College Review Processing – Reentry

Open up slate by going to <http://apply.purdue.edu/manage>

Open slate reader by clicking on the icon that looks like an open book. This will launch the slate reader and take you to the home page full of ad com communication and statuses.

Applications ready for you to work should already be loaded into your work queue. To find your work queue, open the Slate Reader and use the navigation shortcuts at the left hand side of the screen. If nothing is in your work queue, follow the instructions below.

To get to the apps available to process, click on browse within the slate reader. Here you will see a visual layout of all the reader bins where applications are stored. After opening a particular bin, you can sort them by clicking on the college or major along the top of the screen. Choose one by clicking the folder icon at the right side of the screen and it takes you the student dashboard in the reader, if you want to work the app be sure to add it to your queue using the option at the bottom left of the screen *Add to Queue*. You may also use the +5 button on the top of the reader screen to select 5 applications at a time and click the ‘Add to Queue’ button on the upper right hand corner of the screen. You can also use the ‘Add to Queue’ option after selecting an individual application or multiple applications to add items to your work queue. \*You may want to pull up the student record in Slate in another tab or window. This way you can view any needed information from the student’s profile that may not be included in the Slate Reader.\*

Once you have selected an application you would like to work, bring it up in slate reader by adding it individually to your queue, or if you added five at a time go to your work queue and select one from the list and click to open it. This will bring up the student’s dashboard. From there you can scroll the different pages or move around by using the short cuts at the left hand side of the screen.

1. Review student’s academic history in Banner (SHATERM or SHACRSE).
2. Pull up the student record in Slate by clicking on the student’s name in the upper left hand corner of the review screen in the Slate reader. Click on the ‘Lookup Application’ link. Locate the application tab and click on it. On the right hand side of the screen, click the ‘Application Details’ link for some additional application information.
3. Review student’s application, transcripts, and any other documents in Slate including any previous review forms (i.e. conduct review and/or first read forms).
4. If you need to look at any documents from previous applications, visit Xtender.

**Provisional Decision**

1. Evaluate the application based on your current criteria and processes.
2. Use the drop down to select a provisional decision.
   1. If admitting, select the provisional decision of *Admit*
      1. Select a provisional decision reason
         1. O1 – Offer Primary Major
         2. OP – Offer on Probation.
   2. If denying, select the provisional decision of *Deny*
      1. Select a provisional decision reason
         1. DA – Academic Expectations Not Met
         2. DC – Closed Program
         3. DS – Program Competitiveness
      2. Select a provisional Deny rationale
         1. Over Academic
         2. Required Subject Matter not Met
         3. Low Math Grades
         4. No Chemistry
         5. No Physics
         6. Not Competitiveness to Pool
         7. Not Competitive – Available Space
         8. Course Selection – Lacks Rigor
         9. Other (see note) be sure to add a decision note/comment
   3. If deferring, select the provisional decision of *Defer* with a provisional decision reason *PA – Deferred Pending Additional Information*.
      1. You will then have to select what additional information you would like to have added to the checklist.
         1. College – Courses in Progress
         2. College – Current Semester Final Grades
         3. College – Institutions(s) Attending or Attended
         4. Recommendation 1
         5. Recommendation 2
      2. Select deferred decision next steps
         1. Review final grades and readmit if grades are B or better
         2. Review final grades and readmit if grades are C or better
         3. Return to college/academic unit evaluator for final review
3. Add any comments/notes
4. Select next bin based on the provisional decision made
   1. Process Admit
   2. Process Deny
   3. Process Defer
5. Select next reader based on person who did first read (see first review form) by typing in the person’s name and selecting it.
6. Click **SEND**.