



SLATE Graduate Admissions: BASIC Course

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Course Synopsis

In this course you will learn: basic SLATE structure and the basic graduate admissions process; how to find records in SLATE; how to access individual sections of the application record and support documents; how to move a record through the bin system; how to determine the status of an application; and how to create your own queries of application and admission data.

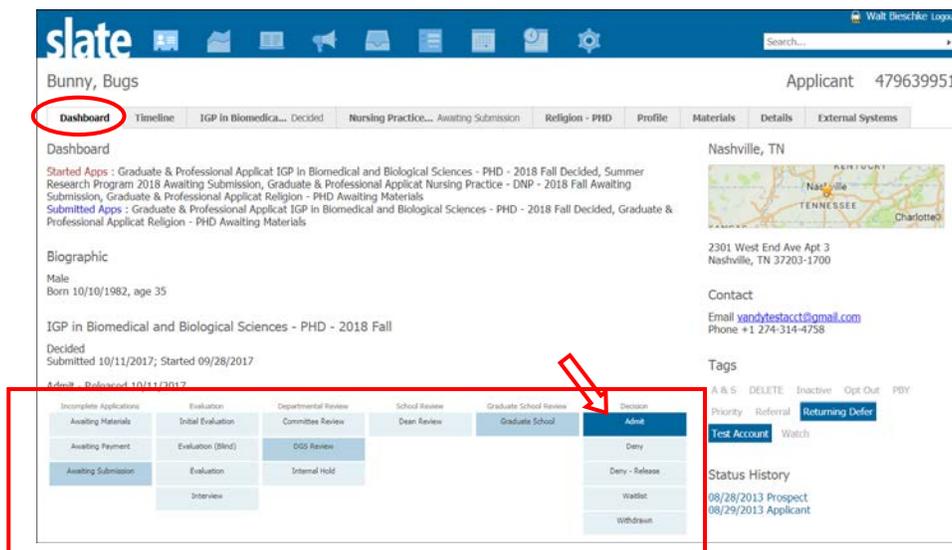
1. SLATE Structure & the Admissions Administrative Process

SLATE is the online system for managing the recruitment, application, and admission processes for Graduate School degree programs. Understanding how SLATE is structured to mirror the real-world admissions approval process is essential to understanding how SLATE works.

SLATE Bin Structure – An Administrative Pathway & Process

SLATE application records are organized in bins which group records together according to their current position in the administrative process. Think of the SLATE bin structure as *file cabinet drawers* each representing different stages in the application cycle; SLATE bin names correspond to steps in the administrative process. Workflow generally moves applications from “left to right” through the bins: from Evaluation; to Departmental Review; to School Review; to Graduate School Review; and finally to a Decision bin.

The bin map (below) appears on the **Dashboard** tab of each *current applicant’s* SLATE record. The dark blue shading indicates the current bin location of the record.



NOTE: Since the Bins exist only to support the process of admitting new students, *the Bins contain application records for the current application cycle only*. AAPSI clears bins at the end of application cycles; however, *you can find older records in SLATE with a search by name, application term, or other data elements.*

Primary Administrative Functions in SLATE

- 1- **Lookup Records** individually, using the Search box in the upper right corner
- 2- Use quick **Searches** to find groups of records (ex. 2018 Fall applicants) & filter results; use **Queries** to save & export application data to Excel to sort the applicant pool
- 3- move records through bins, by a predetermined **administrative workflow**
- 4- **evaluate** applicants, **access** application materials
- 5- **determine status** of an application record, where it stands in the decision cycle
- 6- make **admission offers**, using the RAF form; this leads to an admission **offer letter**
- 7- **deny** applicants
- 8- **compile application & admission statistics** (two sources: Queries in *SLATE*; and statistical reports in *VIRG, GAPSTAT*)

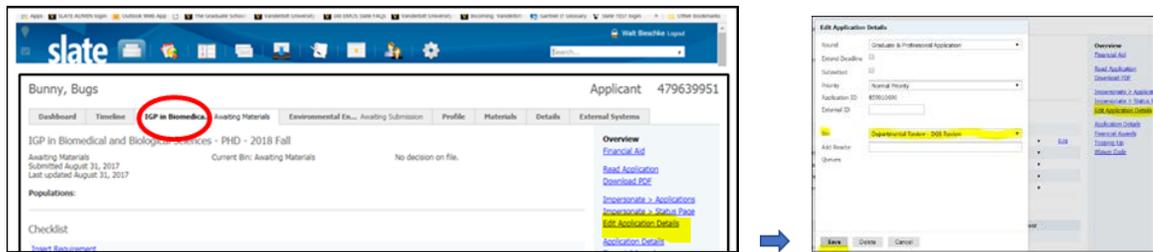
Graduate School Admissions Process : 7 Steps

Workflow refers to the path an application record follows through the bin system. Each academic department has its own review process for evaluating and sorting applications, but all admissions offers start from the **DGS Review** bin, then go to the **Dean’s Review** bin*, then to the **Graduate School** bin, then finally to the **Admit** bin.

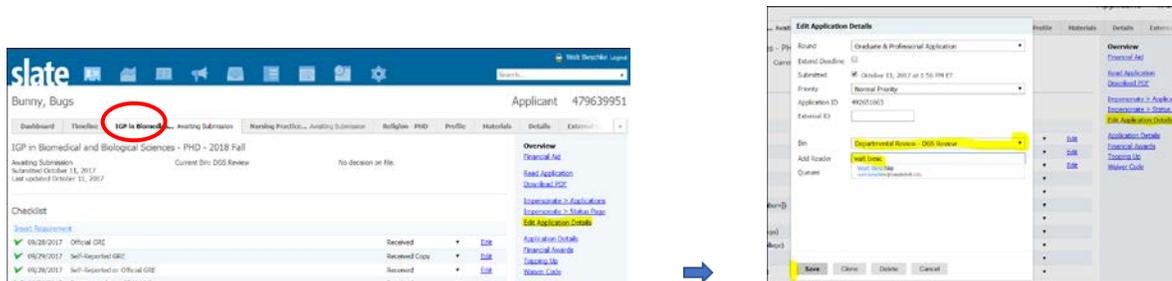


* *Certain programs do not have an associate dean in the approval chain, and send admission offers directly from DGS Review to the Graduate School bin. Please contact walt.bieschke@vanderbilt.edu if you have questions regarding workflow for your program.*

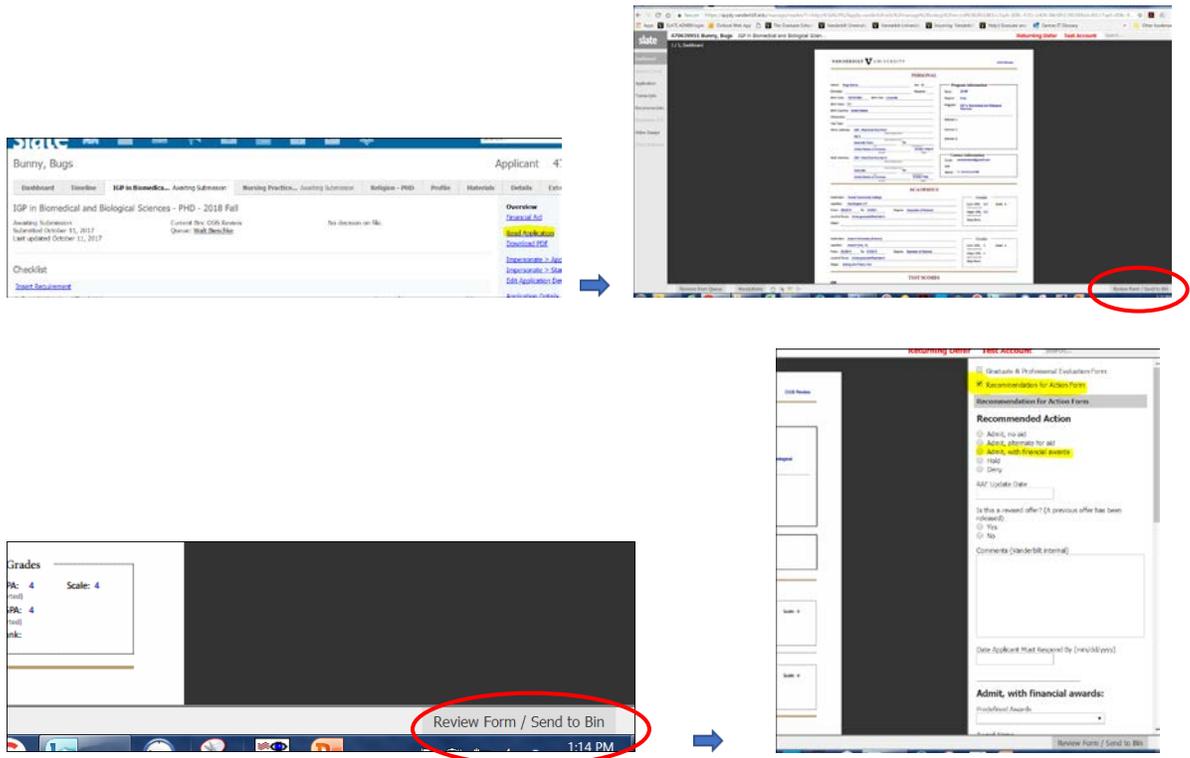
- **Step 1: Evaluation** - Admissions decisions begin at the department level. Starting in the *Initial Evaluation* stage (see bin map), *administrators move records from bin to bin manually* using the Edit Application Details link on the application tab. This means administrators must know where to send the record next.



- **Step 2: Decision** - All admission offers are created when the application is in the **DGS Review** bin. The DGS completes the Recommendation for Action Form (RAF) to make an admission offer. **Note:** the DGS must add the record to his/her *Queue*, then toggle from *Lookup* to *Reader* to access the RAF.

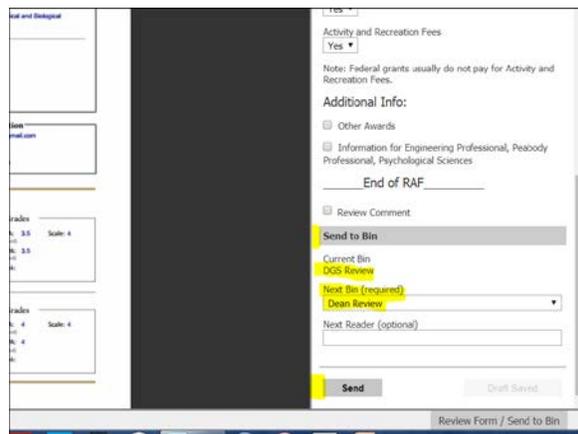


After toggling from Lookup to *Reader*, the DGS accesses the **RAF** form by clicking **Review Form/Send to Bin**:



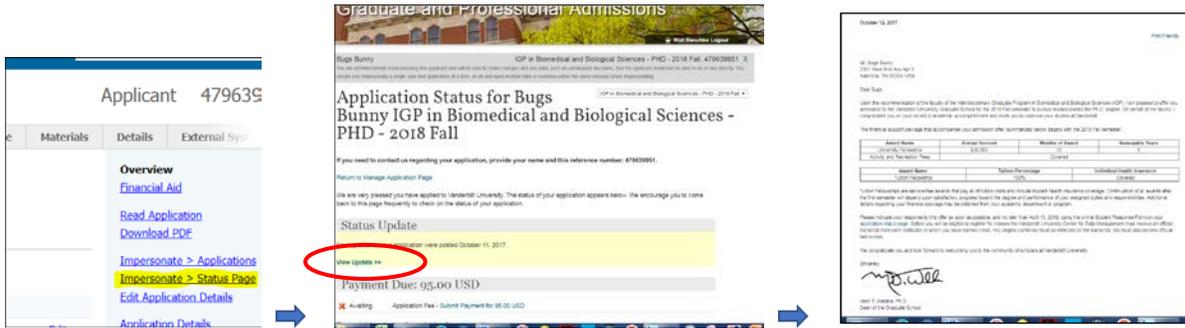
- **Step 3: Dean’s Approval** - The DGS then electronically forwards the application to the **Dean Review bin for initial approval**. The DGS can move the record either by using Edit Application Details in Lookup, or by using the fields at the bottom of the RAF when submitting the admission offer for dean’s review. *Note: For programs without an associate dean, the record is sent directly to the Graduate School bin for approval.*

Note: The **Next Bin** drop-down field will default to *DGS Review (current)*. So if you’re not ready to send the RAF to the dean, leave *DGS Review (current)* as the Next Bin, and your draft will auto-save. In this example, click **Send** to move the RAF into the Dean Review bin.

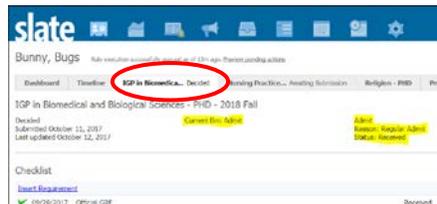


- **Step 4: Graduate School Approval** - The Dean approves the admission by moving the application to the **Graduate School bin for final PM approval**.

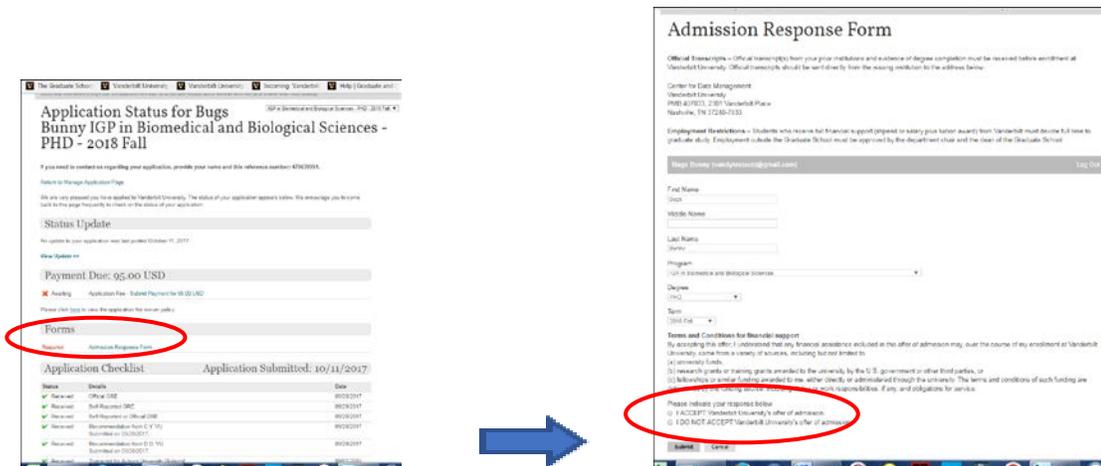
- **Step 5: Admission Offer Letter Released to Applicant** - The Graduate School posts an electronic admission letter in *SLATE* on the applicant's *Application Status Page*; there is no paper mailing. The applicant receives an automatic email notification that there has been a *status update* for his/her application, prompting the applicant to check the online record. Administrators can see the letter from the applicant's perspective by using the Impersonate > Status Page link, then clicking View Update:

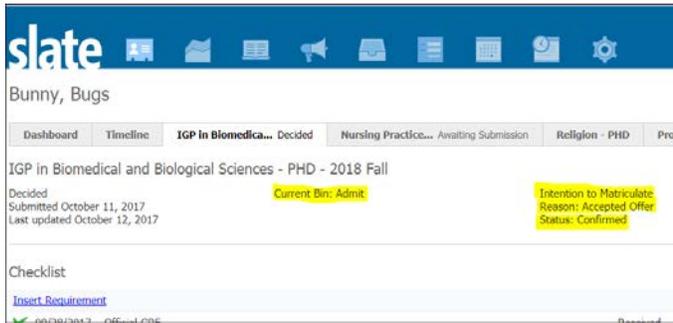


- **Step 6: Application Filed in ADMIT Bin** - The GS moves the application record to the **Admit** bin for the remainder of the current application cycle, unless an offer is later revised by the program. In that case, the application re-enters the workflow from the *DGS Review* bin. Only the GS moves records into the Admit bin.



- **Step 7: Applicant Response** - The applicant enters a decision to **Accept** or **Decline** the admission offer, by using the online Admission Response Form on the *Application Status Page*. The decision must be entered in SLATE in order to update the applicant's official status in the Student Records System.

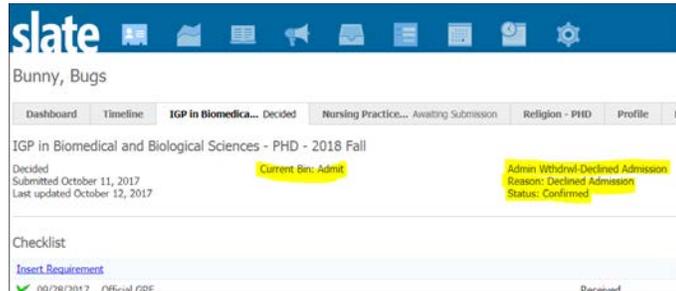




The screenshot shows the SLATE dashboard for a user named 'Bunny, Bugs'. The navigation tabs include 'Dashboard', 'Timeline', 'IGP in Biomedica... Decided', 'Nursing Practice... Awaiting Submission', 'Religion - PHD', and 'Profile'. The main content area displays 'IGP in Biomedical and Biological Sciences - PHD - 2018 Fall' with a status of 'Decided'. It shows submission dates (Submitted October 11, 2017; Last updated October 12, 2017) and a 'Current Bin: Admit'. A yellow highlight is placed over the text 'Intention to Matriculate Reason: Accepted Offer Status: Confirmed'. Below this is a 'Checklist' section with a link for 'Insert Requirement'.

example: applicant [Accepted](#) the offer

example: applicant [Declined](#) the offer

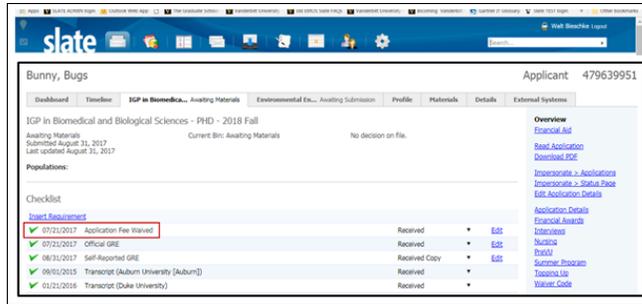


This screenshot is similar to the first one, showing the SLATE dashboard for 'Bunny, Bugs'. The navigation tabs are the same. The main content area shows 'IGP in Biomedical and Biological Sciences - PHD - 2018 Fall' with a status of 'Decided'. Submission dates are 'Submitted October 11, 2017' and 'Last updated October 12, 2017'. The 'Current Bin' is 'Admit'. A yellow highlight is placed over the text 'Admin Withdraw-Declined Admission Reason: Declined Admission Status: Confirmed'. The 'Checklist' section with the 'Insert Requirement' link is also visible.

2. Navigate SLATE: Find Individual Records & Groups of Records

There are two main **user modes** in SLATE: Lookup and Reader.

* **Lookup mode**, a.k.a. the Administrative mode, for departmental admissions administrators (search for individual records; run queries to find groups of records; materials checklists; document downloads; administrative screens).



administrative managers' SLATE login:
<http://apply.vanderbilt.edu/manage>

example: **Lookup** view (administrative)

* **Reader mode**, for faculty read-only users (paginated e-book view; read and evaluate applications; no edit capability).



faculty read-only users' SLATE login:
<http://apply.vanderbilt.edu/reader>

example: **Reader** view (read and evaluate)

➤ **Administrative** users can “toggle” between **Lookup** and **Reader** modes as needed. Open the *Reader* by clicking its icon at the top of the screen. To return to Lookup mode, click the Exit link in the Reader; or click the applicant name, then click the Lookup link. Note: *Read-Only users cannot access the Lookup mode.*

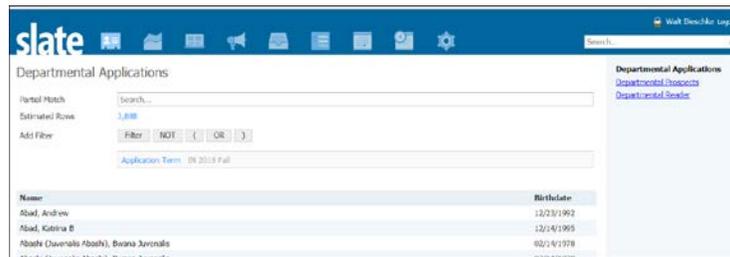
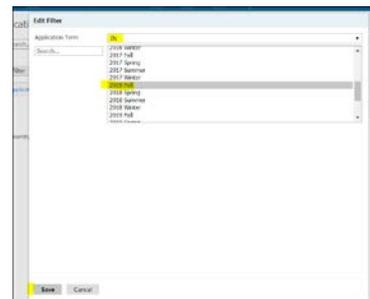
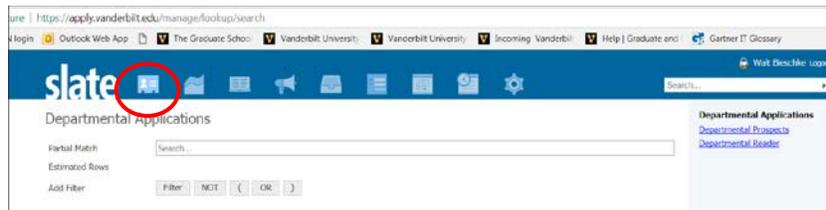


LOOKUP Mode

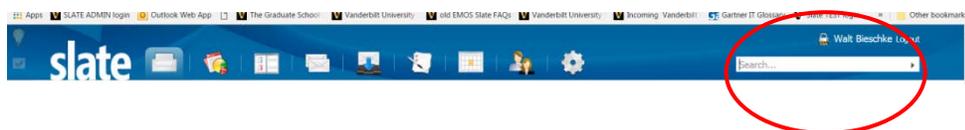
On top of the SLATE home page, the administrative buttons you will use most often are:



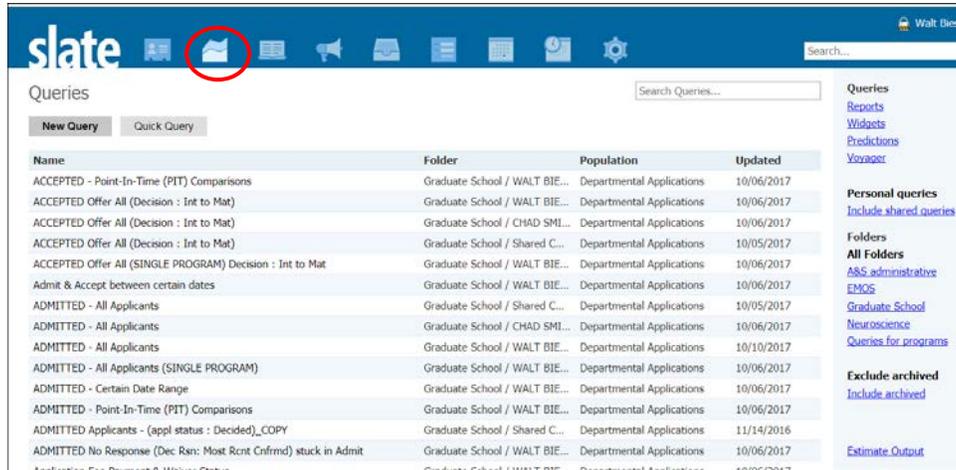
- **Search Records** – quick search to find individual or group records. For example, click on Filter, and enter *application term*, then choose *2018 Fall*. Search results will appear on-screen, but cannot be exported or saved.



* Also, you can use the **Search Box** in the top right corner to search for individual records by *name*, *email*, or *9-digit application ID number*.



- **Queries & Reports** –  Choose an existing query to run, or build a new query to find certain groups of records, according to your search criteria. (see below, section 6, Queries, for details about building new queries)

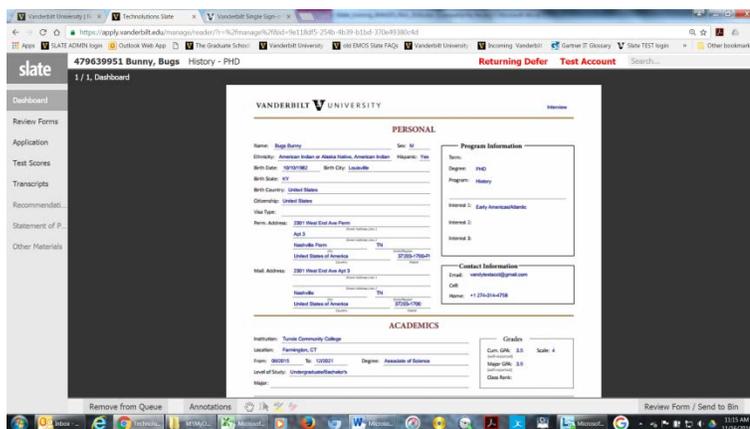


Name	Folder	Population	Updated
ACCEPTED - Point-In-Time (PIT) Comparisons	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ACCEPTED Offer All (Decision : Int to Mat)	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ACCEPTED Offer All (Decision : Int to Mat)	Graduate School / CHAD SMI...	Departmental Applications	10/06/2017
ACCEPTED Offer All (Decision : Int to Mat)	Graduate School / Shared C...	Departmental Applications	10/05/2017
ACCEPTED Offer All (SINGLE PROGRAM) Decision : Int to Mat	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
Admit & Accept between certain dates	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ADMITTED - All Applicants	Graduate School / Shared C...	Departmental Applications	10/05/2017
ADMITTED - All Applicants	Graduate School / CHAD SMI...	Departmental Applications	10/06/2017
ADMITTED - All Applicants	Graduate School / WALT BIE...	Departmental Applications	10/10/2017
ADMITTED - All Applicants (SINGLE PROGRAM)	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ADMITTED - Certain Date Range	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ADMITTED - Point-In-Time (PIT) Comparisons	Graduate School / WALT BIE...	Departmental Applications	10/06/2017
ADMITTED Applicants - (appl status : Decided)_COPY	Graduate School / Shared C...	Departmental Applications	11/14/2016
ADMITTED No Response (Dec Res: Most Rcnt Cnfrmd) stuck in Admit	Graduate School / WALT BIE...	Departmental Applications	10/06/2017

READER Mode

The SLATE Reader  is accessible to administrators from the icon on top of the home page, in Lookup mode. However, faculty Read-Only users will log in to the SLATE Reader directly with a different URL and will not have access beyond the Reader: <http://apply.vanderbilt.edu/reader>

- **SLATE Reader** is primarily for faculty evaluators, allowing easier access to application materials (*paginated* view of application, rather than separate screens Lookup view). *Note: Read-only users do not have access to SLATE queries and reports. Also, the DGS will use the Reader for making admission offers from the DGS Review bin with a Recommendation for Action Form (RAF) – the basis for the admission letter (more details in the Advanced User Course).*



VANDERBILT UNIVERSITY

PERSONAL

Name: **Bunny, Bugs** Sex: **M**
 (Required) Applicant Institution Address: (Required) Institution: **Yale**
 Birth Date: **10/10/1982** Birth City: **Leedsville** Home: **Yes**
 Birth State: **NY**
 Birth Country: **United States**
 Citizenship: **United States**
 Visa Type:
 Perm. Address: **2081 West End Ave. 3rd**
 Apt #: **3**
 Nashville, TN 37203-7604
 United States of America
 Mail Address: **2081 West End Ave. Apt 3**
 Apt #: **3**
 Nashville, TN 37203-7604
 United States of America

Program Information

Term: **Fall**
 Program: **PhD**
 Program: **History**

Contact Information

Email: **vbunny@yale.com**
 Cell: **+1 212 264-4758**
 Home: **+1 212 264-4758**

ACADEMICS

Institution: **Tusculum Community College**
 Location: **Parkville, CT**
 Year: **2002** No. Courses: **10** Degree: **Associate of Science**
 Level of Study: **Undergraduate/Transfer**
 Major:
 Minor:

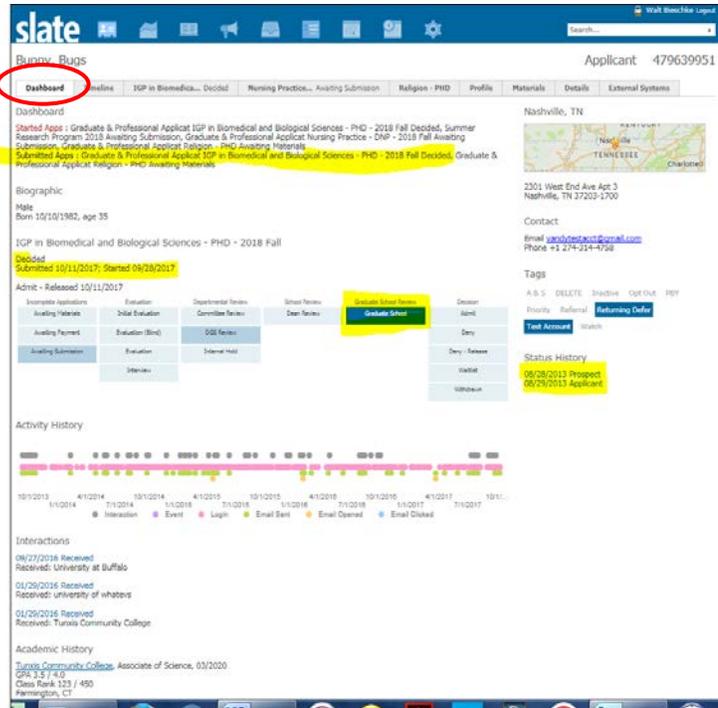
Grades

Cum. GPA: **3.5** Scale: **4**
 Major GPA: **3.5**
 Grad. GPA:

3. Application Details & Status Indicators

In Lookup, the application record is arranged in a series of **tabs** along the top of the page. Each tab opens a new screen with different application information. In the examples, also note the highlighted administrative **status indicators** that help you determine things such as: whether an application has been submitted (completed); whether the application fee is paid; whether there is an admission decision; whether an admission offer letter has been released; and, whether the applicant has Accepted the admission offer.

a. Dashboard tab – contact information; submission status; bin location; document links

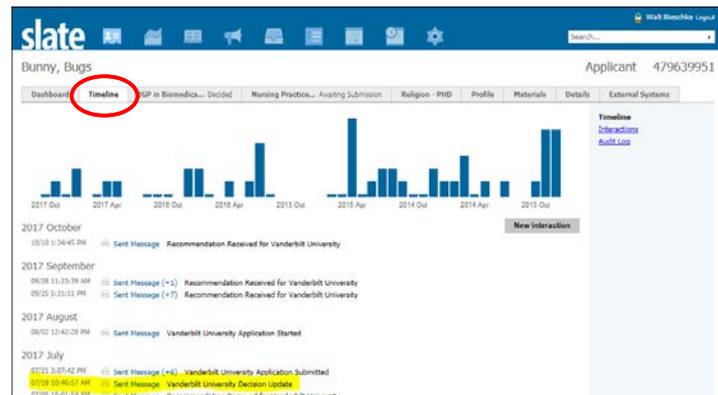


The screenshot shows the 'Dashboard' tab selected in the top navigation bar. The main content area displays the applicant's profile for 'Bunny, Bugs' (Applicant ID: 479639951). Key information includes:

- Biographic:** Male, Born 10/10/1982, age 35.
- IGP in Biomedical and Biological Sciences - PHD - 2018 Fall:** Submitted 10/11/2017, Started 09/28/2017.
- Decision:** A table showing 'Decided' on 10/11/2017.
- Activity History:** A timeline chart showing various events from 2013 to 2017.
- Interactions:** A list of received communications from institutions like University at Buffalo and Turvis Community College.
- Academic History:** Lists 'Turvis Community College, Associate of Science, 03/2020' with a GPA of 3.91/4.0.

 The 'Dashboard' tab is circled in red in the original image.

b. Timeline tab – log of administrative events; dates for documents received; system emails sent & received by the applicant; other personal interactions that may be logged by an administrator



The screenshot shows the 'Timeline' tab selected in the top navigation bar. It displays a bar chart of administrative events from 2017 October to 2013 October. Below the chart, a detailed log of events is shown, including:

- 2017 October:** 10/10 1:34:45 PM - Sent Message - Recommendation Received for Vanderbilt University.
- 2017 September:** 09/29 11:23:39 AM - Sent Message (-1) - Recommendation Received for Vanderbilt University; 09/29 5:23:11 PM - Sent Message (+7) - Recommendation Received for Vanderbilt University.
- 2017 August:** 08/02 12:42:28 PM - Sent Message - Vanderbilt University Application Started.
- 2017 July:** 07/21 3:07:42 PM - Sent Message (+4) - Vanderbilt University Application Submitted; 07/18 10:46:57 AM - Sent Message - Vanderbilt University Decision Update; 07/09 15:51:14 PM - Sent Message - Recommendation Received for Vanderbilt University.

 The 'Timeline' tab is circled in red in the original image.

c. application tab – this is the tab that bears the name of your program. **This is your main Summary page for everything you need to know about the application, at a glance.** It includes: application submission status; application fee status; bin location; decision status; applicant response status; checklist of materials received; links to application support documents (transcripts, letters of recommendation); link to the [Application Status Page](#) (applicant view, where the admission letter is posted)

The screenshot shows the SLATE application interface for 'Bunny, Bugs' (Applicant: 479639951). The 'IGP in Biomedical... Decid' tab is selected and circled in red. The 'Checklist' section shows a list of requirements with status indicators (e.g., 'Received', 'Received Copy'). The 'Materials' section shows a table of submitted documents with columns for Date, Description, Record, and User.

Date	Description	Record	User
10/10/2017	Reference: C Y	This Application	noicj
09/28/2017	Reference: D D	This Application	noicj
09/28/2017	Reference: C Y	This Application	noicj
01/21/2016	For Document Export - Official Transcript: Duke University [Auburn]	Folio	noicj
09/01/2015	For Document Export - Official Transcript: Auburn University [Auburn]	Folio	noicj
09/16/2013	For Document Export - Official Transcript: Gof Academy San Diego	Folio	noicj

d. Profile tab – another way to access application form information & support documents, including verified score reports

The screenshot shows the SLATE application interface for 'Bunny, Bugs' (Applicant: 479639951). The 'Profile' tab is selected and circled in red. The 'Biographic' section displays personal information such as name, birth date, and address. The 'Academic History' section shows a list of educational institutions and scores.

e. Materials tab – another way to access application support documents, including transcripts & recommendation letters. Click the list item to view an image of the document.

The screenshot shows the SLATE application interface for 'Bunny, Bugs' (Applicant: 479639951). The 'Materials' tab is selected and circled in red. It displays a table of materials with columns for Date, Description, Record, and User.

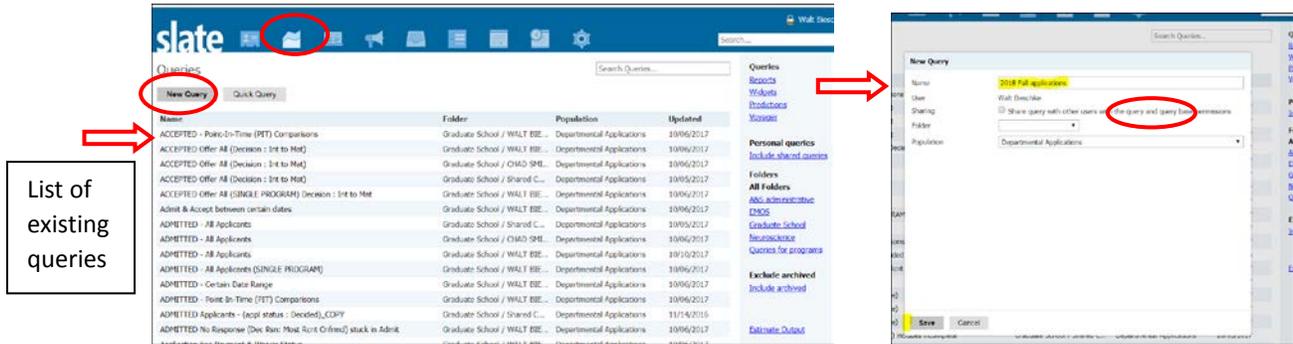
Date	Description	Record	User
09/28/2017	Reference: C Y	IGP in Biomedical and Biological S...	noicj
09/28/2017	Reference: D D	IGP in Biomedical and Biological S...	noicj
09/28/2017	Reference: C Y	IGP in Biomedical and Biological S...	noicj
09/25/2017	Reference: J E	Summer Research Program 2018	noicj
09/25/2017	Reference: D D	Summer Research Program 2018	noicj
01/21/2016	For Document Export - Official Transcript: Duke University	Folio	noicj
09/01/2015	For Document Export - Official Transcript: Auburn University [Auburn]	Folio	noicj
09/16/2013	For Document Export - Official Transcript: Gof Academy San Diego	Folio	noicj

4. SLATE Queries

Think of a Query as a saved set of Search criteria that you can re-run, and save the results history like dated snapshots (*detailed query guide available separately*). Click the icon to open the Queries page. You can click on an existing query in the list, and run the query to get data. You can build your own custom queries to look for specific data sets.

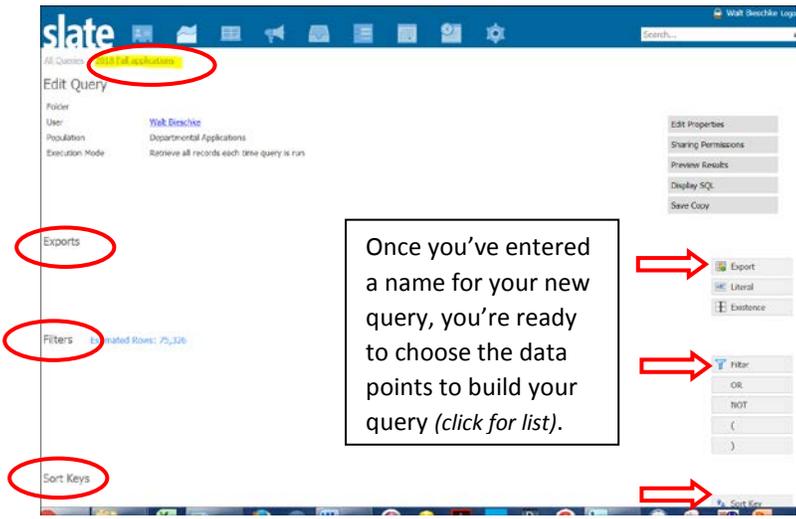
Build The Query

Click **New Query** to begin building a new query.



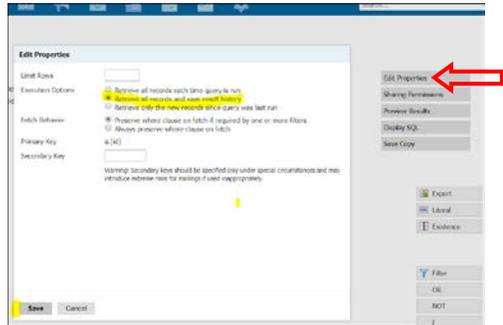
3 parts of each query:

- Exports**
data elements in results – the column headers in a spreadsheet
- Filters**
criteria for record selection – “pull all 2018 Fall records”
- Sort Keys**
determine order of records, based on the Export fields you chose when building the query

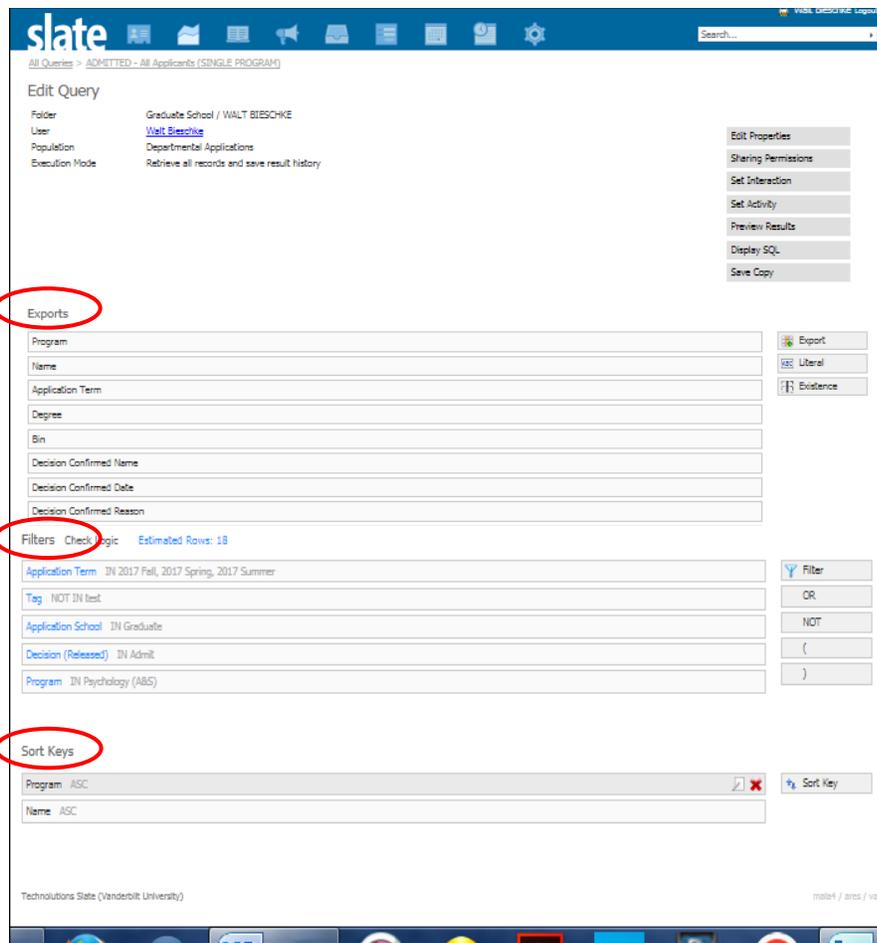
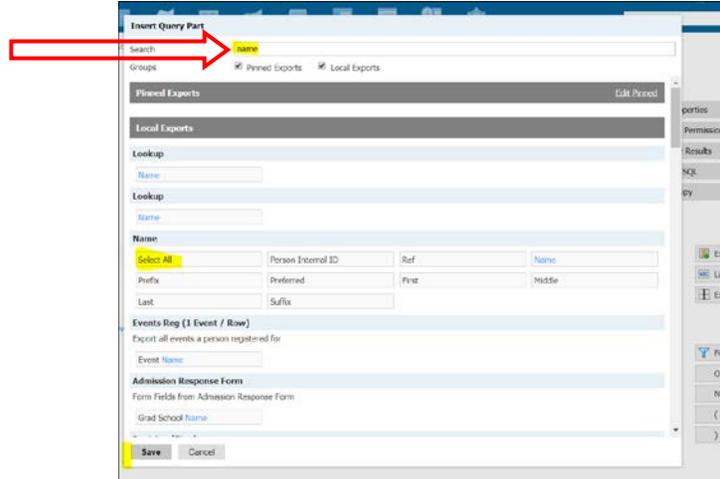


Once you’ve entered a name for your new query, you’re ready to choose the data points to build your query (*click for list*).

Note: When building the query, we recommend that you set the query properties to “save result history.”



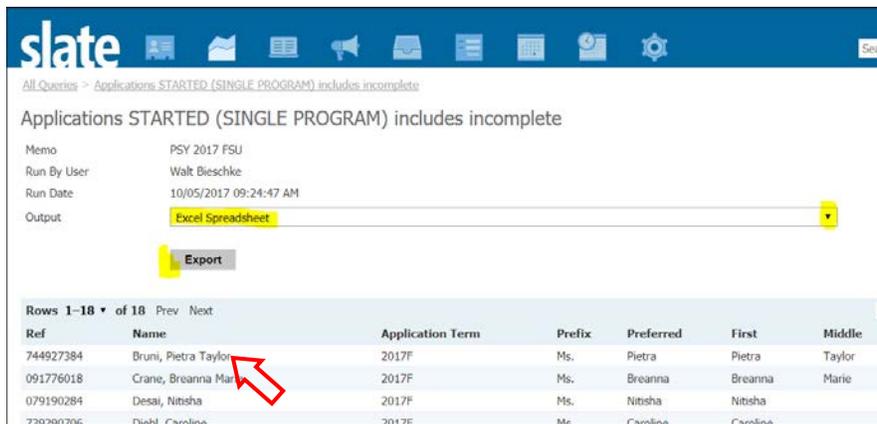
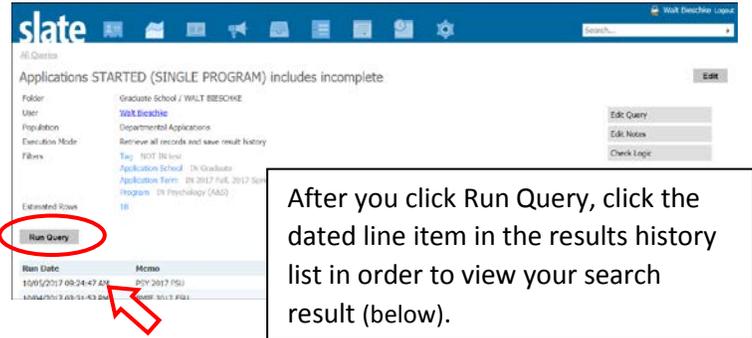
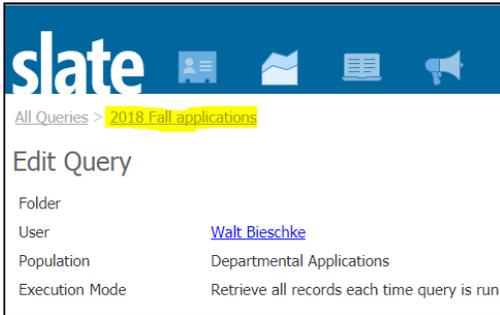
The *query filters list* is quite large & granular, but it is searchable by *keyword*. The list includes all data points collected in the application form.



- Include *status indicators* in your search criteria, such as: bin location; or, Decision (i.e. to find all Admitted records, query for – Decision Released IN : Admit) to find records with that status.

Run The Query

After you've built the query by adding your Exports, Filters, and Sort Keys, click the query name at the top of the page to open the query page and run the query. If you wish, you can export your search results to an Excel spreadsheet.



5. Application Fees & Fee Waivers

Most application fee waivers will be managed automatically in SLATE, depending on what the applicant enters in the Personal section of the application. Information about the application fee and fee waiver policy is available on the Graduate School [website](#), and questions may be sent to gsfeewaivers@vanderbilt.edu. A small number of additional waivers will be granted at the discretion of the school/college and program based on recruitment priorities. Applicants may request a waiver from the department, or departments may decide proactively to grant a waiver even without a request.

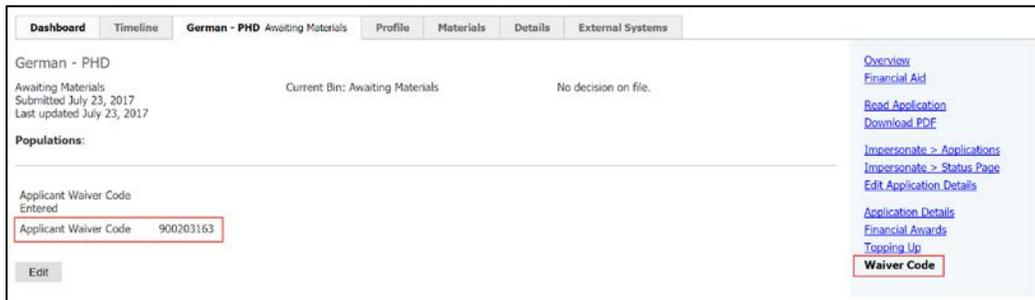
It is the responsibility of individual department offices to communicate with their Associate Dean, to align with the dean’s policy and wishes regarding discretionary waivers. **Some schools will manage discretionary waivers at the dean’s level, without involving your department; please confirm with your dean. Each discretionary waiver carries a cost of \$95 which will be charged to your program or school.**

*example: how **application fee payment status information** appears in the administrative view, on the application tab, Activities section.*

Date	Code	Subject	User
New Activity			
10/11/2017	Payment	Payment Due: \$5.00 USD	emosuser
09/29/2017	Received	Received Copy: Self-Reported GRE	
09/29/2017	Received	Received Copy: Self-Reported GRE	
09/28/2017	Received	Received Copy: Self-Reported GRE	

Locating the Waiver Code

Program/School administrators can locate an applicant’s waiver code by going to their application and selecting the “Waiver Code” tab located on the right-hand side.



Dashboard | Timeline | German - PHD Awaiting Materials | Profile | Materials | Details | External Systems

German - PHD
Awaiting Materials
Submitted July 23, 2017
Last updated July 23, 2017

Current Bin: Awaiting Materials No decision on file.

Populations:

Applicant Waiver Code Entered

Applicant Waiver Code 900203163

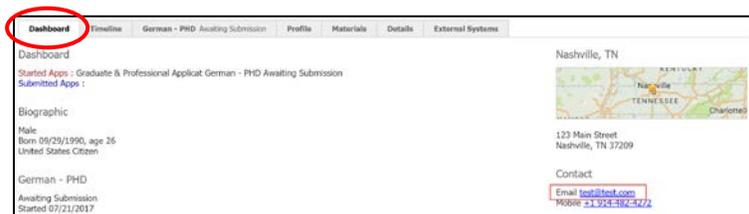
Edit

- Overview
- Financial Aid
- Read Application
- Download PDF
- Impersonate > Applications
- Impersonate > Status Page
- Edit Application Details
- Application Details
- Financial Awards
- Topping Up
- Waiver Code**

Providing the Waiver Code

It is recommended that School/Program administrators share the waiver code with the applicants through SLATE, as this will record the interaction. Applicants will only be able to enter a waiver code before submitting their application.

From the Dashboard, click on the applicant’s email address under the “Contact” section on the right.



Dashboard | Timeline | German - PHD Awaiting Submission | Profile | Materials | Details | External Systems

Nashville, TN

Started Apps : Graduate & Professional Applicant German - PHD Awaiting Submission

Submitted Apps :

Biographic

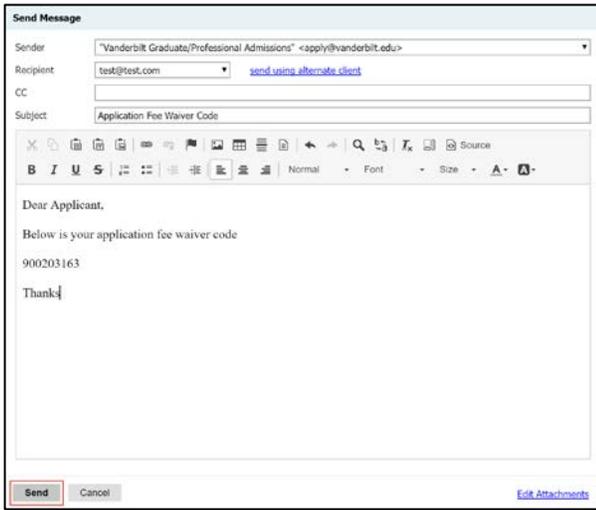
Male
Born 09/29/1990, age 26
United States Citizen

German - PHD
Awaiting Submission
Started 07/21/2017

Contact

Email tes@test.com
Mobile +1 974-897-5272

This will bring up an email window. Enter the message to the applicant, including their waiver code, and click Send.



Suggested language for your email to applicants:

Dear Applicant,

Below is your application fee waiver code. Please input this code on the Waiver Code page, before you submit your application.

Code: 012345678

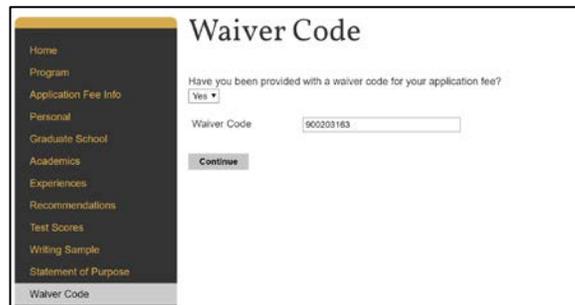
After you submit your application, you will see confirmation of the application fee waiver on your Application Status Page.

These interactions can be viewed through the Timeline.

Date ▲	Code	Subject	User/Status
07/23/2017	Message	Application Fee Waiver Code	Sent

Applicant Experience

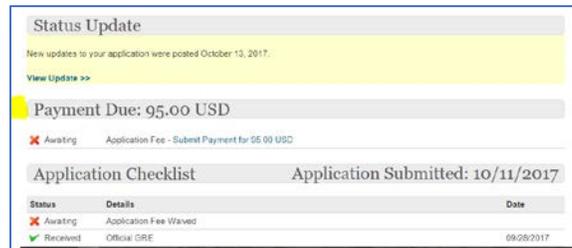
Once an applicant receives their waiver code, they will need to enter it in the “Waiver Code” page of the application.



Applicants will see that the fee waiver has been applied once they submit their application. They will see the Application Fee Waived checklist item (or notice of Payment Due) on their Status Page. Because this rule does not run on submission, it may take several minutes for the waiver to be added.

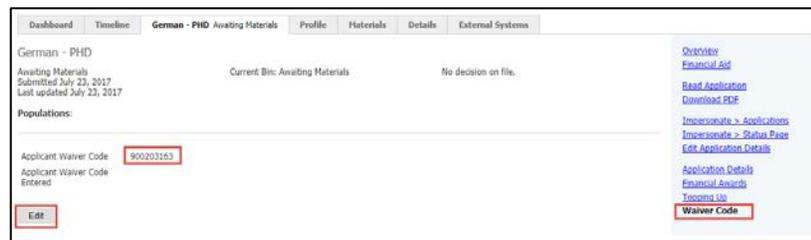
Status	Details	Date
✓ Received	Application Fee Waived	07/23/2017
✗ Awaiting	Self-Reported or Official GRE	
✓ Waived	TOEFL or IELTS Score	07/23/2017

If an application fee payment is due, the applicant will see this indication on the Application Status Page after they submit the application, along with the prompt and link for payment.

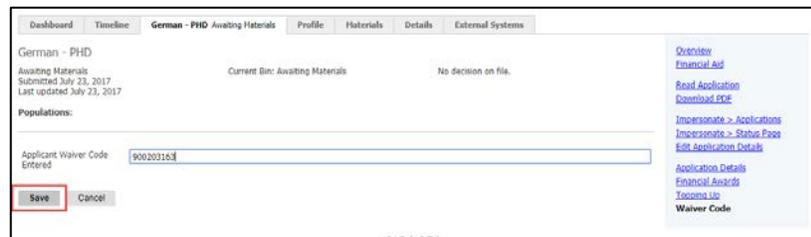


Entering the Waiver Code Administratively

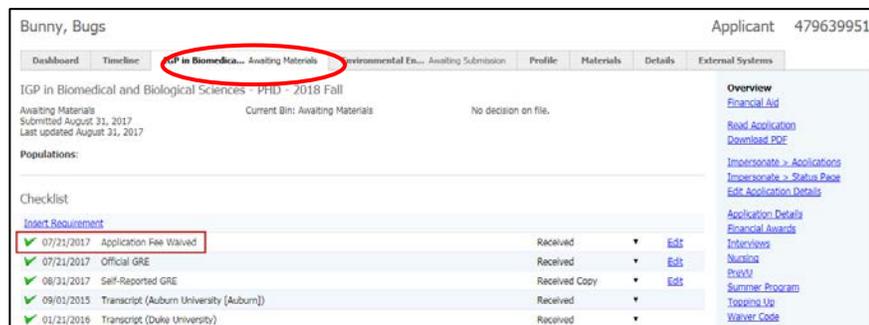
If an administrator wishes to enter the waiver code on behalf of the applicant, they can do so by going to the “Waiver Code” tab on the right-hand side. Copy the waiver code and click “Edit”. If an applicant has already submitted their application, this is the only way to apply the waiver code on their behalf.



Enter the code and click “Save”.

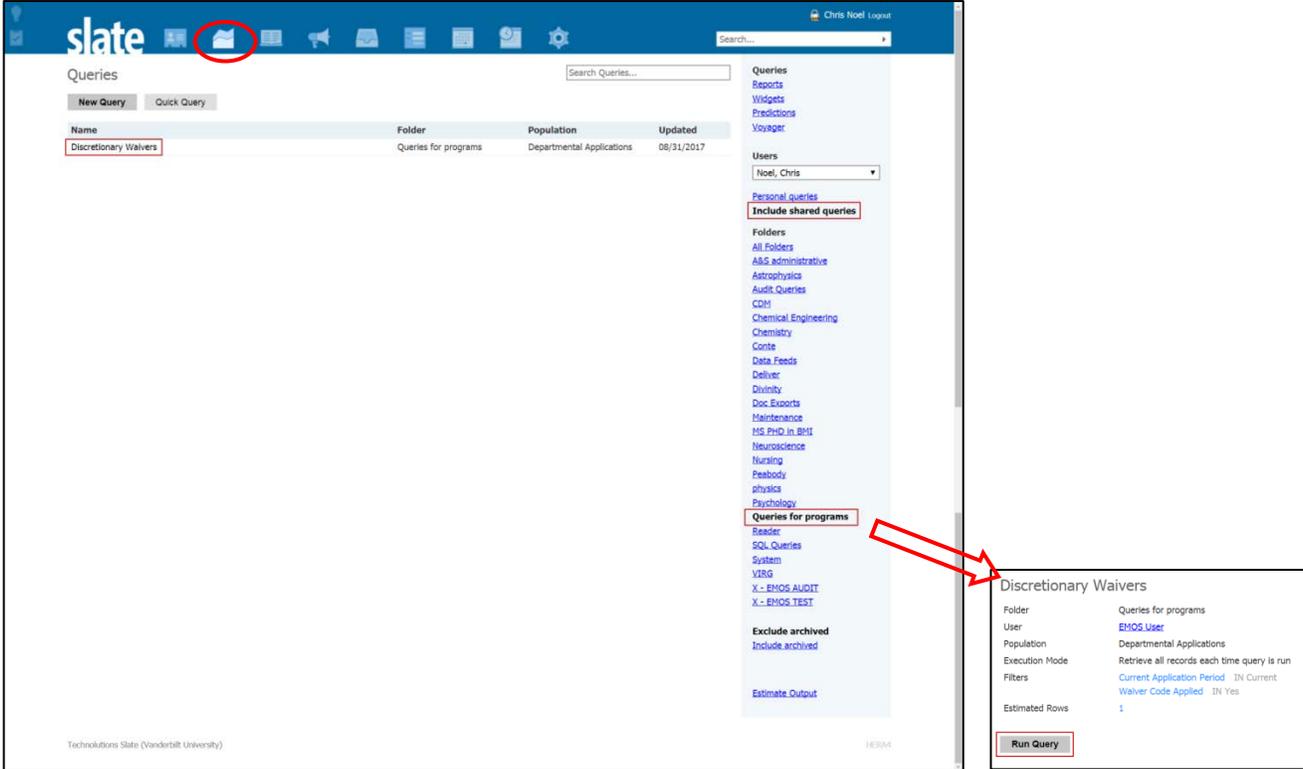


It may take up to 15 minutes for the waiver to reflect on the application.



Tracking Discretionary Waivers

A standard query has been created for departments to use in order to track which applicants have received a discretionary waiver. From the Query tool, click “Include shared queries” on the right-hand side, and click on the “Queries for programs” folder. You will see a query named “Discretionary Waivers”. Open the query and click “Run Query” to view your results.



The screenshot shows the SLATE Query tool interface. The main area displays a table of queries with the following data:

Name	Folder	Population	Updated
Discretionary Waivers	Queries for programs	Departmental Applications	08/31/2017

On the right-hand side, the 'Personal queries' section is expanded to show 'Include shared queries'. Below this, the 'Queries for programs' folder is selected, revealing a list of queries including 'Discretionary Waivers'. A red arrow points from this folder to a detailed view of the 'Discretionary Waivers' query configuration:

Folder	Queries for programs
User	EMOS User
Population	Departmental Applications
Execution Mode	Retrieve all records each time query is run
Filters	Current Application Period IN Current Waiver Code Applied IN Yes
Estimated Rows	1

A red box highlights the 'Run Query' button at the bottom of this configuration panel.

6. Admission Offer Letters

Admission offer letters, and the Recommendation for Action Forms (RAFs) that trigger them, are discussed in detail in the *ADVANCED User Course*.

All admission offer letters are posted *online in the applicant's record*. No paper copy is produced, nor is the letter itself ever emailed to an applicant, for security and privacy reasons. After the Graduate School gives final approval of the admission offer, the applicant receives an automatic email notice from SLATE that there is a status update in their application record. The applicant logs into the Application Status Page, and clicks the View Update link to see the admission offer letter. Applicants can download the letter in PDF format.

The DGS enters the details of the admission offer into the RAF, and this information populates the resulting **admission offer letter**, subject to dean and Graduate School approval.

Recommendation for Action Form

Submitted 10/12/2017 at 10:08:40 AM by [Walt Bieschke](#)
 Last Updated 10/13/2017 at 12:38:20 PM
 Created 10/12/2017 at 10:08:40 AM
 Bin Graduate School into DGS Review

Recommended Action Admit, with financial awards

RAF Update Date 10/13/2017
 Is this a revised offer? (A previous offer has been released) No
 Comments (Vanderbilt internal)
 Date Applicant Must Respond By (mm/dd/yyyy) 04/15/2018

Admit, with financial awards:

Predefined Awards University Fellowship
 Award Name University Fellowship
 Annual Amount 30000
 Months of Award (Up to 12) 12
 Annual Tuition % (Up to 100) 100
 Renewable Years (After Year 1) 4
 Award Note (Will appear on admit letter)

Also covered by Vanderbilt

Health Insurance Yes
 Activity and Recreation Fees Yes

Note: Federal grants usually do not pay for Activity and Recreation Fees.

Additional Info:

Other Awards

Other Award 1

Predefined Awards
 Award Name
 Annual Amount
 Months of Award (Up to 12)
 Renewable Years (After Year 1)

October 11, 2017 Print Friendly

Mr. Bugs Bunny
 2301 West End Ave Apt 3
 Nashville, TN 37203-1700

Dear Bugs,

Upon the recommendation of the faculty of the Interdisciplinary Graduate Program in Biomedical and Biological Sciences (IGP), I am pleased to offer you admission to the Vanderbilt University Graduate School for the 2018 Fall semester to pursue studies toward the Ph.D. degree. On behalf of the faculty, I congratulate you on your record of academic accomplishment and invite you to continue your studies at Vanderbilt.

The financial support package that accompanies your admission offer, summarized below, begins with the 2018 Fall semester.

Award Name	Annual Amount	Months of Award	Renewable Years
University Fellowship	\$30,000	12	4
Activity and Recreation Fees	Covered		

Award Name	Tuition Percentage	Individual Health Insurance
Tuition Fellowship	100%	Covered

Tuition Fellowships are service-free awards that pay all of tuition costs and include student health insurance coverage. Continuation of all awards after the first semester will depend upon satisfactory progress toward the degree and performance of your assigned duties and responsibilities. Additional details regarding your financial package may be obtained from your academic department or program.

Please indicate your response to this offer as soon as possible, and no later than April 15, 2018, using the online Student Response Form on your application status page. Before you will be eligible to register for classes the Vanderbilt University Center for Data Management must receive an official transcript from each institution in which you have earned credit. Any degree conferred must be reflected on the transcript. We must also receive official test scores.

We congratulate you and look forward to welcoming you to the community of scholars at Vanderbilt University.

Sincerely,



Mark T. Wallace, Ph.D.
 Dean of the Graduate School

7. Best-Practices & Tips

- History is your friend. Look at last year's records as a refresher for how RAFs and admission packages should look for your program.
- Have fewer queries to manage, by including more Exports in your results. You can export an Excel spreadsheet and sort by key data points.
- Sometimes an applicant with a previous application will want to re-apply, and will ask your program to "reconsider" a past application. Do not "change the application term" on the record so that they don't have to re-enter their information. Instead, you can *clone* a record, and then put the cloned copy into the current application pool. This preserves the application statistics and historical record, and prevents problems in the Student Records System if the applicant is admitted. Cloning only works for submitted applications.
- End-of-cycle "**bin cleanout**" – at the end of each admissions season, the AAPSI office removes *current applications* from the bins, to make way for the new records of the next application cycle. Records from previous terms all remain in SLATE, and are still available through Search and Query functions.

8. Contacts, New User Accounts, & Training Resources

Admissions Primary Point-of-Contact:

Walt Bieschke, Assistant Director of Admissions

walt.bieschke@vanderbilt.edu

- Requests for new SLATE user accounts & SLATE training
- Questions about special admissions cases & Graduate School admissions policy
- Faculty/staff SLATE technical issues
- questions about departmental approval workflow
- written SLATE training guides, available in comprehensive & topical formats
- Admissions Tips & Best-Practices email series

Applicant Help Desk:

apply@vanderbilt.edu

- Routine questions from applicants & prospective applicants about application & admission process & Graduate School admissions policy
- Questions from writers of letters of recommendation
- Applicant & Recommender SLATE technical issues

Application Fees & Fee Waivers Questions:

gsfeewaivers@vanderbilt.edu

- For faculty, staff, applicants - All questions related to application fees, application fee waivers, and events or programs which qualify applicants for fee waivers
- Graduate School policy on application fees & fee waivers:
<https://gradschool.vanderbilt.edu/admissions/application/index.php>

Graduate School web site:

<https://gradschool.vanderbilt.edu/>

- Course catalog in PDF format
- Departmental contact information
- Starting point for online applications to graduate programs
- Policies, administrative processes, administrative forms, various deadlines
- Office of Postdoctoral Affairs & information on the Academic Pathways Program
- COMING SOON: Best-Practices & Training page for faculty/staff