

## The Graduate School

-- Admissions

# slate - Role Descriptions

#### **West Lafayette**

**PWL Deliver** – Allows Slate user to access the Deliver email functionality as well as the guery tool for the West Lafayette campus.

**PWL Graduate Contact** - This role is given to the primary graduate contact or administrator in a graduate program at the West Lafayette campus. Allows Slate user to search the database via individual search or query for prospects, inquirers, and applications. Enables access to the Slate Reader for application bin flow management. Allows for updates to application checklist including updating test scores. Also allows for the completion of the Recommendation for Admission form as well as bin movement to the Pending Denial bin to formally deny applicants admission.

**PWL Faculty Review (Bin & Queue)** - This role is granted to West Lafayette faculty who have an active role in application review and rating. Allows faculty access to the Slate Reader for electronic application review and rating. Faculty have access to Graduate Program Review bins and have the ability to move applications to different bins and add applications to their queue. This role also has access to the query tool.

**PWL Faculty Review (Queue Only)** - This role is granted to West Lafayette faculty who have an active role in application review and rating. Allows faculty to access the Slate Reader to view applications assigned by another Slate user to their gueue.

**PWL Signature Authority** - This role is granted to the West Lafayette individual approved by the Graduate Program's office in the Graduate School to electronically sign applications. Allows access to the Slate Reader and application bin flow to electronically sign the Recommendation for Admission form. Also allows for bin movement to the Pending Denial bin to formally deny applicants admission.

**PWL Student Worker** - This role is used very sparingly to allow a West Lafayette student access to Slate. This role is only granted to large graduate programs that cannot assume the daily responsibility of updating application checklist items and materials. Also allows for updates to application checklist including updating test scores.

### **Fort Wayne**

**PFW Graduate Contact** - This role is typically given to the primary graduate contact or program administrator in a graduate program at the Fort Wayne campus. Allows Slate user to search the database via individual search or query for applications. Enables access to the Slate Reader for application bin flow management. Allows for updates to application checklist including updating test scores. Also allows for the completion of the Recommendation for Admission form as well as bin movement to the Pending Denial bin to formally deny applicants admission.

**PFW Faculty Review (Bin & Queue)** - This role is granted to Fort Wayne faculty who have an active role in application review and rating. Allows faculty access to the Slate Reader for electronic application review and rating. Faculty have access to Graduate Program Review bins and have the ability to move applications to different bins and add applications to their queue. This role also has access to the query tool.

**PFW Faculty Review (Queue Only)** - This role is granted to Fort Wayne faculty who have an active role in application review and rating. Allows faculty to access the Slate Reader to view applications assigned by another Slate user to their queue.

**PFW Signature Authority** - This role is granted to the Fort Wayne individual approved by the Graduate Program's office in the Graduate School to electronically sign applications. Allows access to the Slate Reader and application bin flow to electronically sign the Recommendation for Admission form. Also allows for bin movement to the Pending Denial bin to formally deny applicants admission.



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# slate - Role Descriptions

#### **PNW**

**PNW Graduate Contact** - This role is typically given to the primary graduate contact or program administrator in a graduate program at the Northwest campus. Allows Slate user to search the database via individual search or query for applications. Enables access to the Slate Reader for application bin flow management. Allows for updates to application checklist including updating test scores. Also allows for the completion of the Recommendation for Admission form as well as bin movement to the Pending Denial bin to formally deny applicants admission.

**PNW Faculty Review (Bin & Queue)** - This role is granted to Northwest faculty who have an active role in application review and rating. Allows faculty access to the Slate Reader for electronic application review and rating. Faculty have access to Graduate Program Review bins and have the ability to move applications to different bins and add applications to their queue. This role also has access to the query tool.

**PNW Faculty Review (Queue Only)** - This role is granted to Northwest faculty who have an active role in application review and rating. Allows faculty to access the Slate Reader to view applications assigned by another Slate user to their queue.

**PNW Signature Authority** - This role is granted to the Northwest individual approved by the Graduate Program's office in the Graduate School to electronically sign applications. Allows access to the Slate Reader and application bin flow to electronically sign the Recommendation for Admission form. Also allows for bin movement to the Pending Denial bin to formally deny applicants admission.

#### **IUPUI**

**IUPUI Graduate Contact** - This role is typically given to the primary graduate contact or program administrator in a graduate program at the Fort Wayne campus. Allows Slate user to search the database via individual search or query for applications. Enables access to the Slate Reader for application bin flow management. Allows for updates to application checklist including updating test scores. Also allows for the completion of the Recommendation for Admission form as well as bin movement to the Pending Denial bin to formally deny applicants admission.

**IUPUI Faculty Review (Bin & Queue)** - This role is granted to IUPUI faculty who have an active role in application review and rating. Allows faculty access to the Slate Reader for electronic application review and rating. Faculty have access to Graduate Program Review bins and have the ability to move applications to different bins and add applications to their queue. This role also has access to the query tool.

**IUPUI Signature Authority** - This role is granted to the IUPUI individual approved by the Graduate Program's office in the Graduate School to electronically sign applications. Allows access to the Slate Reader and application bin flow to electronically sign the Recommendation for Admission form. Also allows for bin movement to the Pending Denial bin to formally deny applicants admission.

#### Other

**Lookup/Query – All Records (Read Only)** - Allows Slate user to search the database via individual search or query for prospects, inquirers, and applications.

**Lookup/Query – Applications (Read-Only)** - Allows Slate user to search the database via individual search or query for application records.

**Regional Deliver** - Allows Slate user to access the Deliver email functionality as well as the query tool for the regional campuses.

**Regional Admissions** - This role is only granted to individuals working in the Graduate Office at a regional campus and are responsible for releasing admissions decisions. This role is identical to the Graduate Contact role, with the addition of the permission to update and publish admissions decisions on a student record.