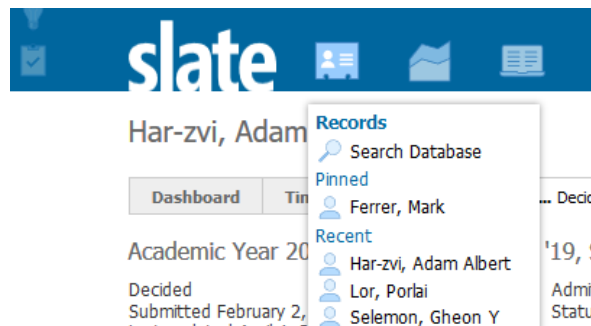


Figure 3: Example of a Pinned Record in the Records Search List.

Slate Inquiry Form

- Inquirers can go to www.bgsu.edu/graduate and click on the **Request Information** button to request information about a program. A message is immediately sent to the inquirer thanking them for completing the form from the Graduate College. The department is automatically informed of the inquiry via email. A follow up email is also sent the following day from the department automatically. If the department did not provide an inquiry follow up letter, a generic departmental response is sent.

BOWLING GREEN STATE UNIVERSITY

BGSU GRADUATE COLLEGE

ACADEMICS ADMISSIONS ABOUT ATHLETICS ALUMNI RESEARCH STUDENT LIFE INTERNATIONAL

Graduate School Inquiry

Thank you for your interest in graduate studies at Bowling Green State University. Please complete the form below and your contact information will be forwarded to a representative of the academic department you select.

For Internal Use Only: I am a BGSU staff member completing this form for a prospect. (Logs prospect info only.)

Yes

Name

First* Middle Last*

Contact Information

Email Address* Phone Number

Additional Information

Date of Birth (for matching purposes only) Country of Citizenship

Program of Study

Degree Type*

Questions

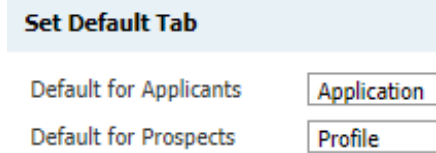
How did you first hear about Bowling Green State University?

- If an inquirer contacts the department directly, each inquirer should be entered by the department into the Graduate School Inquiry form above. Remember to check “Yes” at the top of the form (Yes, I am a BGSU staff member completing the form for a prospect.) This logs the prospect information only and does not send automatic system correspondence from the department. With these types of inquiries, the departments have a record of the inquiry (see Reader Home Tab/Inquiry List query) and these

inquirers will receive a follow up email from our Graduate College Recruiter in the future offering assistance if an application is not started.

For an Applicant Record Search, set your Landing Page to the Application Tab

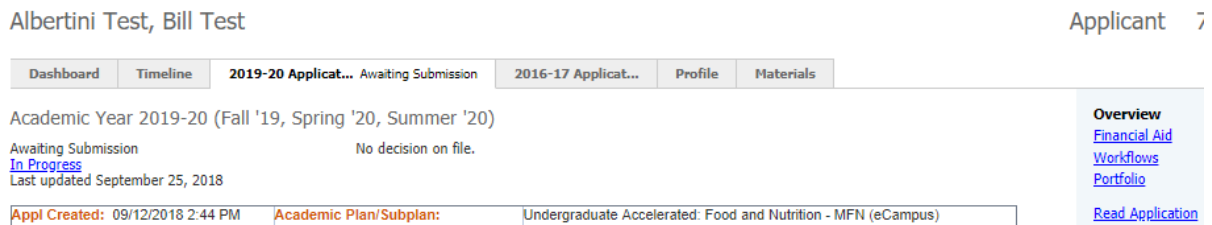
1. Open Slate, click the **Record Search** icon (first icon to the left) and search for a record. By default, the record will be opened on the **Dashboard** tab. Click on the **Application** tab (third tab from the left).
2. Scroll to the bottom of the page and click on the Set Default Tab link. Set the **Default for Applicants** option to **Application**. In the future, when you search for a record, the record will open on the most recent Application tab, so you can quickly view the status of the application.



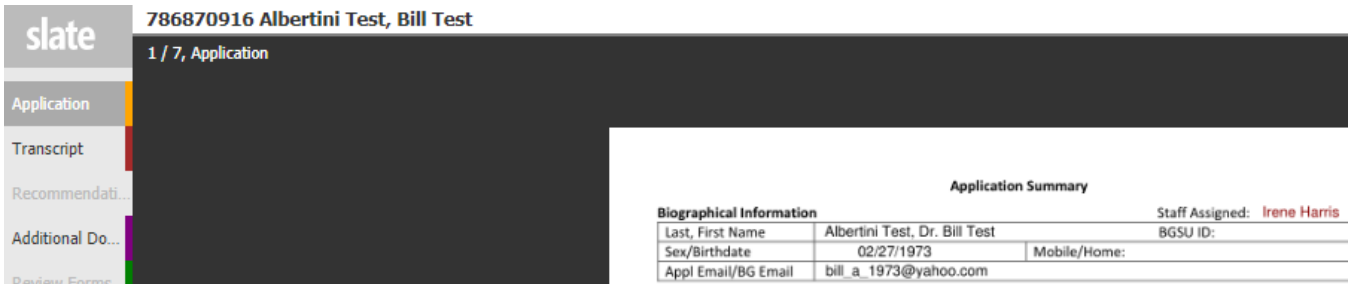
Navigation from a Record Search to the Reader Page (and back)

You may open a record in Record Search or Reader and easily navigate to the other location.

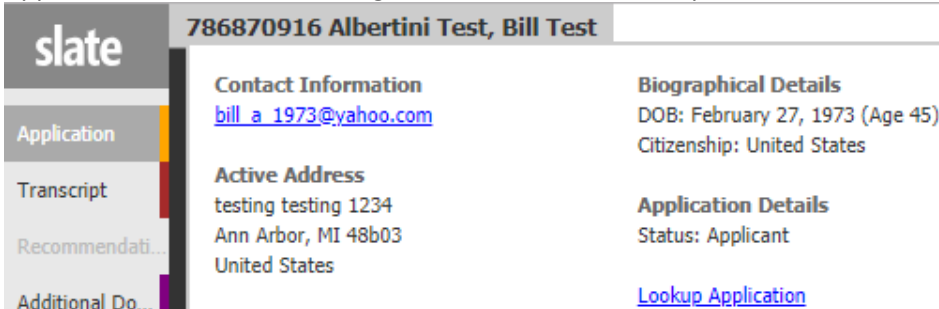
3. Open Slate, click the **Record Search** icon (first icon to the left), search for a record, and assure you are on the Application tab (third tab from the left). Click the Read Application link on the right hand side under the Applicant ID. See in lower right hand corner of this snapshot:



4. This opens this record in Reader.



5. To navigate back to **Record Search**, click on the name at the top in Reader and click on the Lookup Application link. See in lower right hand corner of this snapshot:



6. This opens the record in **Record Search** again.

Albertini Test, Bill Test

Applicant 7

The screenshot shows a navigation bar with tabs: Dashboard, Timeline, 2019-20 Applicat... Awaiting Submission, 2016-17 Applicat..., Profile, and Materials. Below the tabs, it displays 'Academic Year 2019-20 (Fall '19, Spring '20, Summer '20)' and 'Awaiting Submission' with the status 'No decision on file.' and 'Last updated September 25, 2018'. A sidebar on the right contains links for Overview, Financial Aid, Workflows, Portfolio, and Read Application. At the bottom, it shows 'Appl Created: 09/12/2018 2:44 PM' and 'Academic Plan/Subplan: Undergraduate Accelerated: Food and Nutrition - MFN (eCampus)'.

Record Application Tabs

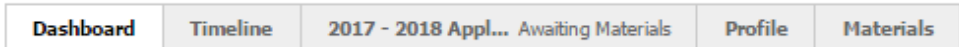


Figure 4: Dashboard Tab in Manage (Landing Page for a Record Search).

All applications open in the Dashboard, but you can change this default, by clicking on the Application tab (third icon from the left) and scrolling to the bottom to click the Set Default Tab link and set **Default for Applicants** to Application, and click Save. Each time you search for a record, it will default to the Application tab, where most application status details appears. The details for each tab follows:

Dashboard Tab

The first tab displays general information about the application and the bin location of the application. On the Dashboard tab, the application moves through the bins from top to bottom/left to right as shown below. Also see the definition of each bin below.

Awaiting Materials
Submitted 08/25/2016; Started 08/23/2016

Application	Department	Decision
Awaiting Submission	Admin Assist/Secretary	Admit
Awaiting Materials	Reader	Deny
	Program Coordinator	Withdraw
		Decision Released

Figure 5: Example of Dashboard Tab workflow bins.

Definition of Workflow bins:

1. **Awaiting Submission** (application that has not been submitted)
2. **Awaiting Materials** (application has been submitted and all materials have not been received)
3. **Admin Assist/Secretary** (application has been reviewed by the Graduate College and forwarded to the Admin Assist/Secretary for processing)
4. **Reviewer** (usually a faculty member(s) who are currently evaluating the application)
5. **Program Coordinator** (application is ready for final review and admit/deny decision)
6. **Admit/Deny** (program coordinator makes a decision and places the application in the Admit or Deny bin)
7. **Withdraw** (department or student lets their Graduate College Processor know that the applicant is withdrawing. The application is moved to the Withdraw bin and a processor sends letter to the applicant.)

Timeline Tab

The Timeline tab displays all correspondence with an applicant in Slate. This tab allows you to see the many automated emails that are sent to the applicants notifying them of the application status and missing materials.

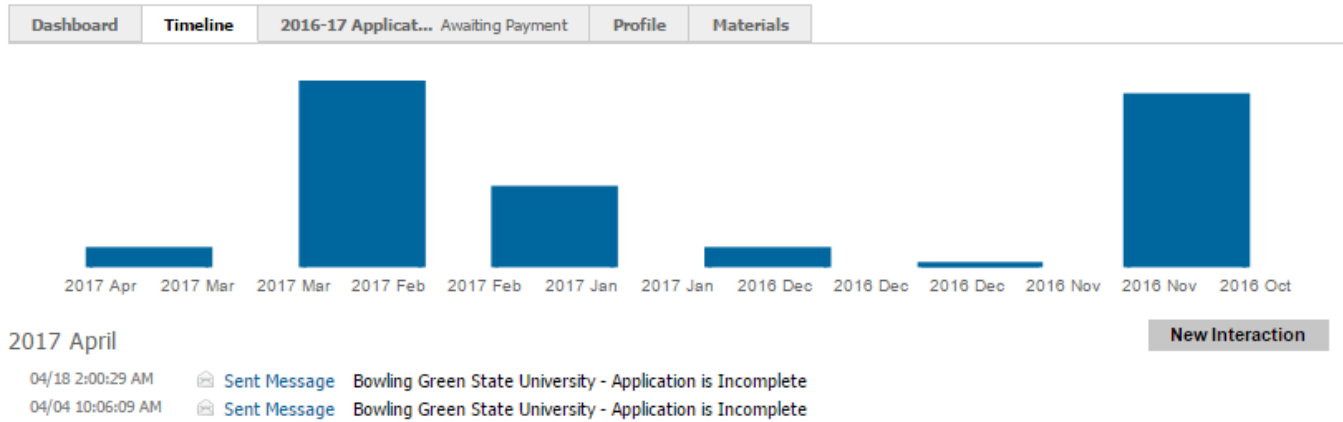


Figure 4: Timeline tab in the application record.

Application Tab

The Application Tab displays checklist items, materials received, decision letters, and other activities for an application. There may be more than one application tab if the applicant has applied to more than one application. To see the status of another application, click on the second application tab. Details regarding the items on the Application Tab follows:

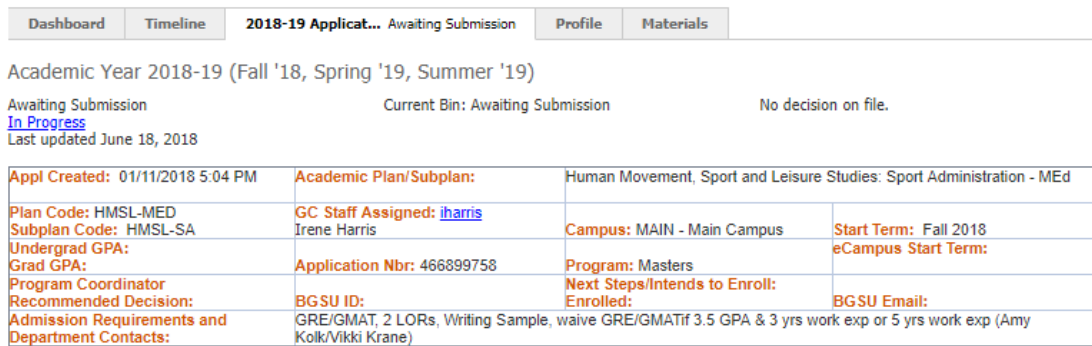


Figure 5: Top of Application Tab for an application record.

Application Tab Details

Under the Academic Year (also called Round in Slate), you will find:

- Application Status (also see table of application statuses later in this manual)
- Submission Status (Submitted or In Progress)
- Date of last update to the record
- Followed by the Current bin the application resides in (also see the application bin and status charts later in this manual)
- Application Decision Letter

In the Application Tab table, you will find:

- Row 1: Date application was created and Academic Plan
- Row 2: Plan and Subplan Code, the Graduate processor’s contact information, Campus, and Start Term
- Row 3: If the application has been evaluated by a processor, you will see the UG GPA and Grad GPA if available, the Slate Application ID (unique to each application), Program Type, and an eCampus Start Term if relevant
- Row 4: Program Coordinator’s Recommended Decision, BGSU ID for admitted applicants*, the applicant’s Intent to Enroll, if the Enrolled in the term, and BGSU Email
- Row 5: Admission Requirements and the Administrative Assistant/Program Coordinator assigned to the program

*If the BGSU ID appears on the Application tab, this means a decision has been made on this application (and the BGSU ID was obtained from PeopleSoft CSS). **Assistantship Awards cannot be accepted by the student in CSS until they have a BGSU ID. Programs cannot extend a formal contract in the CSS system until the application is in CSS.** The BGSU IDs also appears in most Reader Home Tab Queries.

In the middle of the Application Tab page, you will find:

Admission Requirements and Department Contacts: GRE/PRAxis/OAE - (Wendy Walston Vaughn [wwalsto@]/Cynthia Bertelsen)

Checklist

[Insert Requirement](#)

✓	09/12/2018	Application Fee		Received	▼
✓	09/12/2018	GRE, OAE or PRAxis Test Scores		Received Copy	▼
✓	09/12/2018	Transcript (Urbana University)		Received Copy	▼
✓	09/17/2018	Next Steps Form	Form	Received	▼

Materials

Date ▲	Description	Record	User
09/12/2018	Licensure	This Application	
09/12/2018	Additional Document OAE 001	This Application	Irene
09/12/2018	Transcript (Copy) Urbana University	Folio	

Decisions

Effective ▲	Decision	Released	Received	User
09/17/2018	Admit - Regular Admit - Letter effective 03/17/2016	09/17/2018	09/17/2018	Angela

Figure 6: Checklist, Materials uploaded, and Decisions (middle of Application Tab).

- **Checklist** - Checklist status of the items required for admission (compare this list to the last column of the table to determine what items should be on the checklist). Once all checklist items (except for the Application Fee) are cleared, the application will move to the Evaluation bin. Once evaluated, the application will move to a Department bin.
- **Materials** – materials uploaded by the applicant or processor. When a document is uploaded it is checked off the Checklist.
- **Decisions** – when a program coordinator makes the Recommended Decision and places the application in the Admit or Deny bin, the processor adds the appropriate Decision Letter.

Departmental Workflow/Decisions (Reader Icon)

Go to www.bgsu.edu/slate, click on gradapply.bgsu.edu/manage (go to the link directly from your browser), and click on the third icon from the left to open Reader. Reader is used to review and make decisions on applications.



Figure 7: To access the Reader, click the third icon from the left.

Reader

The Slate Reader tool is designed for reviewing application materials (application, letters of recommendation, statement of purpose, resume, portfolio, writing sample, test scores, etc.). The Reader tool also keeps the application workflow organized and retains all reviewers' feedback during the review process.

Reader Tabs



Figure 8: Reader tabs on the left hand side in Reader.

Reader - Home Tab

On the Slate Reader Home Tab, you will find several useful queries that allow you to download data from the application, evaluation data, test scores, schools attended, emails, addresses, etc. Sample of queries available on the Reader Home Tab follows:

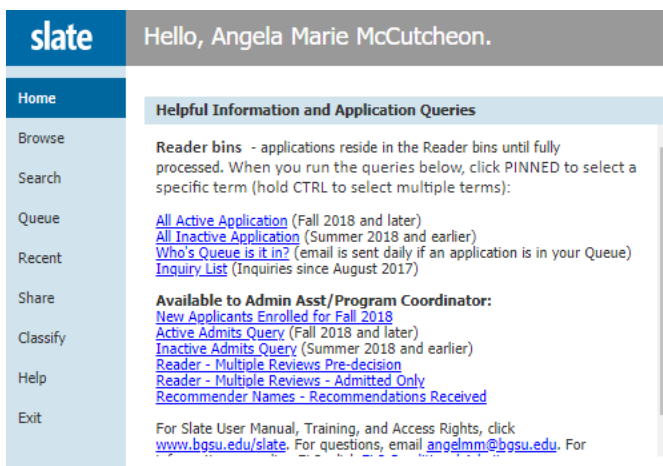


Figure 9: Queries available on the Reader Home tab.

Along the right margin there are helpful instructions on how to navigate in the Reader.

Reader - Browse Tab

Click the Browse Tab on the left hand side of the Reader to view application bins. You can see your program’s applications based on your permissions and role (program rights are setup in the Graduate College based on your program coordinator or the administrative assistant’s request).

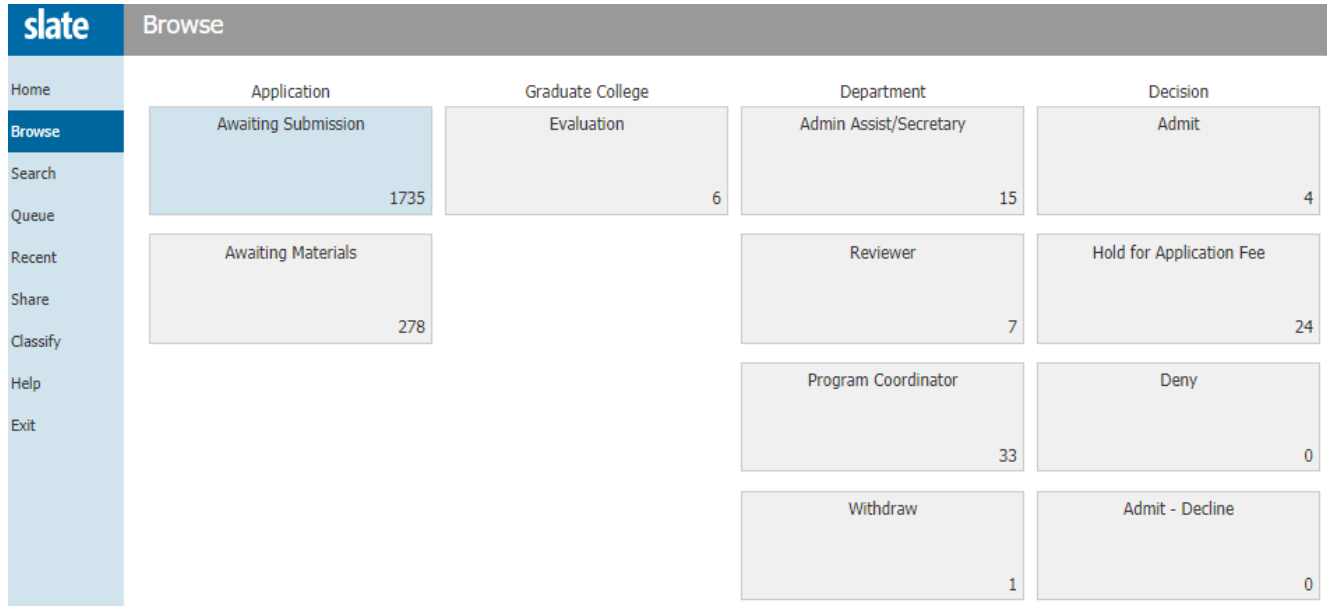


Figure 10: Workflow bins found on the Reader Browse tab.

Reader Bin Workflow

The “Browse” button takes you to the bin structure. Each reader bin indicates the total number of applications in the bin.

1. An application can ONLY reside in a single bin at any given time, moving from top to bottom and left to right.
2. An application starts in the “Awaiting Submission” bin.
3. Once submitted, it moves to the “Awaiting Materials” bin and resides there until the checklist is complete (excluding the application fee checklist item).
4. Once checklist is complete, the application moves the Graduate College’s “Evaluation” bin to assure accuracy of materials submitted and to add the undergraduate GPA (and graduate if relevant).
5. Once evaluated, the processor moves the application to the department bin.

Status of Applications

Status Types	
Awaiting Submission	Application has not been submitted
Awaiting Materials	Application is submitted, but checklist is not complete
Awaiting Decision	All checklist items are complete (except for Application Fee) and application is in Evaluation or Department bin

Bin Movement	
Bins	Related Status
Awaiting Submission	Awaiting Submission Status
Awaiting Materials	Awaiting Materials Status
Evaluation	Awaiting Decision Status; under review by Graduate College Processor
Admin Assist/Secretary	Awaiting Decision Status
Reader	Awaiting Decision Status
Program Coordinator	Awaiting Decision Status

How to find a Application in Reader, if you do not see it on the List

Click on a Reader bin and the use the pre-defined queries to locate records. See the Default setting in the upper right hand corner. You can select other filter types from the drop down including Name, Term, and Program filters (see also Audition and Instrument View is for the Music programs only).

Search by Name Example

You have the option to filter by Name, Term and Program. Example: You can filter the bin materials before you open a bin to see all records for Fall 2017 in all bins or you can open a bin for example the Reader bin and the filter out all applicants for Fall 2017 term. Once you select the filter type (see picture below for Name filter), click the edit icon to the right of the word CONTAINS. When the box opens, enter any part of a name (first, last, middle) and click Save.

Once you select the filter type (see picture below for Name filter), click the edit icon to the right of the word CONTAINS. When the box opens, enter any part of a name (first, last, middle) and click Save.

*In Reader, those in the **Music department** should select the preset query view called Audition or Instrument View before they select their bin. This will allow them to see the Audition/Instrument column when they view records in their bins.

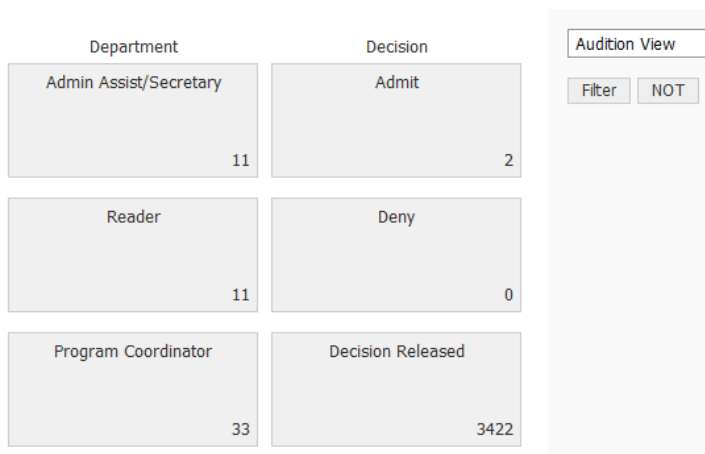


Figure 11: Audition View example in Reader.

Purpose of Reader

Reader is used to make recommended decisions on applications, but you can view incomplete applications too by clicking on the Awaiting Submission or Awaiting Submission bins. When the application list appears, click the file icon (on the right) to open an application or to filter for a specific application, enter partial or full name and press enter first [for additional details on opening and searching an application, see **Search Tab (Reader)** below.]

You can also access Incomplete Applications in Reader, click on the **Search** tab on the left to see a complete list of applications or click on either of these bins:

1. **Awaiting Submission:** Application remains in the bin until submitted by the applicant.
2. **Awaiting Materials:** Once an application is submitted, it will move to this bin and remain there until the checklist is complete. **Only applications with completed checklists (excluding the Application Fee) can move to the Evaluation bin and then to the department bin.**

To move or make a decision on an application, click on one of these **bins**:

3. **Admin Assist/Secretary:** Typically, the Graduate College Processor forwards the application to the Admin Assist/Secretary bin and places the application in the departmental Administrative Assistant Queue for processing. Each department determines their workflow through the Department bins. Let your processor know if you want to change the first person to receive your applications in your department.
4. **Reviewer:** Typically the Department Administrative Assistant forwards the application to the Reviewer bin and places the application in the first person's Queue. The Reviewer evaluates the application and then forwards the application to the next Reviewer or Program Coordinator.
5. **Program Coordinator:** The last reviewer forwards the application to the Program Coordinator. The Program Coordinator bin is a decision bin, for this reason, an admit/deny decision must be made to move a record out of this bin and to the admit/deny stage (the program coordinator is required to select both a Recommended Decision and Next Bin). If the program coordinator needs the application moved to another bin, contact your processor.

Reading an Application

Open Reader, click on the Browse tab, click on the bin, and click on the Display Copy icon to the right of the name. See after this section, specific details for moving applications and making recommendations/decisions as an Administrative Assistant/Secretary, Reader (faculty), or Program Coordinators.

Search Tab (Reader)

The Search tab provides a list of applications in a bin. Incomplete applications will be grayed-out in the list.

Queue Tab (Reader)

Applications are generally added to your Queue when they are placed in your bin. You will receive an email daily until the application is reviewed and moved forward. You may also remove the application from your Queue and leave it in the same bin.

Recent Tab (Reader)

Selecting Recent will show you a list of the applications you have recently reviewed. This feature is also user specific and will ONLY apply to those applications that YOU have viewed recently.

Share Tab (Reader)

The Share feature allows anyone with the role of Program Coordinator to share a screen view with other members of a reader committee during an applicant review session.

Help Tab (Reader)

The Help area provides links to many helpful resources.

Exit Tab (Reader)

If you need to exit the reader before completing your review, click on the “Slate” button in the top left corner of the screen to return to the Reader home screen. Then click “Exit” on the next screen.

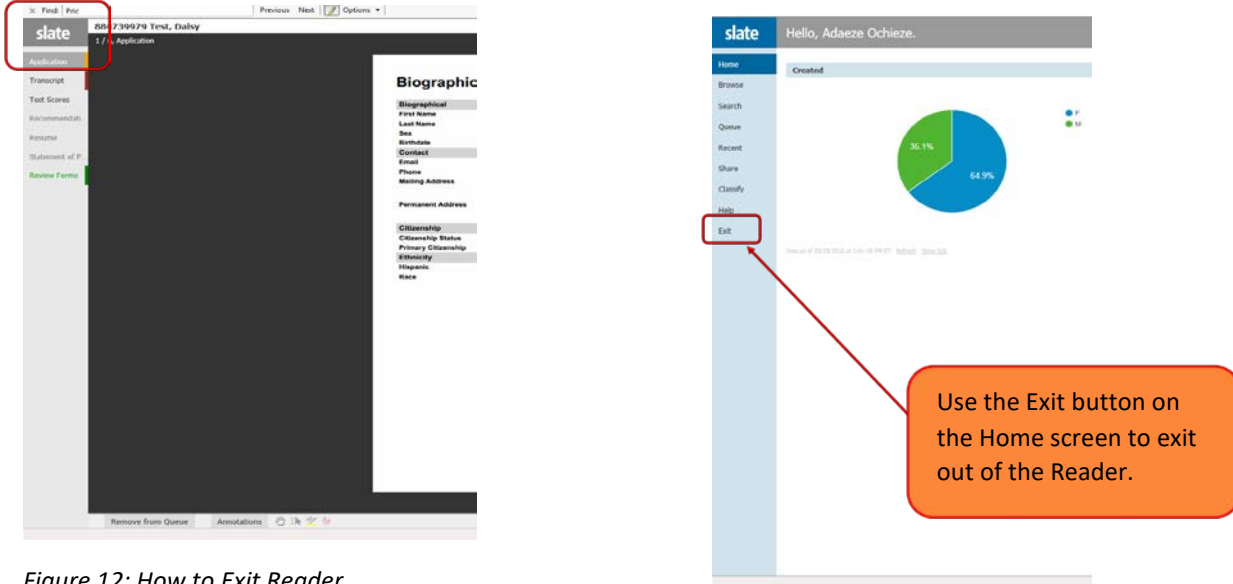


Figure 12: How to Exit Reader.

Make a Recommendation and Move an Application to a Queue

Reader Snapshot

To make a recommendation on an application, the application must be in your queue. An application can be sent to your Queue by a Graduate College processor, by an Administrative Assistant in your department, or through another Reader. Instructions for each role follows this figure.

Reader Decision Form Example

slate

Application
Transcript
Test Scores
Recommendati..
Resume
Statement of P..
Review Forms

Undergraduate #1
Institution
Dates of Attendance
Location
Degree
Major
GPA

Reader Review/Decision Form

Reader Name*

Reader Comments (Enter name/comments; below select optional Rank and Reader Recommended Decision)

Rank - Based on a holistic review of the criteria used to admit students to this academic program, please assign a score indicating your opinion of the strength of this candidate. (7 - strong / 1 - weak)

Reader Recommended Decision

Send to Bin

Current Bin Reader
Reader

Next Bin (required)
Reader (current) ▼

Next Reader (optional)

Send **Draft Saved**

Remove from Queue **Annotations**

Review Form / Send to Bin

Click buttons to navigate through application materials.

Select the **Next Bin** based on application review workflow. Enter **Next Reader** email address if you want to place in another's Queue.

Click **Send** to submit, remove the application from your queue, and send the application to the Next Bin (and Queue) selected.

Click to **Remove from your Queue** if not in use.

Use **Annotations** tools to highlight and make notes.

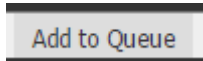
To open this form, click the **Review Form/Send to Bin** button

Figure 13: An application in a Reader's **Queue** with the Reviewer's **Review Form/Send to Bin** Form open.

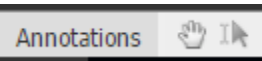
Reader Bin Movement - Administrative Assistant Form

An Administrative Assistant can forward an application to another bin or reader's queue. To move an application, the Administrative Assistant will:

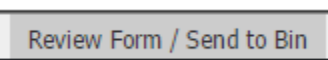
1. Click the Reader icon, click the Browse tab, and click on the Administrative Assistant bin. When the application list appears, click the file icon (on the right) to open an application.
2. Click the "Add to Queue" button in the lower left hand corner (if needed):



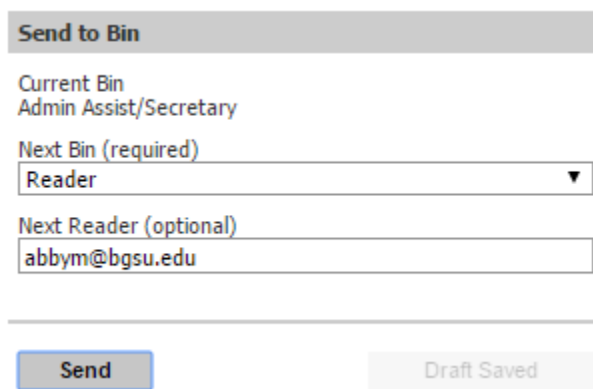
3. While an application is in your Queue, you may make annotations on the application:



4. Click the "Review Form/Send to Bin" button in the lower right hand corner:



Select the Next Bin (required), where you would like to move the application and if you would like to place the application in the next Reviewer's Queue, start typing the person name and a BGSU email list will appear, and select the name from this list. This will email the Reviewer daily and continue to send reminders to this reviewer until the application is reviewed and the Reader Review Form is submitted. Example of a completed Reviewer Decision/Send to Bin Form:

A screenshot of a web form titled "Send to Bin" in a dark gray header. Below the header, the text "Current Bin" is followed by "Admin Assist/Secretary". Underneath, "Next Bin (required)" is followed by a dropdown menu showing "Reader" with a downward arrow. Below that, "Next Reader (optional)" is followed by a text input field containing "abbym@bgsu.edu". At the bottom of the form, there is a blue "Send" button and a light gray "Draft Saved" button.

Send to Bin

Current Bin
Admin Assist/Secretary

Next Bin (required)
Reader ▼

Next Reader (optional)
abbym@bgsu.edu

Send Draft Saved

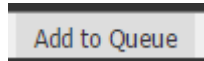
Figure 14: Administrative Assistant moves the application to another bin and/or queue.

You may also use the "Who's Queue is it in?" query on the Reader/Home Tab to locate applications that are currently in someone's queue.

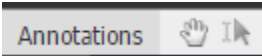
Reader Bin Movement – Reviewer/Faculty Form

Reviewers make recommendations and forward the application to the next reviewer. To make a recommendation and move the application, the Reader will:

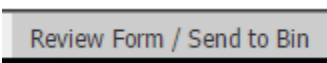
1. Click the Reader icon, click the Browse tab, and click on the Reviewer bin. When the application list appears, click the file icon (on the right) to open an application.
2. Click the “Add to Queue” button in the lower left hand corner (if needed):



3. While an application is in your Queue, you may make annotations on the application for others to reference:



4. click the “Review Form/Send to Bin” button in the lower right hand corner:



- 5.
6. **Reader Comments***: Enter your name followed by an optional comment for the applicant (see example below).
7. **Reader Rating** (optional): Select a rating.
8. **Reader Recommended Decision**: Select Admit or Deny.
9. **Reader Next Bin** (required): Select the next bin (required) and if you would like to place the application in the next Reviewer’s Queue, start typing the person’s name and a BGSU email list will appear. Select a name from this list. This will email the Reviewer or Program Coordinator and continue to send reminders until this person reviews the application and completes the Reader Review Form. In this example, we are sending the application to the Program Coordinator’s bin.
10. Click the **Send** button.

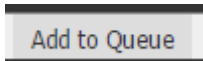
The screenshot shows a web interface for a reviewer. At the top is a header "Reader". Below it is a section "Reader Comments (Enter name/comments)" with a "Sample Comment:" label and a text area containing the text "Abby Braden; GRE score met. Letters of recommendation and materials are strong." Below the text area is a "Rank" section with a label "Rank - Please assign a score indicating your opinion of the strength of this candidate. (7 - strong / 1 - weak)" and a dropdown menu showing "7". Below that is a "Reader Recommended Decision" section with a dropdown menu showing "Admit". At the bottom is a "Send to Bin" section with a "Current Bin" label and "Reader" text. Below that is a "Next Bin (required)" dropdown menu showing "Program Coordinator". Below that is a "Next Reader (optional)" text input field containing "William O'Brien". Below that is a "Next Reader Notes (optional)" text area. At the very bottom are two buttons: "Send" and "Draft Saved".

*All comments made in the Reader become part of the student file and are subject to future public records requests. Comments should be limited to submitted admissions criteria only.

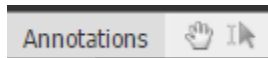
Reader Bin Movement – Program Coordinator (PC) Form

The Program Coordinator bin is the final decision bin, for this reason, an admit/deny decision must be made to move a record out of this bin. If you are not ready to make a decision and need to move the record, contact your Processor to have the application moved. To make the final decision, the Program Coordinator will:

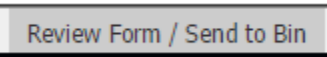
1. Click the Reader icon, click the Browse tab, and click on the Program Coordinator's Bin. When the application list appears, click the file icon (on the right) to open an application.
2. Click on the while on the Browse tab. When the application list appears, click the file icon (on the right) to open an application or to filter for a specific application, enter partial or full name and press enter.
3. Click the "Add to Queue" button in the lower left hand corner (if needed):



4. While an application is in your Queue, you may see annotations on the application made by others:



6. Click the **Review Form/Send to Bin** button in the lower right hand corner:



7. **PC Reader Comments**¹: Enter your name followed by an optional comment for the applicant (see example to the right).

8. **PC Rating** (optional): Select an optional rating.

9. **PC Recommended Decision Required**: Select one of these admit types from the list:

a. **Admit** – full admit

b. **Admit Conditional GPA**² – admit conditional until the applicant reaches a certain GPA level selected by the department

c. **Admit Conditional ELS** – admit with the condition that the applicant completes ELS English course first (contact ELS department)

d. **Admit Conditional Prerequisite** – admit pending the completion of certain classes with appropriate achievement level

e. **Admit Not Coming** – the department offered admission to the applicant, but the applicant declined (not recommended, but it happens in some situations)

f. **Denied** – admission is denied to this student

g. **Denied Low TOEFL** – an international applicant's score on the TOEFL or IELTS does not meet the department's required level

h. **Denied Position Filled** – denied because the department's positions are filled. Do not use this if you do not intent to admit this applicant in the next application cycle.

i. **Withdraw (Pre Admit)** – the applicant informed the department that s/he is withdrawing their application before the admission decision is made

10. **PC Next Bin**: The program coordinatore selects the Next Bin (required). Options include:

a. **Admit Bin**: applicants who have one of the admit

Reader

Reader Comments (Enter name/comments)

Craig Zirbel; Candidate materials are strong and meet all program admission requirements.

Rank - Please assign a score indicating your opinion of the strength of this candidate. (7 - strong / 1 - weak)

7 ▼

Recommended Decision*

Admit ▼

Program Coordinator Initials

cz

Send to Bin

Current Bin
Program Coordinator

Next Bin (required)

Admit ▼

Next Reader (optional)

Michelle Mohre

Next Reader Notes (optional)

Michelle,
This is the student we discussed today.

Send Saving in 14s...

- b. **Deny Bin:** applicants who have one of the deny
- c. **Withdraw Bin:** applicants that have a decision of Admit/Not Coming or Withdrawn

11. Click the **Send** button to submit.

Once the Program Coordinator places the application in the Admit Bin, she/he does not need to do anything else with the application. For additional information on the workflow after an applicant is admitted, see “Workflow after an Applicant is Admit” below.

¹All comments made in Reader become part of the student file and are subject to future public records requests. Comments should be limited to submitted admissions criteria only.

²We do not admit conditionally based on a low GRE scores. The Conditional Admit Prerequisite is an offer of admission contingent upon completion of prerequisite coursework prior to the start of classes as recommended by the program coordinator.

****Reminder:** Due to significant changes in federal policy related to international applicants, effective January 2017, **colleges and universities are no longer permitted to issue F-1 visas to students who are admitted conditionally for any reason.** The U.S. Immigration and Customs Enforcement SEVP (Student and Exchange Visitor Program) prohibits the issuing of a Form I-20 based on **conditional admission**. The Form I-20 is required for applicants to request an F1 student visa to study in the United States. Applicants must meet **all standards for admission** and be **regularly admitted** in order to be issued a Form I-20.

Workflow after an Applicant is Admit

1. **Program Coordinator admits** applicant through Slate.
2. **Graduate College processor sends Admit Letter** to applicant through Slate.
3. **Application is imported overnight into PeopleSoft CSS and a BGSU ID is assigned.**
4. The applicant opens the admit letter and click the Next Steps/Intent to Enroll link in the admit letter.
5. If Applicant selects “**Yes, I want to continue with the BGSU admission process,**” then the “**Activate my BGSU ID Letter**” is sent to the student from Slate with instructions on how to setup their BGSU Email.
6. If the applicant selects “**No, I will not be attending BGSU**”, the application is placed in the **Admit – Decline** bin, so the processor can attach/send the **Admit - Decline** letter through Slate.
7. **Student activates the BGSU email account** using the instructions found in the “Activate my BGSU ID” letter.
8. To confirm that the applicant received a letter, open locate the application in Slate, click on the Application tab and scroll to Decision. Look to see if there is a date in the Received column after the admit letter. In this example, the applicant was sent the admit letter on 02/08/2018 and s/he opened it on 01/08/2018.

Decisions

Effective ▲	Decision	Released	Received
New Decision			
02/08/2018	Admit - Regular Admit - Letter effective 03/17/2016	02/08/2018	02/08/2018

9. Once the Graduate College processor adds a decision letter to an application, the application will be removed from the admit bin. Reader bins are for processing applications. Once an application has a decision, it will no longer reside in a bin.

Simple Reader Steps for Decisions

1. Open to <https://gradapply.bgsu.edu/manage/> in the Chrome Browser.

2. Click **Reader** icon (third icon from the left)
3. Click on the **Browse** tab (on the left)
4. Click a bin
5. Select the applicant from the list (click paper icon to the right of the name)
6. Review application materials. (If needed, navigate from a Reader Page to Manage. See instruction in the first part of this manual.)
7. If the application is not in your Queue, click **Add to Queue** button (lower left)
8. Add an **Annotations** to the document if desired to make a note on the application in Reader.
9. Click **Review Form** (lower right corner) and complete the form:
 - a. Enter **Name/Comments***
 - b. Select **Ranking** (if desired)
 - c. Select **Recommended Decision**
 - d. Select **Next Bin**. (Do not send to the Coordinator Bin unless the application is ready for the final review/decision.)
 - e. Enter **Next Reader's** email address if you want the next reader to know that they have an application in their bin.
 - f. Click **Send** to submit the form.
10. If there are additional applications to review, click "Browse" and repeat.
11. If not, click **Exit**. (If you do not see the Exit tab, click the Slate button above the tabs and then click the **Exit** tab bottom left.)

*All comments made in the Reader become part of the student file and are subject to future public records requests. Comments should be limited to submitted admissions criteria only.

Query Applications (Queries Icon)

All user have pre-built queries that include most data from the application and status of applications on the Reader Home Tab. A few have access to create their own queries as a test (09-21-18).

FAQ

The applicant has been admitted, why are they missing a BGSU Email?

The BGSU ID Activate Email is only sent to applicants who indicate YES to "Next Steps" (Intent to Enroll). Encourage the applicants to open their admission letter and click the Next Steps link and select "Yes" if they are waiting on this email.

How do I move and application forward to the Evaluation bin?

All checklist items except for Application Fee must be cleared to move an application to the Evaluation bin. Send your request to waive items to your Processor, but please consider these things:

- First, we need to make sure the candidate is a strong one and that you are attempting to fast track acceptance. If the program is not sure if the applicant will be admitted, then you should wait until all materials have arrived.
- We also cannot deny applicants with incomplete applications for a variety of reasons.
- If you are waiving letters of recommendation, the program should contact the applicants to let them know that they are waiving the recommendation letter(s), because when these are waived the link for those recommenders will be broken. Therefore, if the recommender tries to submit a letter they will be unable to do so and they will contact the Graduate College office to find out why they can't submit. By communicating in advance it will save the applicant and the recommender some frustration.

Checklist Waiver Guidelines

In all cases, the request to waive admission materials should be in writing.

- **Test Scores** – unless there is already an approved exception, such as GPA 3.0 or above, request to waive a test score should be **emailed with the rationale to the Assistant Dean (Keith Ramsdell)**. The request should clarify what other admission materials show the applicant would be a strong candidate for admission.
- **All other admission requirements** (resume, LOR, statement of purpose, writing sample, and portfolio) are departmental requirements and the department may **email the processor directly** to waive one of these requirements, as long as the department has a strong candidate and intends to admit the candidate.
- If it becomes a common practice to waive a particular checklist item, a change in admission requirements should be considered and then submitted to the Graduate Council for approval.

How do applicants withdraw?

Applicants do not have a way to withdraw their own application at this time (09-21-18), though admitted student can indicate “No, they are not interested in attending BGSU” on the Next Steps Form.

When an applicant decides to withdraw pre-admission, the applicant or department sends an email to the processor to have the Applicant Withdraw letter sent to the applicant. The Program Coordinator can also indicate this in the Decision process with a Recommended Decision: **Admit Not Coming** (if the candidate is offered admission verbally and declines) or **Withdraw** options. Once selected and placed in the correct bin (withdraw, admit, deny), the processor adds the appropriate letter. This letter is usually sent the same day, but always within 72 hours.

How do withdrawn applicants submit another application?

If applicants decide to re-apply after they withdraw, they can access the materials previously submitted by going to www.bgsu.edu/graduate, scroll down and click the **Apply Now or Return to Existing Application** button. They need to sign in with the user name and password that they used when they started their application. They can email gradapply@bgsu.edu if they forget their password.

How to view correspondence sent to application?

1. Click **Records** icon (first icon on the left)
2. Search for the applicant
3. Open the record and click on the **Timeline** tab

How do I know if an applicant is reading their emails sent through Slate?

Open Slate, click on the **Records** icon, and click the second tab called **Timeline**. You can see emails sent and received by the applicant. If the status states “opened” or “clicked” on by the applicant, we assume that the student has read the email.

How does the applicant upload documents after the application is submitted?

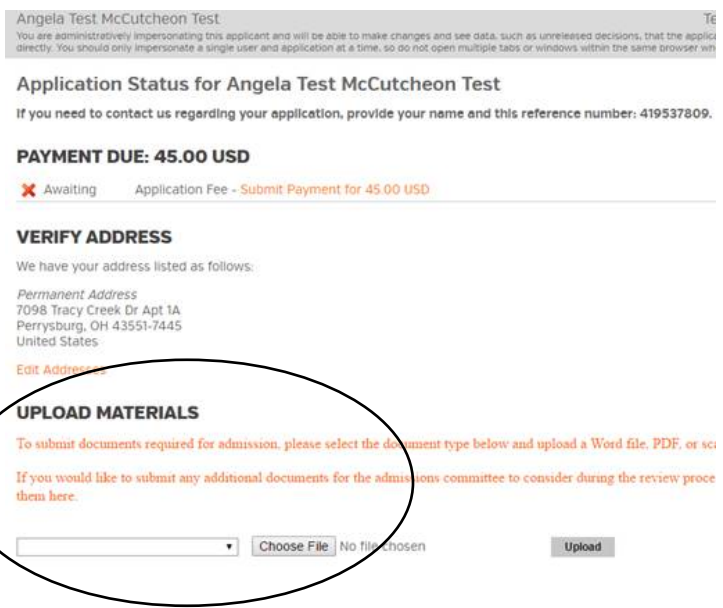
Slate makes it easy to upload admission materials through the Application Status page after the application is submitted. Before the application is submitted, the applicant uploads materials through the application pages. Once a document is uploaded, the item will be removed from the checklist within 15-20 minutes.

The applicant receives emails from the Slate application system on a regular basis. If they click the link found in these emails, they will be prompted for their user name and password (used to create the application) and can return to the application quickly.

How do applicants upload materials after they submit their application?

Students can upload materials after they submit the application through their Application Status page (see right). The student is pointed to this page through most correspondence and they can see the Upload Materials section each time they login.

On the Application Status page under the Upload Materials section, applicants need to click the drop down list and select document type (for example: Resume) and then click on the "Choose File" button to upload the file. If they upload a Statement of Purpose, Resume or Writing Sample, these are checked off the checklist within 15-20 minutes.



What are the steps to defer an application?

Deferred applicants do not appear in the Admit bin. The Graduate College processors processes these requests. The original application is cloned to create a new application for the future term. The best way to review current application statuses is to click on the Records icon (first icon on the left in Slate) to search for the record. On the Application tab, the original application will have the decision code of **Admit - DEFERRED** added to it and the cloned (deferred) application will have the updated term and the Decision letter of **Admit - Deferral**. You can see both these codes on your Active Application queries on the Reader Home tab.

Original application Decision code example for a Deferred Record:

Decisions

Effective ▲	Decision	Released	Received	User
New Decision				
01/04/2018	Admit DEFERRED - Regular	01/04/2018		Angela
02/28/2017	Admit - Regular Admit - Letter effective 03/17/2016	02/28/2017	02/28/2017	Daisy

Cloned/deferral/new application Decision code example:

Decisions

Effective ▲	Decision	Released	Received	User
New Decision				
01/05/2018	Admit - Deferral	01/05/2018		Angela

You will also see the words **Deferral Application** in the Application tab admission details box:

Admission Requirements and Department Contacts:	GRE, 3 LORs, SofP (Rebekah Patterson/Kristen Rudisill) Deferral Application
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