

Graduate Application View/Review

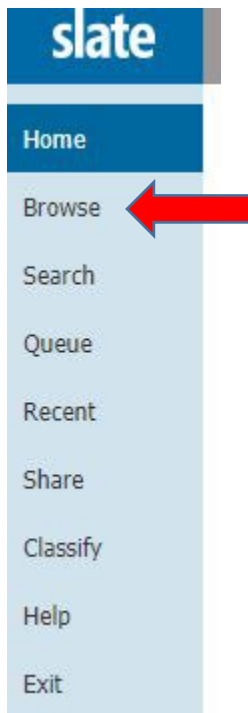
- 1) Log in to <https://myapplications.microsoft.com/>, click 'All Apps', select 'Slate'



- 2) Click on the "Slate Reader" icon, this will launch the Reader



- 3) Click on "Browse" on the left



- 4) This will show all of the bins and the number of corresponding applications in that bin

slate	Browse			
Home	Graduate			
Browse	Awaiting Review	Evaluation	Graduate Studies	Review
Search	Awaiting Submission	Committee Member Rev - All read	Graduate School Review	Admit
Queue	91	3	1	9
Recent	Awaiting Payment	Committee Member Rev - Assigned	Hold for Degree	Waitlist
Share	6	0	0	0
Classify	Awaiting Materials	Committee Review		Deny
Help	16	0		0
Exit	Awaiting GC Committee Assignment	Coordinator Recommendation		
	2	3		
		Second Program GC Review		
		0		
		College of Ed Review		
		0		

5) Clicking on any bin will show you a list of applicants in that bin

Applicant	Bin	Ref	
Bundock TEST, Kevin ▶ Peter Leung	Admit	308141922	
Cash TEST, Johnny TEST (John Boy) ▶ Lisa Galvin	Admit	605550211	
Judd (Galvin), Wynonna (Lisa) ▶ Lisa Galvin	Admit	506677876	
McEntire TEST, Reba TEST IV ▶ Lisa Galvin	Admit	670290302	
McEntire TEST, Reba TEST IV ▶ Lisa Galvin	Admit	670290302	
Nelson, Willie (Redheaded Stranger) ▶ Lisa Galvin	Admit	078886799	
Nelson, Willie (Redheaded Stranger) ▶ Lisa Galvin	Admit	078886799	
Rogers TEST, Kenny TEST ▶ Lisa Galvin, Test User Tester	Admit	009352172	
Sct TEST, Jasmine TEST (Jazzy) ▶ Erin Calhoun, Holly Pohlig, Lisa Galvin, Test User Tester	Admit	012105282	



6) To view application file, click on the icon to the right of the name:

7) This will bring you to the summary sheet. This sheet will provide all pertinent information about the applicant.

slate

GR Dashboard
Application File
Test Scores
Certificates
Transcripts
Recommendations
Review Forms

708394806 Mercury TEST (Galvin TEST), Freddy TEST (Mickey TEST)

Search...

Student Info

Active Address:

Helena, AL, United States

Citizenship Status:

PR

Visa:

Yes

Email:

leungp1@southernct.edu

Citizenship 1:

Syria

FA:

Phone:

Citizenship 2:

Albania

CT Resident:

No

Application

Program:

Athletic Training - MAT

UG QPR:

GR QPR:

Bin:

Committee Member Rev - All read

Program 2:

Coord. Rec Dec:

2nd Coord Rec Dec:

SGPS Rec Dec:

Admit Type:

Term:

Summer 2022

EDU Rec Dec:

Admit Conditions:

MR Released Dec:

Plan:

Full-Time

Admit Adv. Standing:

Non-Matric:

No

UG Accelerated:

Yes

Schools

Name

Dates

Conf. Date

Degree

Major

Level of Study

Central Connecticut State University

From: 2007-02-01

2013-01-01

Bachelor's Degree

Undergraduate

New Britain, CT, United States

To: 2013-01-01

Central Connecticut State University

From: 2006-01-01

2008-01-01

Master's Degree

Graduate

New Britain, CT, United States

To: 2008-01-01

Test Scores

Type

Date

Total

Score 1

Score 2

Score 3

Score 4

Status

SAT R

01/01/2021

1100

600 (Evidence-Based Reading and Writing Se.

500 (Math Section)

Verified

Checklist

Subject

Status

Date

Proof of Bachelor's Degree

Awaiting

CPR Certificate

Received

05-14-2021

Transcript (Central Connecticut State University)

Received

04-23-2021

Transcript (Central Connecticut State University)

Received

04-23-2021

Add to Queue

Displaying Copy

For Reviewing Applications to submit official admission recommendation

- 8) While viewing the summary sheet, click the "Add to Queue" on the bottom left of the screen
- 9) On the left menu, click "Queue" and you will see a list of applications in your review queue
- 10) Click 'Application File' to see the app, then review the application materials by navigating the side tabs
- 11) When you are ready to enter a decision, click on the "Review Form/Send to Bin" button on the bottom right of the screen
- 12) Fill out the form and select the next bin the application should move to. Note: you can select to keep it in the same bin if you need to come back to it before you move it along*

*Programs that lead to certification should move from "Coordinator Recommendation" to the "College of Ed Review";

Programs that do not lead to certification should move from "Coordinator Recommendation" to "Grad School Review";

For the MSW/MA dual degree, the application should move from the "Coordinator Recommendation" to the "Second Program GC Review".

For committee review:

For assigned read (those where faculty are assigned certain application files to read); the coordinator will go into the "Awaiting GC Committee Assignment" bin and select the application and then assign the reader, then move it to "Committee Member Rev - Assigned" where each member will review the file. Once they are done with the review, it is moved to the "Coordinator Recommendation" for the coordinator to make the admission recommendation and move it to "Grad School Review".

For those committees whose members read all applications, the read would take place in the “Committee Member Rev – All Read” bin, then, upon completion of all reading the files, each application would be moved to the “Coordinator Recommendation” for the coordinator to enter the recommendation and then move it to “Grad School Review” (or ‘College of Ed Review’ where applicable).

Note: for students who indicate they will be requesting transfer credit, please see the GR Transfer Credit Review Training document on the Faculty Portal page.

Interactions

GR Interactions

For those with permission, you will see a “GR Interactions” tab.

Selecting this tab allows you to see any interactions placed on that individual’s file. To add your own interaction (information that you wish to retain about an applicant that is viewable based on permissions), you would click the “Add a new interaction” button. Then you would choose the Interaction Code:

Add Interactions

LiserTEST GalvinTEST (galvinl1@southernct.edu)

Interaction Code

- GR Internal Notes
- GR Off Campus
- GR Off Campus - College/Career Fair
- GR Off Campus - Conference
- GR Off Campus - Other
- GR On Campus
- GR On Campus - Info Session
- GR On Campus - Tour
- GR On Campus - Walk-In
- GR Phone
- GR Phone - Phone Call Placed
- GR Phone - Phone Call Received
- GR Phone - Voicemail Left

GR Internal Notes – information your program or another unit would need to know

GR Off Campus – If you interacted with the individual off campus and needed to notate that

GR On Campus – Typically used if you had a noteworthy interaction on campus at an event such as a recruitment event

GR Phone – for important information obtained/provided over the phone

You would then indicate a subject and the content of your note

Add Interactions

LiserTEST GalvinTEST (galvinl1@southernct.edu)

[Logout](#)

Interaction Code

GR On Campus - Tour

Subject

Highly Interested Prospective Student

Comments

Applicant was given a tour by Teneka in the SGPS and indicated she would definately be applying as soon as she got home.

[Submit](#)

Once submitted, it will be visible on the GR Interactions tab:























GalvinTEST, LisaTEST (LiserTEST)

Rule execution successfully queued On app. [Preview pending actions](#)

Applicant 064542995

[Add a new interaction](#)

Date

Code

User

Subject

Comments

09/10/2026 03:07 PM	Tour	Lisa Galvin	Highly Interested Prospective Student	Applicant was given a tour by Teneka in the SGPS and indicated she would definately be applying as soon as she got home.
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Search Interactions: