



Slate 101: Training for Faculty & Admins

**Reviewing Applications &
Submitting Admission Recommendations**



In June 2018 the Graduate School & International Admissions office went live with Slate, a new application system.

Why a new application?

- Much more user friendly for applicants.
- Eliminates paper screening sheets.
- Smoother transition from Graduate School to department and back.
- Application and supporting documents now located within the application system.

How does this affect me?

- Faculty & Admins will now log into Slate to electronically view applications for their programs.
- Recommendations for admissions/denials will now be electronic.
- If you cannot log into Slate, just let us know! Also, let us know if you program coordinators change or you get new faculty members that will be reviewing applications for your department/program.

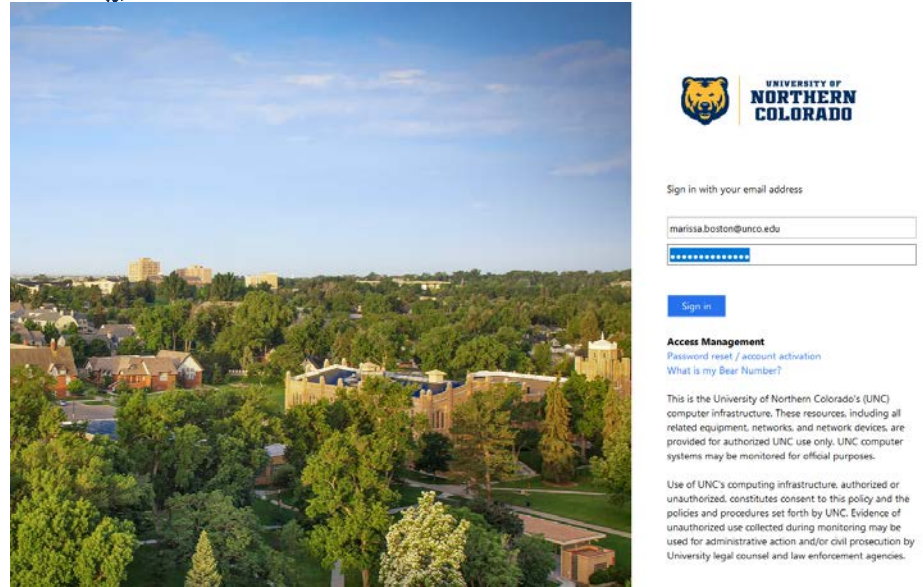
UNC

Slate 101



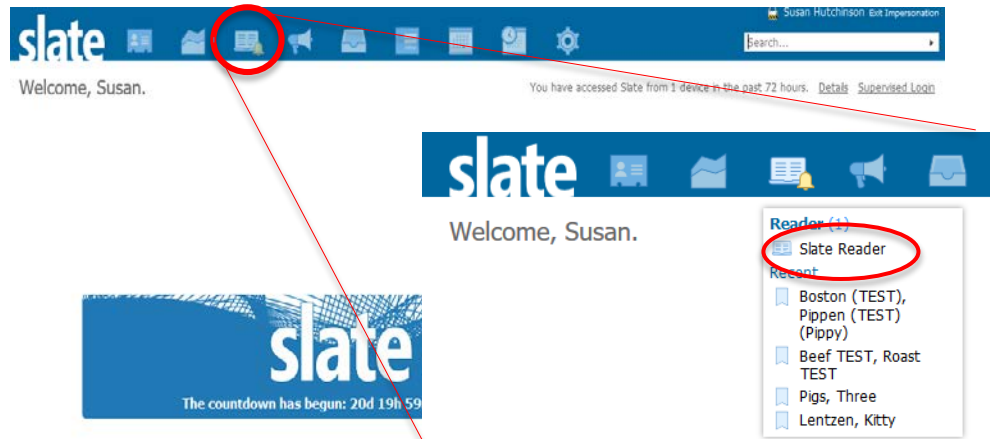
Logging In

- To log into Slate, you will need to visit <https://admissions.unco.edu/manage>. We highly recommend bookmarking this page.
- Log in using your complete @unco.edu email address and password.
- *Please use Google Chrome or Mozilla Firefox to access Slate.*



Initial Page

- This is the main page you see after logging into Slate.
- You will only need the third icon from the left, the "Slate Reader" icon.
- Click the icon and select "Slate Reader" to view your applications.



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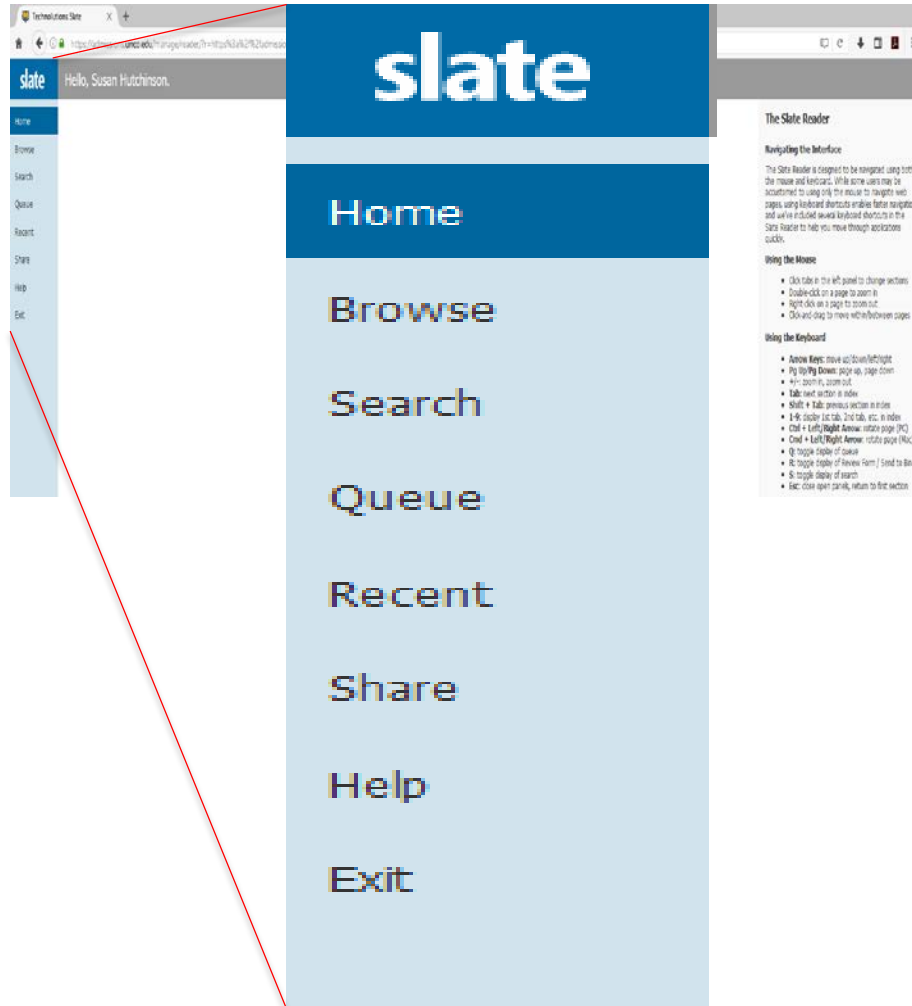


Slate Reader

- The initial Slate Reader page is sparse.
- Use the links on the left to navigate within the reader and applications.

Left Menu Links

- *Browse*: brings up your “bins” and shows applications for your program and what stage they are in.
- *Search*: allows you to search for a specific applicant.
- *Queue*: shows applications that are specifically in your personal queue.
- *Recent*: a list of recent applications you have viewed.
- *Exit*: returns you to the main Slate page.



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The screenshot displays the Slate application interface. The top section, titled 'Browse', shows a grid of bins for the application process: Pre-Review (Awaiting Submission), Reads (Staff Review), Final Review (Final Review), and Decisions (Admit). A red circle highlights the 'Faculty Review' bin, with a red arrow pointing to it from the 'Applications (1)' section below. The 'Applications (1)' section shows a list of applicants, including Boston (TEST), Pippen (TEST) (Pippy), and Marissa Boston. A red circle highlights the filter dropdown menu in the top right corner of the 'Browse' section, with a red arrow pointing to it from the 'Applications (1)' section. The filter dropdown menu is currently set to 'All' and shows a list of programs: Applied Statistics and Research Methods M.S. and Applied Statistics and Research Methods Ph.D.

Browse

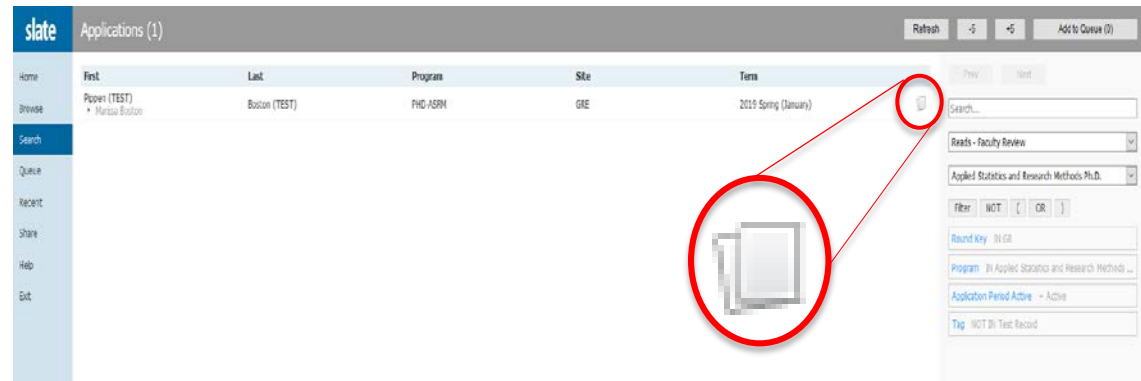
- The browse function brings up a flow of bins.
- Each bin corresponds to a different step in the application process.
- The “Faculty Review” bin is where your work will be done.
- All applications that have been reviewed by the Graduate School, evaluated, and completed, will show in the Faculty Review bin.
- Click the bin to pull up the list of those applications.
- You can also filter applications by program using the drop down menu in the upper right. Only applications within that program will show in your Faculty Review bin.

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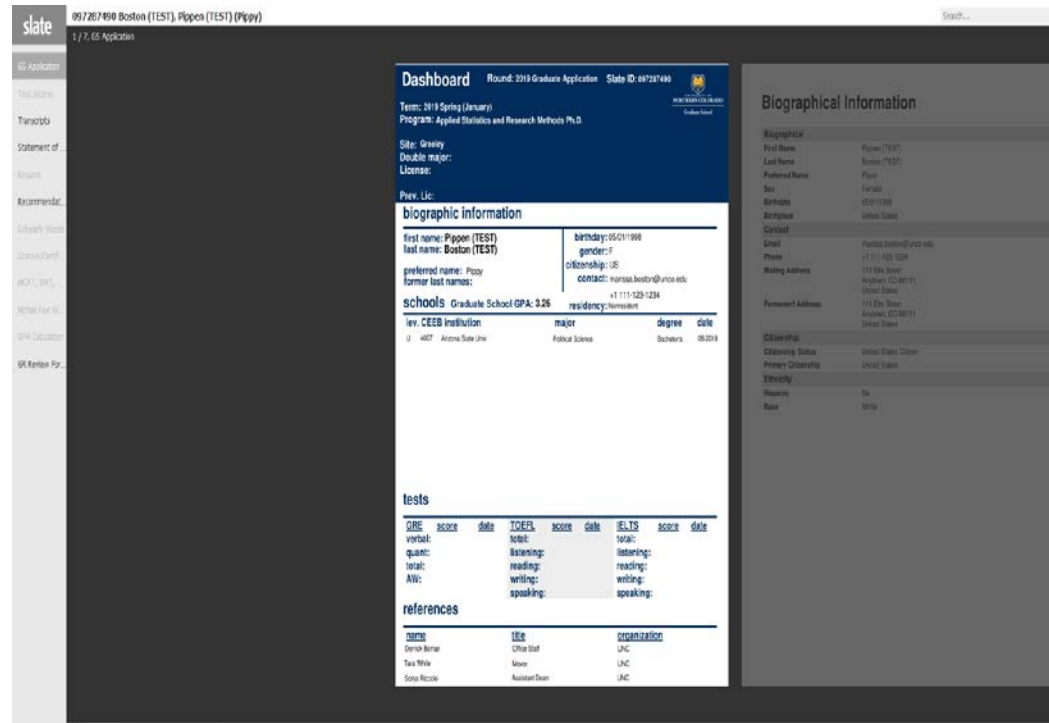
Faculty Review Bin

- Clicking the Faculty Review Bin brings up a list of applications.
- To view an application, click the “Papers” icon on the far right.



Application

- The “Dashboard” gives you a complete overview of the applicant including: name, date of birth, preferred name, program, start term, calculated GPA, previously attended schools, relevant test scores (GRE, TOEFL, IELTS), and list of references.
- There are additional pages that include information from the application that may not be relevant to you.
- Note: You can use your mouse to scroll through pages, but we recommend using your arrow keys. It’s much easier!



Slate 101



Navigation

- The left side menu provides shortcuts to specific requirements of an application.
- If an item is not required, it will appear grayed out and you cannot click on it.
- You will still be able to view all submitted transcripts.
- Any additional documents, statement of goals, resume, writing sample, and copies of licenses/certifications are also viewable.
- Again, it may be easier to use your arrow keys to move from page to page within the application.

The screenshot displays the Slate application interface for a user named Pippen (TEST). The left sidebar contains a navigation menu with the following items: GS Application, Test Scores, Transcripts, Statement of Goals, Resume, Recommendation Letters, Scholarly Works, License/Certifications, MCAT, DAT, ... (grayed out), McNair Fee Worksheet, GPA Calculation, and GR Review For... (grayed out). The main content area shows three document thumbnails. The top thumbnail is titled '097287490 Boston (TEST), Pippen (TEST) (Pippen)' and '1 / 7, GS Application'. The middle thumbnail is titled '097287490 Boston (TEST), Pippen (TEST) (Pippen)' and '2 / 1, Statement of Goals (Statement of Goals)'. The bottom thumbnail is titled '097287490 Boston (TEST), Pippen (TEST) (Pippen)' and '3 / 1, Recommendation (Reference: David Hume)'. Red arrows point from the 'Transcripts' menu item to the top thumbnail, from the 'Statement of Goals' menu item to the middle thumbnail, and from the 'Recommendation Letters' menu item to the bottom thumbnail.

Transcript View:

STATE SCHOOL			
Pippen (TEST)			
JAN 2010 - JUN 2010			
Math	3.0	A-	
Science	3.0	A-	
History	3.0	A-	
English	3.0	A-	
Physical Education	3.0	A-	
Art	3.0	A-	
Music	3.0	A-	
Foreign Language	3.0	A-	
Health	3.0	A-	
Other	3.0	A-	

Statement of Goals View:

Dear Admissions Committee,

I am writing to you to express my interest in attending your university. I have been thinking about applying to your school for a long time, and I am excited to have the opportunity to do so. I have been working hard to prepare myself for this step, and I believe I am ready to take on the challenges of your program. I have been inspired by your school's reputation for excellence in education, and I am confident that I will be able to thrive in your environment. I have been working hard to prepare myself for this step, and I believe I am ready to take on the challenges of your program. I have been inspired by your school's reputation for excellence in education, and I am confident that I will be able to thrive in your environment.

Recommendation View:

Reference:

David Hume

I am writing to recommend Pippen (TEST) for admission to your university. I have known Pippen (TEST) for a long time, and I have been impressed by his academic achievements and his leadership skills. I have been working hard to prepare myself for this step, and I believe I am ready to take on the challenges of your program. I have been inspired by your school's reputation for excellence in education, and I am confident that I will be able to thrive in your environment.



Staff Review Form

- Instead of receiving a paper screening sheet, you'll now be able to review the "Staff Review Form."
- The information previously included on a screening sheet is available here.
- Here you see the applicant's calculated GPA, verification of degree conferred, and whether they meet, partially meet, or do not meet the Graduate School requirements for admission.
- You will also see "Admin Review Forms" for other steps within the application process. You can ignore these!
- You can also still see the GPA calculation/evaluation sheet by clicking the "GPA Calculation" link on the left side menu.

slate 097287490 Boston (TEST), Phippen (TEST) (Pippy)

3 / 5, GR Review Forms (Staff Review Form)

Staff Review Form

Form User	Marissa Boston
Form Title	Staff Review Form
From Bin	Staff Review
Into Bin	Faculty Review
Form Submitted	06/07/2018
Calculated GPA (minimum GPA of 3.0 required)	3.26
CEEB code to update school field:	4007
Calculated GPA to update school field	3.26
Degree applicant Received	Bachelor of Arts
Verified graduation date	07/08/2016
Does the applicant meet admission criteria?	Applicant FULLY MEETS Admission Criteria

In order to receive Bachelor's Degree Conferred

slate 097287490 Boston (TEST), Phippen (TEST) (Pippy)

1 / 1, GPA Calculation (GPA Calculation) - 06/07/2018 (editable)

Name: Boston, Phippen
Date: 6/7/2018
Evaluator: Marissa Boston

GPA: 3.04

quality points					
A+	4.00	A	4.00	A-	3.70
B+	3.30	B	3.00	B-	2.70
C+	2.30	C	2.00	C-	1.70
D+	1.30	D	1.00	D-	0.70
F	-	F	-	F	-

*If using a semester system, the total credits need to equal 60 credits
*If using a quarter system, the total credits will be 60 but you will need to use 90 hours in order to arrive at 60 credits

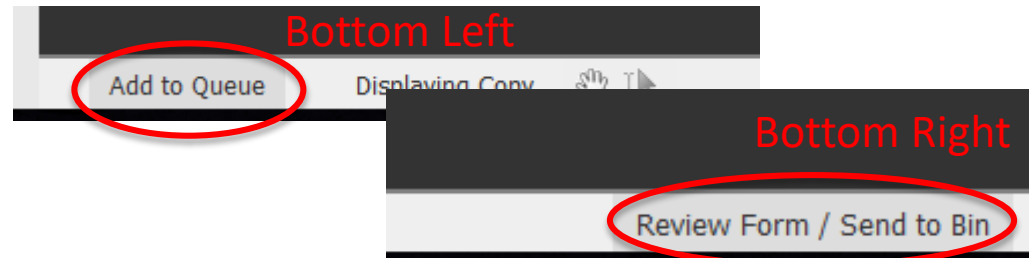
TOTAL **27.00** 82.00
Should Be 60.00

Institution	Term	Credits/Hours	Quality Points	System	Converted to Credits	Converted Quality Points
State School	Fall 16	8.00	30.00		8.00	30.00
BA 01/17/18	Spring 17	10.00	34.00		10.00	34.00
Pet Profession	Summer 17	3.00	4.00		3.00	4.00
	Fall 17	6.00	14.00		6.00	14.00



Recommending Admit/Deny

- **Important!!** Only one faculty member can submit the Faculty Review Form. If you are the first of many to be reviewing the application, do not proceed with the form. **Please assign one person to submit the Faculty Review Form.**
- Once you've reviewed the application and are ready to recommend the applicant for admission or denial, you first need to click the "Add to Queue" button located in the bottom left.
- You will then see a "Review Form/Send to Bin" button appear in the bottom right.
- Clicking this to bring up the "Faculty Review Form" where you complete the "screening sheet" and send it back to the Graduate School.
- You are required to complete each area or else you cannot send the form.



Faculty Review Form

All fields are required.

Program

Applicant applied to the correct program, term and site

☒ Yes
☐ No

Recommendation

Program Recommendation

☒ Recommend regular admission
☐ Recommend provisional admission
☐ Recommend denial

Advisor Assignment

Advisor Name

Marissa

Bear Number

801290706

Advisor Email

marissa.boston@unco.edu

Confirm that the program, term, and site are correct. If changes need to be made, please describe them in the text box that appears.

Select the type of admission/denial you are recommending.

Enter in advisor name, Bear #, and @unco.edu email. This is required in order to submit the form.



Recommending Admit/Deny

- Depending on how you complete the fields on the Faculty Review Form, additional areas may appear.

Faculty Review Form

All fields are required.

Program

Applicant applied to the correct program, term and site
☐ Yes
☒ No

Please provide the correct information in the box below

Recommendation

Program Recommendation
☐ Recommend regular admission
☒ Recommend provisional admission
☐ Recommend denial

Please list provisions required to be met in order for the student to become a regular admit. The program must notify the Graduate School when the student has met all provisions.

NOTE: If an applicant's GPA is below 2.8, a text box will appear where you will be required to provide justification as to why you believe the applicant will be successful.

If you want to make changes to the program, term, or site, select "No" and enter changes in the text box.

If you are recommending a denial, no other fields will appear.

If recommending a provisional admit, enter the provisional requirements in the text box that appears.

If the applicant has applied for licensure or a double major, you'll be asked if you're reviewing for both program areas. If you are, select "Yes" and proceed. Otherwise, select "No."

Faculty Review Form

All fields are required.

Program

Applicant applied to the correct program, term and site
☒ Yes
☐ No

Recommendation

Program Recommendation
☐ Recommend regular admission
☐ Recommend provisional admission
☒ Recommend denial

Faculty Review Form

All fields are required.

Program

Applicant applied to the correct program, term and site
☒ Yes
☐ No

Are you reviewing the applicant for the license?
☐ Yes
☒ No



Completing the Faculty Review Form

- Once you have completed all the fields in the Faculty Review Form, you will then send your recommendation back to the Graduate School.

Send to Bin

Current Bin
Faculty Review

Next Bin (required)
Faculty Review (current) ▼

Next Reader (optional)

Send Saving in 11s...

At the bottom of the Faculty Review Form, you will select “Faculty Review (current)” from the “Next Bin” drop down menu. Leave the “Next Reader” box blank.

Then simply click “Send” at the bottom of the page!

The completed Faculty Review Form is then created and sent to the Graduate School for processing.

Faculty Review Form

Form User Marissa Boston
Form Title Faculty Review Form
From Bin Faculty Review
Into Bin Faculty Review
Form Submitted 06/07/2018

Program

Applicant applied to the correct program, term and site Yes

Recommendation

Program Recommendation Recommend regular admission

Advisor Assignment

Advisor Name Marissa
Bear Number 801290706
Advisor Email marissa.boston@unco.edu



Double Major and/or License in Addition to the Program

If an applicant applied for a double major or a license, one review form for each program needs to be submitted. The dashboard indicates which programs the applicant would like to pursue.

- License in addition to degree

Are you reviewing the applicant for the license?

- ☒ Yes
☐ No

If you are reviewing the applicant for the license program, select YES for the license question. If you are reviewing the application for the main Program, select NO.

- Double major

Are you reviewing the applicant for the double major?

- ☐ Yes
☒ No

If you are reviewing the applicant for the double major, select YES for the double major question. If you are reviewing the application for the main Program, select NO.

Dashboard Round: 2019 Graduate Application Bear ID: 801834843

Term: 2019 Summer (May)
Program: Clinical Mental Health Counseling M.A.

Site: Greeley
Double major: Marriage, Couples, and Family Counseling/Therapy M.A.
License: Licensure: Principal (K-12) Endorsement

Prev. Lic:

Double Major and License

Are you reviewing the applicant for the double major?

- ☒ Yes
☐ No

Are you reviewing the applicant for the license?

- ☐ Yes
☒ No

If you are reviewing the applicant for the double major, select YES for the double major question and NO for the license question

Are you reviewing the applicant for the double major?

- ☐ Yes
☒ No

Are you reviewing the applicant for the license?

- ☒ Yes
☐ No

If you are reviewing the applicant for the license program, select NO for the double major question and YES for the license



A few things to consider:

- The Graduate School will no longer be accepting paper documents from the department to be sent to the applicant. Once an applicant has received their electronic admission letter, the status page will display their Bear #, Bear Email, Program, Start Term, Location, Residency, and Advisor.
- If you don't generally assign advisors at time of admission, you'll need to either pick a faculty member to assign as a default, or use an admin. The advisor can be changed later, but you won't be able to send your recommendation without filling out the advisor fields.

FIRST STEPS	
Activate Your Online URSA Account <small>For help, direct your questions to (970) 351-4357, or receive step-by-step directions HERE</small>	Bear Number:
Check Your Bearmail Account <small>You will be receiving important emails from us in your Bearmail regarding how to register for classes. Visit bears.unco.edu this is the ONLY email UNC will use to communicate with you</small>	Bear Email Address:
	Your program(s): <ul style="list-style-type: none">• Applied Statistics and Research Methods Ph.D.
Bear Number:	
Bear Email Address:	
Your program(s): <ul style="list-style-type: none">• Applied Statistics and Research Methods Ph.D.	
Your start term:	
Program Location: Greeley	
Residency Classification: Nonresident	
Your Advisor: Linda Black linda.black@unco.edu	

SUGGESTED NEXT STEPS	
Submit the Health Insurance Waiver <small>If you are enrolled in six or more credit hours in the UNC sponsored health insurance plan, you must complete the waiver of comparable insurance and complete it found in your URSA account under the Financial Aid tab.</small>	
Explore Financial Assistance <small>To be considered for FEDERAL LOANS: Federal Student Aid (FAFSA), UNC's priority deadline is June 1. To be considered for UNC SCHOOL ASSISTANCE: Application, located in URSA under the Financial Aid tab, is due June 1. To be considered for ASSISTANTSHIPS: Administrative Graduate Assistantships, Teaching Assistant or other graduate assistantships, application is due June 1.</small>	
Find Housing <small>Learn more about On-Campus Housing Learn more about Off-Campus Housing</small>	
Purchase a Parking Permit <small>If you plan to bring a vehicle, purchase a parking permit through the Parking Services website.</small>	



And that's it!

We know it will take some getting used to, but we think you'll like it!

Our goal is to make the process as easy and smooth as possible for applicants, staff, and faculty!

If you have any questions, or want additional training, please let us know! We are happy to attend departmental/staff meetings to review the process with those of you who will be using Slate.

Can I help you?



Contact: Marissa Boston
351-2002

Marissa.Boston@unco.edu

Thank you!