

1. If you received an email informing you that there are applications in your Slate queue—click on the link in the email.
2. You'll be taken into the Slate Reader right into your queue. Click on the applicant you want to view.
3. Use the arrow keys to review the application and supporting materials as needed.
4. Review the “Staff Review Form” to see calculated GPA and if applicant meets Graduate School requirements.
5. **Only 1 faculty member can submit the review form. Do not continue unless you are ready to admit/deny.**
6. Click “Review Form/Send to Bin” (bottom right).
7. Complete all areas of the form, including advisor (just start typing the advisor's name in that field and a dropdown will appear), any provisions, and indicate if you will have additional materials to be sent electronically to the applicant.
8. Select “Faculty Review” from the Next Bin drop down.
9. Click “Send” to submit your admission recommendation to the Graduate School.

If applicant is applying for a program plus a license, please see the next page...

If an applicant is applying for a program plus a license, **2 Faculty Review Forms must be submitted.** Follow the instructions above to send your recommendation for the applicants' program. Then, for the license, please follow these additional instructions:

1. Select "Browse" from the left side menu and click the "Faculty Review" bin.
2. Find and re-open the application.
3. Add the application back to your queue using the "Add to Queue" button.
4. Complete the Faculty Review form, this time choosing "Yes" for the licensure (and "No" to the program).
5. Complete the form as required and click "Send" to submit recommendation.