

A subset of UGA graduate programs require their students to assemble a faculty advisory committee, made up of Graduate Program Faculty members, who help guide the graduate student through their tenure in the program. Appointment of this Graduate Advisory Committee follows a GradSlate workflow that includes Graduate School validation of the credentials of the proposed members as well as Graduate Coordinator approval of the committee membership. This manual describes the steps in this process.

1. The graduate student proposes the members of the Graduate Advisory Committee and their Roles in the Enrolled Student Progress Portal on the Adv Cmte tab. This sets the status (of the committee) to 'Proposed'

Once the graduate student logs in (MyID/SSO) to the [Enrolled Student Progress Portal](#), they see the landing page and the Adv Cmte tab

The screenshot shows the 'Enrolled Student Progress Portal' for the University of Georgia. The user is logged in as Jordan Utley. The page displays the following information:

- User Information:**
 - UGA ID: ***** (with a 'Reveal UGA ID' link)
 - UGA MyID: jmutley
 - UGA Email: jmutley@uga.edu (with a 'Change your email address' link)
 - Status: Enrolled Student
 - Residency Status: Georgia Resident
- Program Information:**
 - Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
 - Start Term: Fall 2022
 - Slate Program ID: 085368016
 - Academic Standing: Good Standing
 - GPA: (blank)
 - Emphasis: (blank)
 - Department: BINF
 - College: Institute of Bioinformatics
 - Campus: Athens
- Navigation and Actions:**
 - Buttons: Apply Now, Give
 - Links: Prospective Students, Current Students, Faculty & Staff
 - Logout link for Jordan Utley
 - Tabbed interface: Adv Cmte (selected), Actions, Edit Address, Resources, Events
- Graduate Advisory Committee Section:**
 - Header: Graduate Advisory Committee (with an 'Add Member / Propose Change' link)
 - Message: No data were found; use the Add Member ... link to propose committee members

Choosing the Add Member / Propose Change link opens the form, which is used for any additions, replacements, or changes to the committee members

The screenshot shows a web browser window with the title "Manage Graduate Advisory Committee". The browser's address bar shows the URL "gradapply.uga.edu/apply/form?id=26ee2071-8952-46e8-8a7f-076a7205977c&sys:app:ep_advismte_approved=4...". The browser's tab bar shows "Manage Graduate Advisory Committee". The browser's bookmark bar shows "Elements-dev", "Elements-test", "Elements-prod", "Symplectic_Supp...", "UGAJobSearch", "AiM", "ORCID", "EIBC", "S1", and "Send Page". The browser's status bar shows "UNIVERSITY OF GEORGIA".

The page header includes the University of Georgia logo and the text "Graduate School UNIVERSITY OF GEORGIA". There are two red buttons: "Apply Now" and "Give". Below the header, there are links for "Prospective Students", "Current Students", and "Faculty & Staff". The user's name "Jordan Utley" and a "Logout" link are displayed.

Manage Graduate Advisory Committee

Jordan Utley (jmutley@hotmail.com)
FA22 - PHD_BINF
Not Jordan Utley? [Click here.](#)

Committee Status: Proposed

What change would you like to make?

The footer includes the University of Georgia logo and the text "Graduate School UNIVERSITY OF GEORGIA". There are two buttons: "Apply Now" and "Give".

One of the choices for changes to make is 'Add a new member', which opens the form

The screenshot shows a web browser window with the URL `gradapply.uga.edu/apply/form?id=26ee2071-8952-46e8-8a7f-076a7205977c&sys:app:ep_advismcmte_approved=4...`. The browser's address bar and tabs are visible at the top. The page header includes the University of Georgia logo and the text "Graduate School UNIVERSITY OF GEORGIA". Navigation links for "Prospective Students", "Current Students", and "Faculty & Staff" are present. The main form is titled "What change would you like to make?" and has a dropdown menu set to "Add a new member". The form fields include: "Committee Level" (set to "Doctoral Advisory Committee"), "UGA Member" (set to "Ying Xu"), "OR" (radio button), "Non-UGA Member*" (text input with placeholder "First Middle Last"), "Status" (set to "Active"), "Role" (set to "Major Professor"), "Voting?" (radio buttons for "Yes" and "No", with "Yes" selected), "From" (date range: "August 10 2023 To"), and a file upload section with a "Choose File" button and "No file chosen" text. At the bottom, there are "Submit" and "Cancel" buttons.

UNIVERSITY OF GEORGIA

Graduate School
UNIVERSITY OF GEORGIA

Apply Now Give

Prospective Students Current Students Faculty & Staff

What change would you like to make?
Add a new member

Committee Level Doctoral Advisory Committee

UGA Member Ying Xu

OR

Non-UGA Member* First Middle Last

Status Active

Role Major Professor

Voting?
☒ Yes
☐ No

From August 10 2023 To

*Please upload a single PDF with a Letter of Justification and CV for this non-UGA Member

Choose File No file chosen

Submit Cancel

UGA Members are selected from a lookup of GradSlate Users. If an external member is proposed, the student is asked for a letter of justification and CV. Once this form is submitted, the student returns to their portal, where this member is marked as 'N/A' (not yet validated) and the Cmte Status is 'Proposed'

The screenshot shows a web browser window with the URL `gradapply.uga.edu/portal/my_progress?tab=advscmte`. The page header includes the University of Georgia logo and navigation links for Prospective Students, Current Students, and Faculty & Staff. The main content area displays the student's application details, including their UGA Email, Status, Residency Status, Program, Start Term, Slate Program ID, Academic Standing, GPA, Emphasis, Department, College, and Campus. A red box highlights the 'Graduate Advisory Committee' section, which includes a table of committee members and a link to 'Add Member / Propose Change'.

UNIVERSITY OF GEORGIA

Graduate School
UNIVERSITY OF GEORGIA

[Apply Now](#) [Give](#)

[Prospective Students](#) [Current Students](#) [Faculty & Staff](#)

UGA Email: jmutley@uga.edu
Status: Enrolled Student
Residency Status: Georgia Resident

[Change your email address](#)

Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
[Program Website](#) [Grad Program Directory](#)

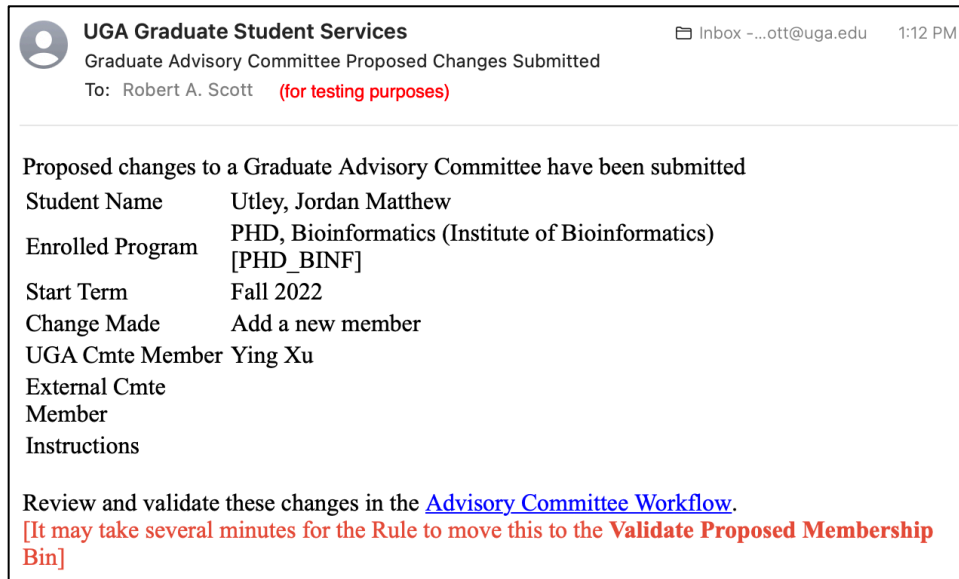
Start Term: Fall 2022
Slate Program ID: 085368016
Academic Standing: Good Standing
GPA:

Emphasis:
Department: BINF
College: Institute of Bioinformatics
Campus: Athens

Graduate Advisory Committee Cmtte Status: Proposed [Add Member / Propose Change](#)

Valid?	Cmtte Level	UGA Member	Ext Member	Role	Active?	Voting?	From	To
N/A	DC	Ying Xu		Major Professor	Active	Yes	08/10/202:	

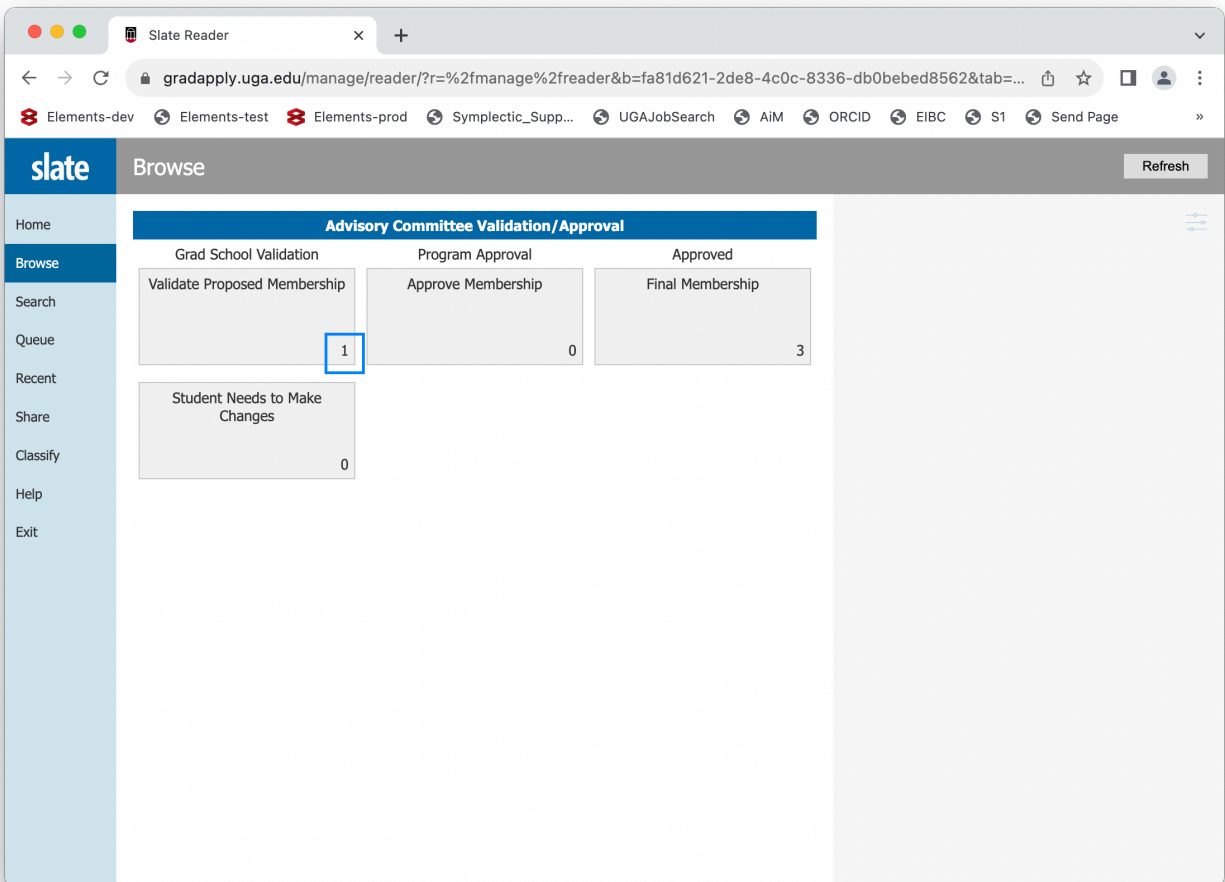
- For each proposed committee member, an email alert is sent to the Graduate School Enrolled Student Services office requesting validation of that member. The Application is also placed into the Validate Proposed Membership Bin of the Graduate Advisory Committee Review workflow



The note at the bottom reminds the GS ESS staff member that GradSlate Rules may take a few minutes to execute the bin movement

3. GS-ESS staff review the proposed member(s) in this workflow and either validate them or not.

The staff member opens the Graduate Advisory Committee Review workflow (under the Reader menu) and will eventually see the student's program record enter the Validate Proposed Membership Bin



Opening that Bin and selecting the Program record displays a dashboard with information about the Advisory Committee membership and status

The screenshot shows a web browser window with the URL `gradapply.uga.edu/manage/reader/?r=%2fmanage%2freader&b=fa81d621-2de8-4c0c-8336-db0bebed8562&id=d...`. The page title is "Slate Reader". The left sidebar contains links for "Dashboard", "ESS Materials", and "AdvisCmte Rev...". The main content area displays "Enrolled Student Detail" for student 355396899, Utlej, Jordan Matthew, FA22 - PHD_BINF. The student's details include Name, UGA ID, Email, Primary, Mobile, City/Region, Geomarket, Citizenship, Program, Subplan, Start Term, Dual Degree, Academic Standing, and Institutional GPA. Below this is a "Schools" table with columns: Name, FICE, Location, From, To, Confer, Major, Level, Degree, GPA. The table lists three schools: University of T..., Trevecca Naz..., and University of G... Below the schools table is the "Grad Advisory Committee" section, which includes a red instruction: "(Click on name at top, Lookup Record, then Enrolled Program, to validate or make changes)". The table has columns: Valid?, Cmte Level, UGA Member, Ext Member, Cmte Role, Status, Voting?, GradSlate Roles, From, To. The table contains one row with the following data: N/A, DC, Ying Xu, Major Professor, Active, Yes, Graduate Program Faculty, Program Reader, Program Reader, Program Reader, 10-Aug-2023. Below the table is an "Instructions:" section with buttons for "Add to Queue" and "Displaying Copy".

Enrolled Student Detail

355396899 Utlej, Jordan Matthew FA22 - PHD_BINF

Name: Utlej, Jordan Matthew
UGA ID: 810193896
Email: jmutley@uga.edu
Primary: +1 678-925-7814
Mobile: +1 678-925-7814
City/Region: Athens/GA
Geomarket: GA-05 Northeast Georgia
Citizenship: US Citizen, United States

Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
Subplan:
Start Term: Fall 2022
Dual Degree:
Academic Standing: Good Standing
Institutional GPA:

Schools

Name	FICE	Location	From	To	Confer	Major	Level	Degree	GPA
University of T...	003530	Knoxville, TN,...	2010-08-01	2014-05-01	2014-05-01	Life Science	Masters	MS	3.65
Trevecca Naz...	003526	Nashville, TN...	2006-08-01	2010-05-01	2010-05-01	Biology	Undergraduate	BS	3.9
University of G...	001598	Athens, GA, US					Doctoral		

Grad Advisory Committee

(Click on name at top, Lookup Record, then Enrolled Program, to validate or make changes)

Valid?	Cmte Level	UGA Member	Ext Member	Cmte Role	Status	Voting?	GradSlate Roles	From	To
N/A	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader	10-Aug-2023	

Instructions:

Add to Queue Displaying Copy

The red font instructions above the table describe navigating to the Enrolled Program dashboard of the Application record, where the student's Advisory Committee information is displayed. Clicking on 'Enrolled Program' in the right margin ...

The screenshot shows a web browser window with the URL `gradapply.uga.edu/manage/lookup/record?id=dfc339e8-1c41-47bf-91d3-a4b231e6db7c`. The browser tabs include 'Slate Reader' and 'Utley, Jordan Matthew'. The page header features the 'slate' logo, a search bar, and a user profile for 'Robert Scott'. The main content area is titled 'Utley, Jordan Matthew' and 'Enrolled Student 355396899'. A navigation bar includes tabs for 'Dashboard', 'Timeline', 'FA22 - PHD_BINF', 'Profile', 'Materials', 'Details', and 'Enrolled Student'. The 'FA22 - PHD_BINF' tab is active, displaying application details. The 'Overview' sidebar on the right contains links for 'Financial Aid', 'Workflows', 'Portfolio', 'Populations', 'Read Application', 'Download PDF', 'Impersonate > Applications', 'Impersonate > Status Page', 'Edit Application Details', 'Admin Update', and 'Enrolled Program'. The main content area is divided into sections: 'PERSON' (UGAID: 810193896, Slate Person ID: 355396899, External Person ID: First-Gen: No), 'APPLICATION' (Slate Application ID: 085368016, External Application ID: Slate Residency: Y, Banner Application Number: 1, Banner Residency: Georgia Resident, Intended Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF], Intended Term: Fall 2022, Intended Department: BINF, Population: Admitted Students, Apps_IOB, Enrolled/Graduated Program, PHD_BINF, Application Started: 2022.04.19, Application Submitted: 2022.04.20, Admin-Changed Program: Y, Admin-Changed Term: N, Area of Emphasis: Area unspecified, GradFIRST Code: GDFR), and 'DECISION (most recent)' (Application Status: Decided, Decision Code: Admit/Matric, Decision Released Date: 2022.05.03, Dept Rec: Recommend regular admission, Decision Reason: Current Bin:). At the bottom, there are links for 'Material Upload' and 'Confirm Military ID'.

Utley, Jordan Matthew Rule execution successfully queued 5m ago. [Preview pending actions](#)

Enrolled Student 355396899

Dashboard Timeline **FA22 - PHD_BINF** Profile Materials Details Enrolled Student

FA22 - PHD_BINF

Decided Admit/Matric
Submitted April 20, 2022 Status: Released
Last updated August 10, 2023

PERSON
UGAID: 810193896 Slate Person ID: 355396899 External Person ID:
UGA Email: jmutley@uga.edu Applicant Origin: Domestic First-Gen: No

APPLICATION
Slate Application ID: 085368016 External Application ID: Banner Application Number: 1
Application Source: Graduate School Slate Residency: Y Banner Residency: Georgia Resident
Homeless? No
Intended Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF] Admin-Changed Program: Y
Intended Term: Fall 2022 Admin-Changed Term: N
Intended Department: BINF Area of Emphasis: Area unspecified
Population: Admitted Students, Apps_IOB, Enrolled/Graduated Program, PHD_BINF
Application Started: 2022.04.19 GradFIRST Code: GDFR
Application Submitted: 2022.04.20

DECISION (most recent)
Application Status: Decided Dept Rec: Recommend regular admission
Decision Code: Admit/Matric Decision Reason:
Decision Released Date: 2022.05.03 Current Bin:

[Material Upload](#) [Confirm Military ID](#)

Overview
[Financial Aid](#)
[Workflows](#)
[Portfolio](#)
[Populations](#)
[Read Application](#)
[Download PDF](#)
[Impersonate > Applications](#)
[Impersonate > Status Page](#)
[Edit Application Details](#)
[Admin Update](#)
[Enrolled Program](#)

<https://gradapply.uga.edu/manage/lookup/record?id=dfc339e8-1c41-47bf-91d3-a4b231e6db7c#>

... and scrolling to the bottom, shows the status of the Advisory Committee, including the proposed member

Graduation

Last Applied for Grad

1st Graduation Planned Last Graduation Planned Graduated

Format Check (Prelim) Format Check (Final)

Defense Date Outcome

ETD Publication Date ETD Embargo Date

Human Subjects Research?

ETD Title

ETD DOI

Leave of Absence

Leave Start Date

Leave End Date

Reason

Enrollment

Term	Enrolled?	Credit	GPA	Residency
Add New				

Advisory Committee

Valid?	Cmte Level	UGA Member	Ext Member	Role	Active?	Voting?	GradSlate Roles	From	To
na	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader	08/10/202	

[Add New](#)

[Edit](#)

Note that GradSlate Roles include the role of Graduate Program Faculty, data that are refreshed daily in GradSlate. If that Role is present, you can assume that this is a valid committee member; if not, it may still be that these data are slightly out of date and the member may still be valid. To mark the member as valid, just click on the record in this table to popup an edit screen and check Yes in the Member Valid? field

Banner AdvCmte Entity Widget Form

Member Valid? ☒ Yes ☐ No

Cmte Level

UGA Member

OR

Non-UGA Member

Status

Role

Voting Member? ☒ Yes ☐ No

From

To

Save **Delete** **Cancel**

Once saved, you can refresh the application record and see a 'Yes' in the Valid? column of this table. Just close this browser tab to get back to the Workflow; refresh that screen and you will see the validation displayed in the Workflow dashboard

To complete your validation, you must submit a Review Form: Add to Queue, open the Review Form / Send to Bin, and fill and submit the Review Form.

4. If a member is invalid or the committee is incomplete, the AdvCmte Validation/Approval review form is submitted with a status of 'Changes Needed' and the Instructions field is completed, providing the student feedback on what else is required. This triggers a Deliver to the graduate student directing them to their portal to make needed changes. Any changes made reset the status to 'Proposed', which restarts the process at step 2

In the current example, you have validated selection of the Major Professor, but the committee is not yet complete. Set the Status to 'Changes Needed' and use the Change Instructions field to inform the student of what they need to do. Send the Program record to the Student Needs to Make Changes Bin to await further proposals from the student.

355396899 Utley, Jordan Matthew FA22 - PHD_BINF

Enrolled Student Detail

Name: Utley, Jordan Matthew **Program:** PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
UGA ID: 810193896 **Subplan:**
Email: jmutley@uga.edu **Start Term:** Fall 2022
Primary: +1 678-925-7814 **Dual Degree:**
Mobile: +1 678-925-7814 **Academic Standing:** Good Standing
City/Region: Athens/GA **Institutional GPA:**
Geomarket: GA-05 Northeast Georgia
Citizenship: US Citizen, United States

Schools

Name	FICE	Location	From	To	Confer	Major	Level	Degree	GPA
Universi...	003...	Knoxvil...	2010-08-01	2014-05-01	2014-05-01	Life Science	Masters	MS	3.65
Trevecc...	003...	Nashvil...	2006-08-01	2010-05-01	2010-05-01	Biology	Undergrad	BS	3.9
Universi...	001...	Athens,...					Doctoral		

Grad Advisory Committee

(Click on name at top, Lookup Record, then Enrolled Program, to validate or make changes)

Valid?	Cmte Level	UGA Member	Ext Member	Cmte Role	Status	Voting?	GradSlate Roles	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader, Program Reader	10-Aug...	

AdvCmte Validation/Approval

Advisory Committee Status: **Changes Needed**

Change Instructions: **Incomplete committee**

[Clear this field once change is made; student sees this field]

GradSchool Notes:

Program Notes:

Send to Bin

Current Bin: Validate Proposed Membership

Next Bin (required): **Student Needs to Make Changes**

Next Reader (optional):

Send **Saving in 4s...**

The status of 'Changes Needed' triggers an email Deliver (with some delay) to the student, informing them to go back to their Portal to complete their proposed committee

UGA Graduate Student Services Inbox - ...ott@uga.edu 2:10 PM

Graduate Advisory Committee Changes Required

To: Robert A. Scott

Student email (move to Recipient box after testing): jmutley@uga.edu

Proposed changes to your Graduate Advisory Committee have been submitted but further changes are required

Student Name Utley, Jordan Matthew
Enrolled Program PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
Start Term Fall 2022
AdvicCmte Status Changes Needed
Instructions Incomplete Committee

Please make these changes in your [Student Portal](#)

The email links to their portal; when they log in again, they see the status of their committee along with the instructions from the ESS staff member

The screenshot shows a web browser window with the URL `gradapply.uga.edu/portal/my_progress?tab=advscmte`. The page header includes the University of Georgia logo and navigation links for Prospective Students, Current Students, and Faculty & Staff. The main content area displays the student's profile information, including their UGA ID, email, status, and residency. Below this, the program details are shown, including the program name, start term, slate program ID, academic standing, GPA, emphasis, department, college, and campus. A section for the Graduate Advisory Committee shows the committee status as "Changes Needed" and provides a link to "Add Member / Propose Change". A table lists the committee members, including Ying Xu, who is a Major Professor. The table also includes columns for Valid?, Cmte Level, UGA Member, Ext Member, Role, Active?, Voting?, From, and To. The instructions at the bottom state "Incomplete committee".

UNIVERSITY OF GEORGIA

Graduate School
UNIVERSITY OF GEORGIA

[Apply Now](#) [Give](#)

[Prospective Students](#) [Current Students](#) [Faculty & Staff](#)

UGA ID: ***** [Reveal UGA ID](#)
UGA Email: jmutley@uga.edu
Status: Enrolled Student
Residency Status: Georgia Resident

UGA MyID: [jmutley](#)
[Change your email address](#)

Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
[Program Website](#) [Grad Program Directory](#)

Start Term: Fall 2022
Slate Program ID: 085368016
Academic Standing: Good Standing
GPA:

Emphasis:
Department: BINF
College: Institute of Bioinformatics
Campus: Athens

[Adv Cmte](#) [Actions](#) [Edit Address](#) [Resources](#) [Events](#)

Graduate Advisory Committee [Cmte Status: Changes Needed](#) [Add Member / Propose Change](#)

Valid?	Cmte Level	UGA Member	Ext Member	Role	Active?	Voting?	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	08/10/2022	

[Instructions: Incomplete committee](#)

The student can use the [Add Member / Propose Change](#) link to continue to propose additional committee members, each of which triggers an email to the ESS staff. For example, after proposing two additional committee members, their portal will look like the following

The screenshot shows the 'Enrolled Student Progress Port' page on gradapply.uga.edu. The page displays the University of Georgia logo and navigation links for Prospective Students, Current Students, and Faculty & Staff. The main content area shows the program details for 'PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]'. The status is 'Residency Status: Georgia Resident'. The program is for 'Fall 2022' with 'Slate Program ID: 085368016'. The academic standing is 'Good Standing' and the GPA is not specified. The department is 'BINF' and the campus is 'Athens'. The program website and grad program directory links are provided. Below the program details, there are buttons for 'Adv Cmte', 'Actions', 'Edit Address', 'Resources', and 'Events'. The 'Graduate Advisory Committee' section shows the status as 'Proposed' and a link to 'Add Member / Propose Change'. A table lists the committee members:

Valid?	Cmte Level	UGA Member	Ext Member	Role	Active?	Voting?	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	08/10/202:	
N/A	DC	Jan Mrazek		Committee Member	Active	Yes	08/10/202:	
N/A	DC	Jessica Kissinger		Committee Member	Active	Yes	08/10/202:	

The Status changes to Proposed, which moves the program record back into the Validate Proposed Membership Bin of the Graduate Advisory Committee Review Workflow. Opening the program record now shows the newly proposed members as well; these new members can be validated using the same method as the first one. (In fact, if the proposed members are all selected at the same time by the student, only one trip to the program record is necessary to validate all members.)

355396899 Utley, Jordan Matthew FA22 - PHD_BINF

(Click on name at top, Lookup Record, then Enrolled Program, to validate or make changes)

Valid?	Cmte Level	UGA Member	Ext Member	Cmte Role	Status	Voting?	GradSlate Roles	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader	10-Aug-2023	
N/A	DC	Jessica Kissi...		Committee Member	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader, Program Reader	10-Aug-2023	
N/A	DC	Jan Mrazek		Committee Member	Active	Yes	Graduate Coordinator, Graduate Coordinator, Graduate Coordinator, Graduate Coordinator, Graduate Coordinator, Graduate Program Faculty, Lookup Records, Program Coordinator, Program Coordinator, Program	10-Aug-2023	

Add to Queue Displaying Copy

- If all proposed members are valid and the committee membership is complete, the AdvCmte Validation/Approval review form is submitted with a status of 'All Members Valid' and the Application is moved to the Approve Membership Bin of the Program Approval section. This triggers a Deliver to the appropriate Graduate Coordinator to go to the workflow to approve the committee

After validating the two additional members, the student record is added to queue, the Review Form is completed, and the record is moved to the Approve Membership Bin to be approved by the Graduate Coordinator of the student's program

The screenshot shows the 'Slate Reader' web application. The main header displays the student's ID '355396899', name 'Utley, Jordan Matthew', and program 'FA22 - PHD_BINF'. The left sidebar contains navigation links for 'Dashboard', 'ESS Materials', and 'AdvisCmte Re...'. The main content area is divided into two sections: 'Schools' and 'Grad Advisory Committee'.

Schools Section: A table listing the student's educational history.

Name	FICE	Location	From	To	Confer	Major	Level	Degree	GPA
Universi...	003...	Knoxvil...	2010-08-01	2014-05-01	2014-05-01	Life Science	Masters	MS	3.65
Trevecc...	003...	Nashvil...	2006-08-01	2010-05-01	2010-05-01	Biology	Undergrad	BS	3.9
Universi...	001...	Athens,...					Doctoral		

Grad Advisory Committee Section: A table showing the current committee members.

Valid?	Cmte Level	UGA Member	Ext Member	Cmte Role	Status	Voting?	GradSlate Roles	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader	10-Aug...	
Yes	DC	Jessica...		Committee Member	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader, Program Reader, Program Reader	10-Aug...	

AdvCmte Validation/Approval Section: A form for validating the committee.

Advisory Committee Status: **All Members Valid** (dropdown menu)

Change Instructions:

[Clear this field once change is made; student sees this field]

GradSchool Notes:

Program Notes:

Send to Bin Section:

Current Bin: Graduate Program Faculty, Program Reader, Program Reader, Program Reader

Validate Proposed Membership

Next Bin (required): **Approve Membership** (dropdown menu)

Next Reader (optional):

Buttons: Send, Saving in 1s...

The Cmte Status of 'All Members Valid' triggers an email Deliver to the appropriate Graduate Coordinator

The email is from 'UGA Graduate Student Services' with the subject 'Graduate Advisory Committee Proposed Changes Submitted and Validated'. It is addressed to 'Robert A. Scott'.

The email body contains the following information:

GradCoord email (move to Recipient box after testing: mrzsek@uga.edu)

Proposed changes to a Graduate Advisory Committee have been submitted and the Graduate School has validated that these changes are acceptable

Student Name: Utley, Jordan Matthew

Enrolled: PHD, Bioinformatics (Institute of Bioinformatics)

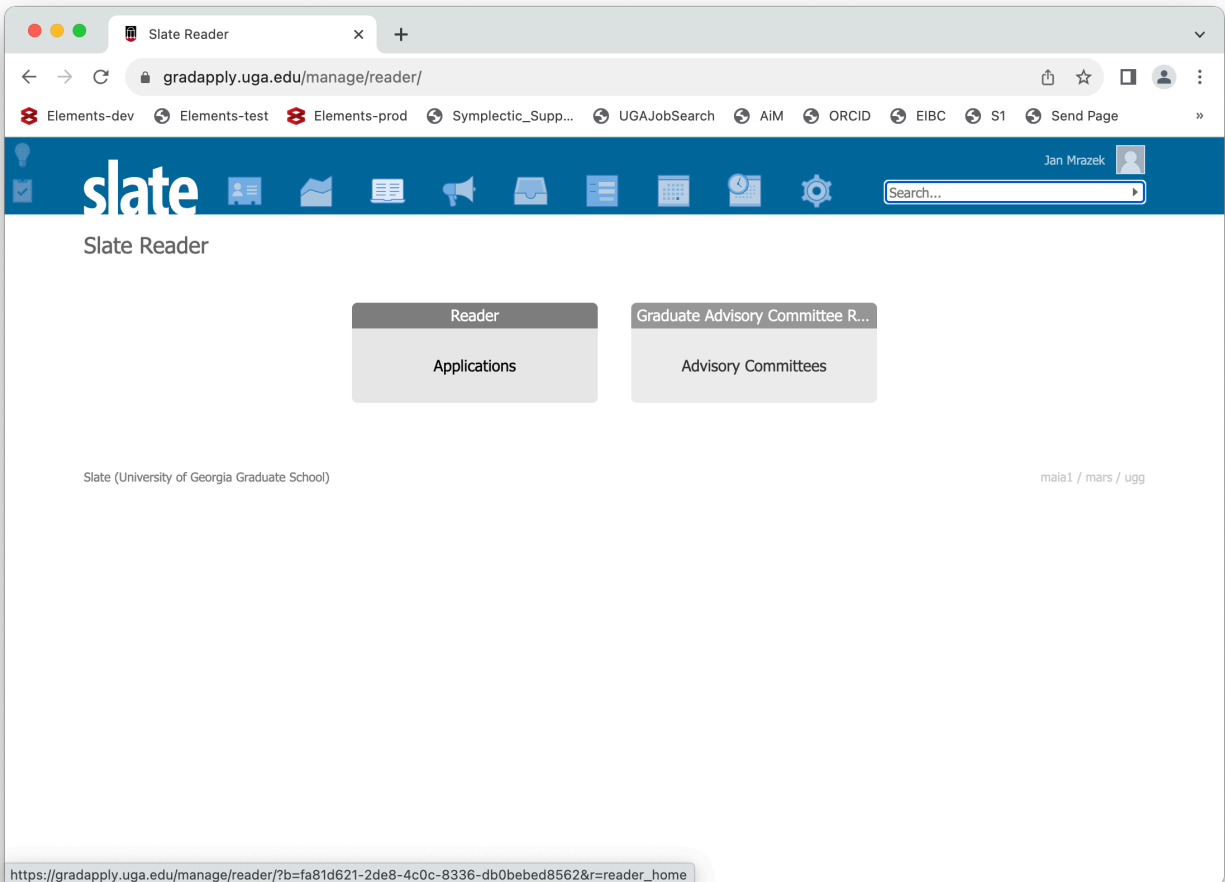
Program: [PHD_BINF]

Start Term: Fall 2022

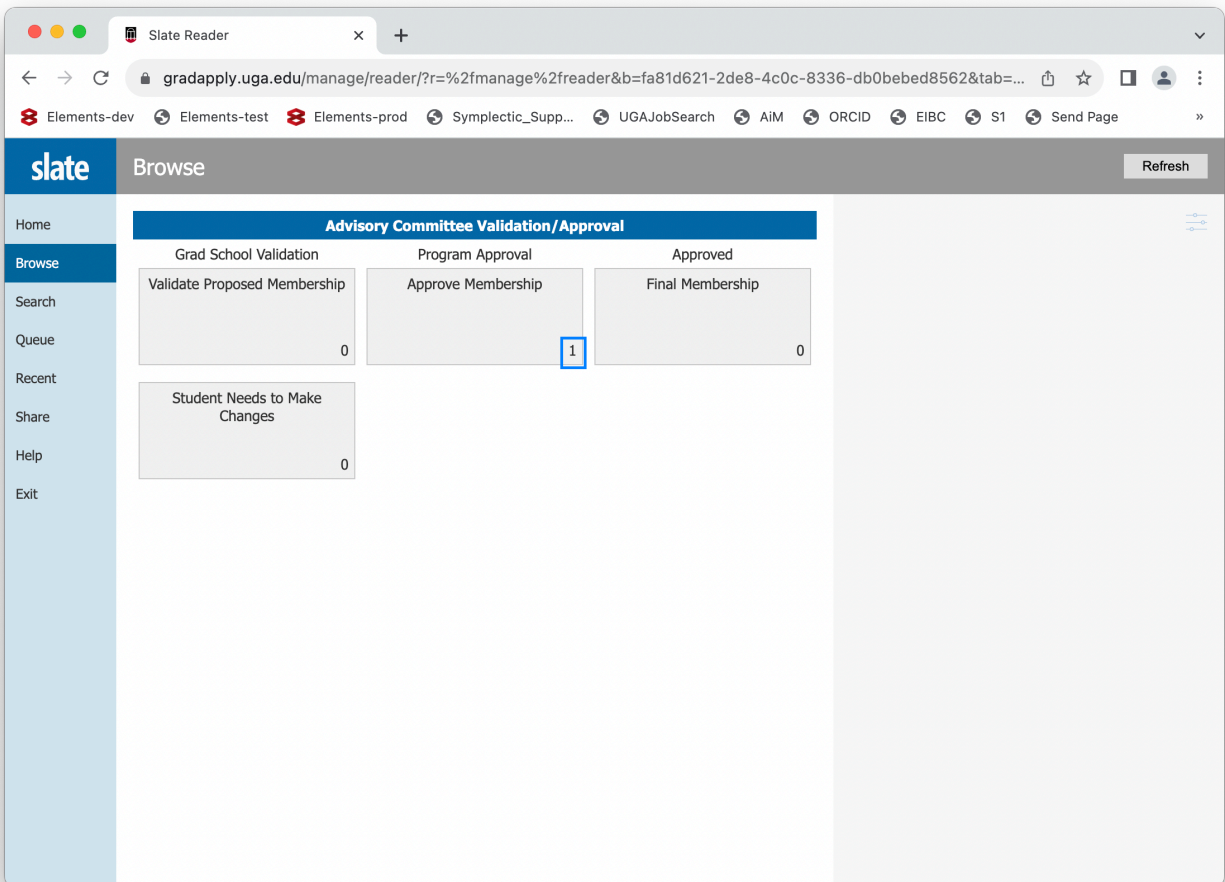
Review and approve these changes in the [Advisory Committee Workflow](#).

6. The Graduate Coordinator opens the Application in the Approve Membership Bin and completes the review form, setting the status to 'Committee Approved' if the committee membership is acceptable. The Application is then moved to the Final Membership Bin

Graduate Coordinators now see two Workflows when they click on the Reader icon in GradSlate



The link in the email opens the Graduate Advisory Committee Review Workflow; when they Browse, they will see the student's enrolled program record in the Approve Membership Bin



The Graduate Coordinator approves of the committee by completing the Review Form, setting the Cmte Status to Committee Approved and moving the record to the Final Membership Bin

Slate Reader

← → ↺ 🔒 gradapply.uga.edu/manage/reader/?r=%2fmanage%2freader&b=fa81d621-2de8-4c0c-8336-db0bebed8562&id=d... ⬆️ ☆ 🗂️ 👤 ⋮

🔍 Elements-dev 🔍 Elements-test 🔍 Elements-prod 🔍 Symplectic_Supp... 🔍 UGAJobSearch 🔍 AiM 🔍 ORCID 🔍 EIBC 🔍 S1 🔍 Send Page »

slate

- Dashboard
- ESS Materials
- AdvisCmte Re...

355396899 Utley, Jordan Matthew FA22 - PHD_BINF

Enrolled Student Detail

Name:	Utley, Jordan Matthew	Program:	PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
UGA ID:	810193896	Subplan:	
Email:	jmutley@uga.edu	Start Term:	Fall 2022
Primary:	+1 678-925-7814		
Mobile:	+1 678-925-7814	Dual Degree:	
City/Region:	Athens/GA	Academic Standing:	Good Standing
Geomarket:	GA-05 Northeast Georgia	Institutional GPA:	
Citizenship:	US Citizen, United States		

Schools

Name	FICE	Location	From	To	Confer	Major	Level	Degree	GPA
Universi...	003...	Knoxvil...	2010-08-01	2014-05-01	2014-05-01	Life Science	Masters	MS	3.65
Trevecc...	003...	Nashvil...	2006-08-01	2010-05-01	2010-05-01	Biology	Undergrad.	BS	3.9
Universi...	001...	Athens...					Doctoral		

Grad Advisory Committee

(Click on name at top, Lookup Record, then Enrolled Program, to validate or make changes)

Valid?	Cmte Level	UGA Member	Ext Member	Cmte Role	Status	Voting?	GradSlate Roles	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	Graduate Program Faculty, Program Reader, Program Reader,	10-Aug...	

Search...

AdvCmte Validation/Approval

Advisory Committee Status

Committee Approved ▼

Change Instructions

[Clear this field once change is made; student sees this field]

GradSchool Notes

Program Notes

Send to Bin

Current Bin Approve Membership

Next Bin (required)

Final Membership ▼

Next Reader (optional)

Send

Saving in 4s...

The student's portal is updated with the approved status

Enrolled Student Progress Port x

gradapply.uga.edu/portal/my_progress?tab=advscmte

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Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD_BINF]
[Program Website](#) [Grad Program Directory](#)
Start Term: Fall 2022
Slate Program ID: 085368016
Academic Standing: Good Standing
GPA:
Emphasis:
Department: BINF
College: Institute of Bioinformatics
Campus: Athens

[Adv Cmte](#) [Actions](#) [Edit Address](#) [Resources](#) [Events](#)

Graduate Advisory Committee [Cmte Status: Committee Approved](#) [Add Member / Propose Change](#)

Valid?	Cmte Level	UGA Member	Ext Member	Role	Active?	Voting?	From	To
Yes	DC	Ying Xu		Major Professor	Active	Yes	08/10/202:	
Yes	DC	Jan Mrazek		Committee Member	Active	Yes	08/10/202:	
Yes	DC	Jessica Kissinger		Committee Member	Active	Yes	08/10/202:	

- If the Graduate Coordinator does not approve of the membership, then the Cmte Status is set to 'Changes Needed' and the Instructions field is completed, informing the student of the concern; the Application is moved back to the Student Needs to Make Changes Bin, triggering a Deliver to the student to fix the problem in their portal