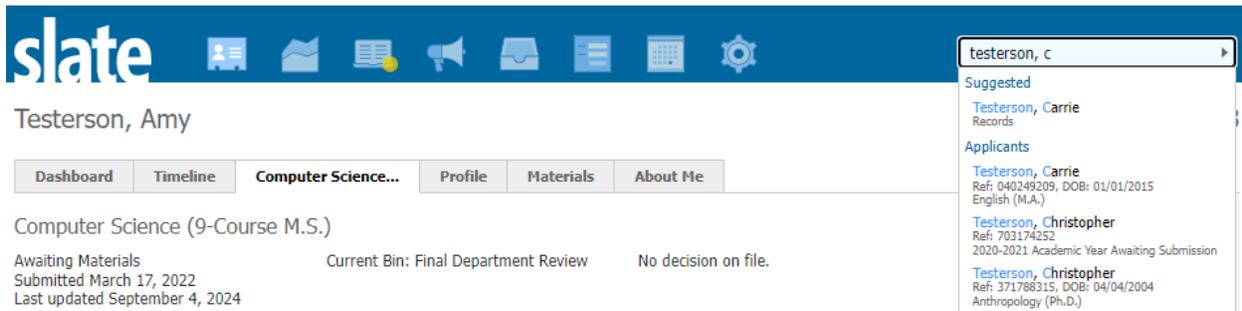# Introduction to Slate and the Student Record View

This manual is only for Administrators, Chairs, and DGSs. A separate manual on how to read applications can be found in the "Admissions Application Processing (Slate)" section of our Faculty/Staff portal.

Logging In

Sign in using your Brandeis SSO at apply.gsas.brandeis.edu/manage. We recommend bookmarking this link so that you can easily sign in.
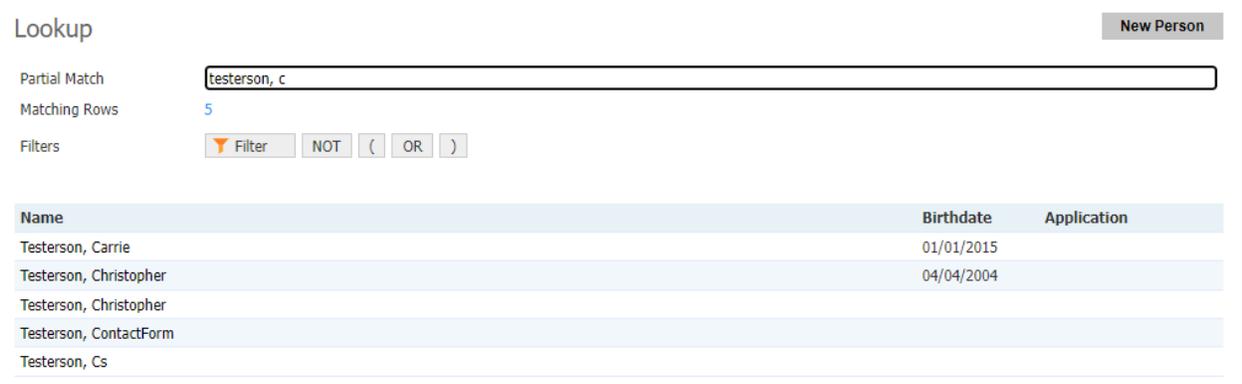
Look up an Applicant

Use the search bar in the upper right-hand corner. You can search by last name, first name, phone number, email address, Slate ID (or reference ID), or Student ID. As you type, the various options that Slate finds will auto-populate.

If the applicant's name does not auto-populate in the list, press enter, and you will be brought to the Lookup page. This page will list out various matches to what you entered in the search bar.

Selecting a name (either from the search bar or clicking on the name in Lookup Records) will bring you to the Student Record View page.

Getting back to Recently Viewed Applicants

Introduction to Slate and the Student Record View

By hovering over the Lookup icon from the banner at the top of your screen, you can see a list of your most recently accessed student records.

Bookmarking ("Pinning") an Application

If you know you will access a certain student record again, you have the option to "pin" that record. Hover over the name and on the right-hand side you will see a thumbtack icon. Press the thumbtack and it will put the application in the "Pinned" section for quicker access. When you no longer need that student's record to be pinned, simply click on the pin icon again and it will unpin the record.
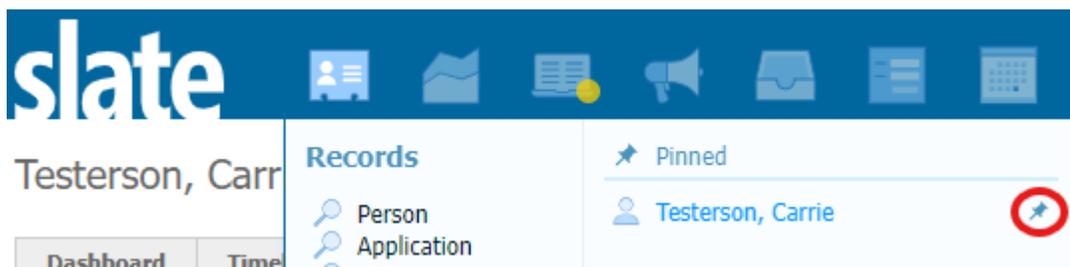
Student Record View Tabs

There are several tabs across the top of the Student Record View: Dashboard, Timeline, [Application tabs], Profile, Materials, and About Me. The Application tab should be the tab that loads for you when you search for an application. If this does not happen, please notify gsas@brandeis.edu so that we can change your settings. If there are multiple applications, the most recent application will appear on the left-most Application tab. In the screenshot below, Biochemistry and Biophysics is the most recent and 2023-2024 was a previous application.
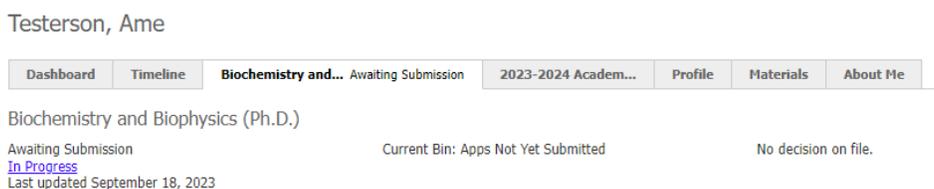
At the top of the application tab, you can see the program being applied to (Biochemistry and Biophysics Ph.D.), the submission status of the application (Awaiting Submission), the current bin (Apps Not Yet Submitted), and the decision status (No decision on file). As the application moves through the application cycle (submission → review → decision) the information at the top of the Application tab will change.

Determining the Status of an Application

There are six sequential submission statuses for an application. They are listed in sequence below

with definitions and corresponding departmental actions.

- *Awaiting Submission* – the applicant is still working on the application and has not submitted it for review – the department should not review applications in this status

- *Awaiting Payment* – the applicant has submitted their application, but has not paid the application fee – the department should not review application in this status

- *Awaiting Materials* – the submitted application is missing materials – the department can determine whether enough materials have been received to review the application

- *Awaiting Decision* – the submitted application is complete – the department should review the application and submit a recommended decision to GSAS. (If a decision has already been recommended, and this status still shows, it means the GSAS team is processing the decision.)

- *Awaiting Confirmation* – the recommended decision has been posted on the application and is awaiting release to the applicant.

- *Decided* – the official admission decision has been released to the applicant – the department is welcome to speak to the applicant about the decision.

Warning: You can view applicants who <u>have not submitted</u> their applications. You must be careful not to consider these as submitted applications and they should not be counted in any of your application numbers. Prior to submission, applicants can (and do) change their program of interest at any time. It is possible that the next time you search for an applicant, you will not be able to find them because they are no longer applying to one of your programs.

Bin Statuses of an Application

Applications travel through various bins throughout the decision process. Below is a description of several of the bins that applications are able to travel through.

<u>Pre-Review Bins</u>

- *Apps Not Yet Submitted* – the applicant is still working on the application and has not yet submitted it for review. Be wary of being in touch with any applicant whose application is in this bin as they might not end up applying to your program.

- *Apps Submitted | No Fee* – the applicant has submitted the application for review, but has not paid the application fee and the application fee has not been waived. The department should not review the application for admission purposes.

<u>Review Bins</u>

- *Incomplete Apps | Missing Docs* –there are application materials that have not yet been submitted. The department is welcome to look at the application and determine whether enough materials are present to begin the application review. Please note that sometimes applications that have all of the required materials still show as being incomplete. This is because applicants can add additional materials to their applications (e.g., extra letters of recommendation) and Slate will consider the application incomplete until such time that all the materials the applicant listed have

been submitted.

- *Ready for Review | Apps Complete* – all of the application materials have been received and the application is ready to be reviewed for an admission decision

- *Committee|Faculty Review PhD* – this bin can be used to house doctoral applications for admissions committees to review

- *Committee|Faculty Review Masters* – this bin can be used to house masters applications for admissions committees to review

- *Committee|Faculty Review PostBac* – this bin can be used to house non-degree program applications for admissions committees to review

- *Initial Committee Review Completed* – once applications have been reviewed by the admissions committee they will be moved into this bin. The department can then decide whether to leave the application here or move it forward to another bin.

- *Interview* – departments are able to put applications here as a holding bin while they interview applicants

- *Internal Hold* – departments are also able to put applications here as a holding bin (e.g., wait listed applicants)

- *Final Department Review* - Departments can submit recommended decisions from this bin

Post-Departmental Review
- *GSAS Only Bins* – these bins are used by the GSAS staff as they process the recommended decision. These bins are associated with the awarding of financial aid and the assigning of decision letters.

- *ISSO Bin* – if an admit needs visa sponsorship (this applies to the vast majority of our international admits), then the International Students and Scholars Office will use the ISSO bin during the visa process.

Warning: If you see that an application's current bin is "GSAS Only | Issues and Questions," please be in touch with GSAS before communicating with this applicant. Applications in this bin may need additional processing or need to be reviewed by GSAS for things like English Proficiency Scores that are below the internally agreed upon minimums for admission.

Checking Application Materials

Further down on the Application Tab, you can see the Checklist that tracks application materials. The checklist that will tell you if application materials are "received" or "awaiting." If the item has
been received, you will see a green checkmark (✔). If the item is awaiting, you will see a red-letter X (✖). The date next to the checkmark is when the requirement was *first fulfilled*, it is possible that newer documents or test scores have been uploaded since that date. At times you will see "waived" in the status column of the checklist. That means that either GSAS or the department determined the material was not required for application purposes. For instance, you might see waived on an English Proficiency Score report for an applicant who was not required to submit them.

| ✔ | 09/27/2023 | TOEFL Score Report | Waived |

If you hover over a material in the checklist and a hyperlink appears, you can click on the hyperlink to reveal more information about that checklist material. For instance, you can click on a test score and reveal the date of the test, the type of scores (self-reported vs verified) and the scores. If you click again, the details will disappear.

Viewing Specific Application Materials

Below the Checklist you will see the Material section. In this section, you can view the materials that have been received, the dates on which they were received, and GSAS staff members name if the material was uploaded by a staff member.

In the sample above, you can see that Writing Sample is listed twice. This means that there were two versions of the Writing Sample uploaded. In this situation, an applicant might have revised an original upload or they might have chosen to upload two different samples. You can click on any of the materials in the Materials section and choose "display." This will allow you to view the individual material that was uploaded.

Monitoring Decisions on an Application

As mentioned previously, you can see the decision status at the top of the Application tab. Alternatively, you can view the unfolding of the decision process in the Decisions section below the Materials section. The Effective column has the date that the decision row was added to the application. The Decision column indicates what the decision is and provides some information about the decision itself. The Released column shows the date a decision was sent to the applicant and the Received column will display the date that an applicant viewed the decision in Slate. The application below has three decisions: An Admit decision that was released and viewed on 9/27/23. A Financial Aid Letter that was released on 9/27/23 but has seemingly not

been viewed because there is no date in the Received column. A Revised Financial Aid letter that has not been released to the applicant (the blank Released column shows it has not been sent).

Decisions

Effective ▲	Decision	Released	Received
New Decision			
09/27/2023	Financial Aid Letter - Revised		
09/27/2023	Financial Aid Letter AGS to Master's EdM Letter 2023-2024 effective 01/01/2023	09/27/2023	
09/27/2023	Admit 2023 A REG ADMIT POST 4/1 (2023-2024 Round) effective 03/30/2023	09/27/2023	09/27/2023

The decisions are displayed in reverse chronological order so that you will see the most recent decision first. In the example above, the student has not yet responded to their offer of admission. When they do, their acceptance of the offer will display as an Admit/Deposit Not Paid or their declination will display as an Admit/Decline. The different decision codes that can show are:

- *Applicant/Withdraw* - applicant requested that their application be withdrawn prior to an admission decision **or** application was incomplete and never reviewed by the department, so GSAS administratively withdrew the application

Initial Admission Decisions
- *Admit* - applicant has been admitted

- *Deny/Admit to Alternate Program* - applicant was denied admission to the program to which they applied, but was admitted to an alternate program. For example, an applicant applied to a doctoral program, but was admitted to the master's program.

- *Deny* - applicant has been denied admission

Funding Decision Codes that Correspond with Admission Offers

- *Financial Aid Letter* - displays stipends, health insurance, scholarships, etc.
- *Financial Aid Letter - Revised* - displays revised stipends, health insurance, scholarships, etc.

Post-Admission Decision Codes

- *Admit/Decline* – declined our offer of admission **or** indicated that they were attending Brandeis, but never paid an enrollment deposit, and were ultimately withdrawn

- *Admit/Deposit Waived* - notified GSAS that they intend to enroll and no enrollment deposit is required of them (e.g., PhD students and alumni)

- *Admit/Deposit Not Paid* - notified GSAS that they intend to enroll, but has not paid the required enrollment deposit

- *Admit/Deposit* - notified GSAS that they intend to enroll and has paid the enrollment deposit *Admit/Deposit/Withdraw* - notified GSAS that they intend to enroll, paid the enrollment deposit (or had it waived), but then notified GSAS that they are not attending

- *Admit/Drop* - did not respond to offer of admission before response deadline

<u>Post-Deferral Decision Codes</u>
- *Admit/Defer/Deposit* - deferred to a future term
  Admit/Defer/Withdraw - after deferring their admission, notified GSAS they are not attending

<u>Additional Decision Code</u>

- *Revoked Offer of Admission* - offer of admission has been revoked

Reading an Application

There are specific manuals to assist you with reading and moving applications. However, when in the Application tab, there are several hyperlinks on the right-hand side of the screen. One of the links is 'Read Application'. If you click on the link, it will open the application and all supplementary materials submitted thus far, including a dashboard summary.
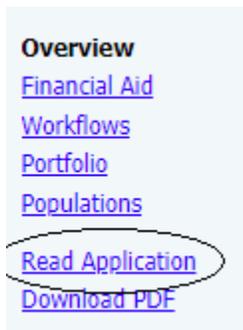
Warning: All applications must remain within the Slate system. Do not print or save application materials outside of the Slate.