EKU
Program Coordinator
Slate
User Manual

Eastern Kentucky University
Graduate School
Fall 2020

Table of Contents

Slate Basic Navigation

For access to Slate go to application.eku.edu/manage and log in using your EKU network username and password.
When you log into Slate, you will use the first three icons on the top left:

- ❏ Records Search - use to search on individual applications, review status, and answer questions.
- ❏ Queries – use to run query assigned to you, so you can see the status of applications.
- ❏ Reader - use to review and make decisions on applications

To access the admission application for students: https://application.eku.edu/apply/

Application Search

Look up an Application

1. To search for an applicant, click on the **Records** icon (first icon on the left).
2. Enter a name to locate an applicant and select from list.

All applications open with the Dashboard tab selected:

Dashboard tab – this 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.

Timeline tab – this tab displays 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 their application status and missing materials.

Application tab – this 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 program. To see the status of another application, click on another application tab.

Department Workflow & Decisions

Accessing Applicants in the Reader

To access applications, navigate to the Reader icon *(third from left)*.

The Slate Reader is a tool designed for the display and review of all documents collected during the application process *(application, letters of recommendation, statement of purpose, resume, portfolio, writing sample, test scores, etc.)*. The Reader has replaced SharePoint by organizing application review workflows and recording feedback associated with applicants during the review process.

Graduate Reader Bin Workflow

Awaiting Submission

Application remains here until submitted by the applicant. *(Applications can be submitted without all checklist items complete.)* These applications generally have limited information at this point.

Submitted Awaiting Materials

Application is submitted but waiting on additional documents and/or payment. Application remains in this bin until all checklist items are complete. <u>Only applications with complete checklists can be reviewed.</u>

Complete Ready for Review

Application is in queue with the Graduate School to review all submitted documents before moving to the department. Applicant could move backward into previous bin if submitted item does not meet requirements.

Committee Review

If a committee rubric has been established with a department, the application will be moved into this bin. After all faculty readers have reviewed and completed the reader review form, the application should be moved into the "Awaiting Dept. Recommendation" bin.

Awaiting Dept. Recommendation

The last reader in the Committee Review Bin forwards the application to the Awaiting Dept. Recommendation Bin. If a committee review is not required for your program, the admission processor will move the application directly to this bin. The Awaiting Dept. Recommendation bin is a decision bin, for this reason, an admit/deny decision must be made to move a record out of this bin and into the admit/deny stage *(the program coordinator is required to select Recommended Decision and Next Bin)*. If the program coordinator is not ready to make a decision, contact your Processor to have the application moved back to a previous bin for further processing.

Admission Decisions

An admission decision can only be made in the "Awaiting Dept. Recommendation" bin and the application is moved into one of the following bins for processing:

Clear

Applicant meets all requirements for admission

Provisional

Applicant meets all requirements, excluding awarded degree and/or official entrance exam scores

Probation

Applicant does not meet minimum GPA or entrance exam targets

Deny

Applicant is not qualified for program

Waitlist

Applicant should be placed on waiting list until all slots have been filled

Rejected Offer

Applicant rejected offer, no longer interested in pursuing degree at EKU

Admit Workflow

1. After department submits reader review form with admission recommendation, Graduate School processor will confirm and release decision to applicant.

2. Admission letter is sent with next steps.

3. Applicant opens letter in Status Portal;
   a. Selects "Yes" I will be attending OR
   b. "No" I will not be attending

4. Additional instructions on setting up Mymail account, Registration 101 and DegreeWorks sent if "Yes" selected.

Query Applications

Custom queries have been created as widgets on the Slate homepage as quick references to applicants per program.

FAQs

How do I remove checklist item(s) so that an applicant moves out of the "Awaiting Materials" Bin?

All checklist items except for Application Fee must be cleared to move an application to the Evaluation bin. Send your request to waive other 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 can't 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.

How do applicants withdraw?

Applicants do not have a way to withdraw their own application, though admitted student can indicate "No, they are not Interested in attending EKU" on the Next Steps Form. When an applicant decides to withdraw, the student or department sends an email to the processor to have the application withdrawn. The Program Coordinator can also indicate this in the Decision process with a Recommended Decision: "Admit Not Coming" or "Withdraw" options. The processor will withdraw the application and sends a Withdrawal letter to the applicant.

How do checklist items get waived?

In some instances a Program Coordinator may want to waive a departmental checklist requirement.

Note: To waive a required checklist item, a Program Coordinator must contact the designated admissions processor to make the adjustment in Slate. At that point the item will still appear on the checklist but it will be grayed out.

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

Slate makes it easy to upload CV/Resume, Statement of Purpose, test scores, and other materials. The applicant can see this on their Application Status page. 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 username and password *(used to create the application)*.

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 immediately upon the upload. Others materials must be reviewed first before checklist items are removed.

How do I know if an applicant has read an email that has been sent through Slate?

On the Timeline tab, you will see emails received by the applicant. If the status states "opened" or "clicked" on by the applicant, you can assume that the student has read the email.

How do applicants withdraw?

Applicants do not have a way to withdraw their own application, though admitted student can indicate "No, they are not Interested in attending EKU" on the Next Steps Form. When an applicant decides to withdraw, the student or department sends an email to the processor to have the application withdrawn. The Program Coordinator can also indicate this in the Decision process with a Recommended Decision: "Rejected Offer". The processor will withdraw the application and sends a letter to the applicant.

How do withdrawn applicants submit another application?

If applicants decide to re-apply after they withdraw, they can access the materials previously submitted by signing into Slate with their username and password created when the submitted their original application.