

# SLATE

## A Guide to the Slate Application



# UNC

Graduate School & International Admissions

Slate: Application Guide

12/07/2018

# Guide to Slate Application

## Welcome to Slate!

In June 2018, the Graduate School & International Admissions office implemented Slate, a new application system that will help to simplify the application process both for students and staff within the Graduate School and beyond.

## Benefits

- Slate only allows applicants to select start terms that correspond with when their program begins. Applicants no longer have to know exactly when their program starts when they apply!
- Slate also only allows students to select a “Double Major” if they apply for certain programs.
- The Slate application doesn’t make applicants scroll through portions of the application not relevant to them. For instance, items such as residency questions will only appear if a student selects “Yes” to claiming residency!
- Once the application has been submitted for processing in the Graduate School, processes can be marked as done at any time. For example, processing applications doesn’t have to be done before it moves to matching.
- There’s much more to Slate than just this, but let’s walk through the application as a new applicant sees it!



# Guide to Slate Application

## Applying to UNC's Graduate School

A new applicant begins their journey at [www.unco.edu/apply/](http://www.unco.edu/apply/). Upon clicking the Bear App 2019 icon, they select whether they are a returning user or a first-time user.



### Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

  

Continue

## Setting up an Account

After providing an email address, name, and birthdate, applicants receive an email with a temporary PIN. Applicants enter the PIN and birthdate, then click “Login.” They’ll then be prompted to create/change their password.

### Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email marissa.boston@unco.edu switch

Account Boston, Marissa

Temporary PIN

Birthdate

  

Login

### Change Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password  
(again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 8 characters
- ✗ New passwords must match

Set Password

If an applicant forgets their password, they just need to call the Graduate School at 970-351-2831 or email us at [grad.school@unco.edu](mailto:grad.school@unco.edu)!



# Guide to Slate Application

The entire application is viewable within the Slate Reader just as the applicant completed it!

## Starting a New Application

Applicants start at the “Application Management” screen when logging into their application. Here, they select “Start New Application” to begin the process.

**Application Management**

**Your Applications**

Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

Applicants then select what type of application they wish to complete.

**Start New Application**

Select an application type:

Graduate Application

Undergraduate Application

**Create Application** **Cancel**

An “Application Details” window pops up to confirm the application and allow an applicant to open it.

**Application Details**

Started 07/06/2018

Status In Progress

Graduate Application

2019 Graduate Application

**Open Application** **Cancel**

# Guide to Slate Application

## Instructions: Please Read!

Once the application is open, applicants see the “Instructions” page. This page is super important! Here, applicants will receive information about:

- requirements for the application
- contact information for enrollment coaches
- submitting application materials
- deadlines
- and the non-refundable application fee!

Please direct students to read this page carefully! A lot of important information is included in the instructions. (A full text of the instructions will be included in a separate PDF.)

*New to Slate!  
Applicants can  
only have one  
active application!*



Continue

## Instructions

### COMPLETING YOUR APPLICATION

Thank you for starting an application for graduate study at the University of Northern Colorado! Complete all sections of the online application using the “Continue” button at the bottom of each page or the navigation on the left. The requirements of the application will change based on the program you are applying to, **so complete each section of the application in the order presented**. If your program requires letters of recommendation (the number of letters required vary by program), **you will be asked to supply the names of your recommenders as well as their email addresses within the application**. Your information will save automatically as you complete each section of the application.

### Contact Information

If you have any questions as you work through the application, please contact us.

- Domestic and DREAMer: Undocumented/DACA applicants: Bryson Kelly, (970) 351-1023, bryson.kelly@unco.edu
- Extended Campus - Domestic applicants: Kara Murray, (970) 351-3797, kara.murray@unco.edu
- International applicants (all campuses): Peipei Gong, (970) 351-1121, peipei.gong@unco.edu

### Number of Applications

You can only have **ONE** active application.

Applicants must fill the application out in the order it is presented. New information may be requested depending on how they complete a previous part of the application. Skipping around may result in an incomplete or inaccurate application. The “Continue” button at the bottom of each page should be used to navigate the application.

# Guide to Slate Application

## Personal Background & Additional Information

Applicants are then asked to provide their personal information, including:

- Name, legal and preferred
- Permanent and mailing address
- Telephone number
- Gender, birthdate, and SSN
- Birth country and citizenship
- Race/Ethnicity
- Emergency contact information

They must also select an option for how they heard about UNC and the program.

Lastly, on the “Additional Information” page is where applicants will enter in an application fee waiver code if applicable. Currently, fee waivers are reserved for McNair/Trio Scholars.

## Personal Background

*All questions marked with\* must be completed in order to submit your application.*

### Name

Legal First (Given) Name*	<input type="text" value="Marissa"/>
Middle	<input type="text"/>
Legal Last (Family) Name*	<input type="text" value="Boston"/>
Suffix	<input type="text" value=""/>
Preferred First Name (optional)	<input type="text"/>
Other Last	<input type="text"/>

## Additional Information

### Emergency Contact

Emergency Contact Relationship\*

Emergency Contact First Name\*

Emergency Contact Last Name\*

Emergency Contact Phone Number\*

### Other

How did you first hear about the program?\*

Enter your fee waiver code below.

NOTE: The distribution of application fee waivers is not common at the graduate level. Eligibility is currently reserved for McNair/TRIO Scholars.

Continue

Use check the preferred name

Delete



# Guide to Slate Application

## Academic Plans

New in Slate are limited options when applicants are selecting the academic program they are applying to. Applicants will only be able to choose a Start Term for which their program is available.

Applicants will no longer be able to select a double major unless they are applying to:

- Clinical Mental Health M.A.
- Marriage & Family Counseling M.A.
- School Counseling M.A.

If an applicant wants to add a second major after they are admitted, they are more than welcome to! Certificates can also be added to a program after admission.

## Program

Select your program\*

Clinical Mental Health Counseling M.A. (Extended Campus)

Site\*

Start Term\*

2019 Fall (August)

a double major, please select the program below. If you do not want to pursue a double major, please leave this field blank

Continue



## Program

Select your program\*

Literacy M.A. (Extended Campus)

Site\*

Start Term\*

2019 Spring (January)

2019 Summer (May)

2019 Fall (August)



# Guide to Slate Application

## Academic Plans cont.

Applicants can also select if they would like to pursue a licensure.

If the applicant selects a program with licensure or indicates that they would like to pursue licensure, they are automatically asked if they have a current license. A copy of any current licenses must be uploaded to their application after completion.

If a program includes licensure, the applicant will not be asked to select licensure in addition to the program.

<p><b>Program</b></p> <p>Select your program*</p> <p>Clinical Mental Health Counseling M.A. ▼</p> <p>Site*</p> <p>Greeley ▼</p> <p>Start Term*</p> <p>2019 Summer (May) ▼</p> <p>If you want to pursue a double major, please select the program below. If you do not want to pursue a double major, please leave this field blank</p> <p>School Counseling M.A. ▼</p> <p>Are you seeking licensure/endorsement in addition to your degree?*</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><b>Continue</b></p>
<p><b>Program</b></p> <p>Select your program*</p> <p>Educational Leadership M.A. ▼</p> <p>Site*</p> <p>Greeley ▼</p> <p>Start Term*</p> <p>2019 Spring (January) ▼</p> <p>Are you seeking licensure/endorsement in addition to your degree?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Select your licensure/endorsement</p> <p>Licensure: Principal (K-12) Endorsement ▼</p> <p>Do you have a current licensure/endorsement?*</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>



# Guide to Slate Application

## Academic History

Applicants are then asked to enter information regarding their academic history.

Anyone applying to the Biomedical Sciences M.B.S., SES: Biomechanics M.S. or Ph.D., or any applicant intending to use Veteran's Education Benefits must list every school attended. Official transcripts must be requested for each institution listed.

All other applicants only need to list institutions where a degree (bachelor's or higher) was earned or is in progress. Official transcripts must be requested for each institution.

## Academic History

Please make sure that you **ONLY** list all colleges or universities where you have either **earned, or are in the process of completing**, a bachelor's degree or higher.

Exceptions:

- If you are planning to use Veteran's Education Benefits, you will need to list all colleges or universities **attended**.
- Per program requirements, some programs may require that official transcripts from each college or university **attended** be submitted for admission consideration. Currently, applicants to the following programs must list all colleges or universities attended and provide official transcripts for each:
  - Biomedical Sciences M.B.S.
  - Sport and Exercise Science - Biomechanics Emphasis (M.S. & Ph.D.)

If you received your degree from the University of Northern Colorado (UNC), or are in the process of completing it here, please add it to the list below. You will not have to request transcripts from UNC.

Please list the colleges in order of attendance, starting with the most recent.

**Unlisted College?** If your college is not listed as an option, please click **Add Institution** and enter in the name of your institution with a **CEEB** of **0000**. You will also need to provide the college's Country, City, State, Dates Attended, and Level of Study.

Institution	Degree	Dates Attended
<a href="#">Add Institution</a>		
University of Northern Colorado	Master's, 02/2016	02/1996–06/1999 <a href="#">Edit</a>
Univ Colorado Colorado Spgs		03/1980–05/1985 <a href="#">Edit</a>

[Continue](#)



# Guide to Slate Application

## Residency

Applicants who are U.S. Citizens or Permanent Residents will be asked to answer questions about their residency status.

If they indicate that they are a resident of Colorado, they will be required to answer and provide information to show that they have lived in Colorado for at least one (1) full calendar year prior to when they want to begin their program at UNC.

If an applicant is not a resident of Colorado, they are asked to simply select their state of residency.



Are you claiming tuition classification as a Colorado resident?\*

☐ Yes

☒ No

Select your state of residency\*

Florida

Continue

### Residency

We ask residency questions to determine your tuition classification as a Regional Graduate Program (WRGP/WICHE). You must select "no" on the question "Are you claiming tuition classification as a Colorado resident?" to be a resident of a WICHE eligible program in order to receive the WICHE information.

In-state tuition eligibility requires **ONE** year of Colorado domicile (legal residence) prior to your intended start date. If you have not been of CO domicile for one year, you must answer "Are you claiming tuition classification as a Colorado resident?" as "no".

Exceptions to the one year requirement are provided for: honorably-discharged members of the armed forces moving permanently to Colorado; active-duty military; children of faculty members at state-supported colleges; and employees of the State of Colorado with State economic incentives. If you think you meet any of these exceptions, you must answer "Are you claiming tuition classification as a Colorado resident?" as "yes" and provide the information requested below. If you do not meet any of these exceptions, you must answer "Are you claiming tuition classification as a Colorado resident?" as "no".

Information about the Colorado resident/nonresident regulations, including the one-year domicile requirement, is available on the registrar's website.

Are you claiming tuition classification as a Colorado resident?\*

☒ Yes

☐ No

*If insufficient information is provided, you will be classified as nonresident.*

Mark all the statements that apply to you.

- ☒ I have lived in CO
- ☒ I have lived outside of CO for a while (more than one month)
- ☒ I own or rent a home or apartment in CO
- ☒ I have been employed in CO
- ☒ I have filed CO state income taxes
- ☒ I have registered to vote in CO
- ☒ I have registered a vehicle in CO
- ☒ I have a CO Driver's License

Date of CO voter registration

August 28 2008

Most recent two years of CO motor vehicle registration

Year 1

2018

Year 2

2017

Date current CO Driver's license was issued

January 19 2017

Is there any additional information you would like to provide regarding your CO residency?

### Dates of most recent continuous physical presence in CO

from

May 10 2009

to (select today's date if you are still living in CO)

July 9 2018

### Dates of most recent extended absence from CO

from

August 15 2008

to

May 10 2009

### Explanation for extended absence(s) from CO

study abroad

### Most recent date of purchase/rental agreement of any Colorado residential property

March 6 2016

### Dates of most recent continuous employment in CO in past two years

from

August 1 2015

to (select today's date if you are still employed)

July 9 2018

### Most recent two years CO income taxes have been filed? (yyyy)

Year 1

2017

Year 2

2016

# Guide to Slate Application

## Recommendations

Applicants are then asked to submit recommendation information. They will be asked to provide the name, organization, title, phone number, and email address of individuals who they would like to provide a letter of recommendation letter.

Applicants must select if they would like to waive their rights to access their recommendations or not. Recommender information can also be edited or excluded if an applicant decides to change their recommender.

### Recommendations

Please check [here](#) to see how many letters of recommendation you need to request. The majority of programs request three letters of recommendation.

Click on "Add Recommender" to request a letter of recommendation.

#### Name

[Add Recommender](#)

Bond, James

**Continue**

#### Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

#### Edit Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Telephone

Email

Status

James

Bond

Her Majesty's Royal Service

007

+1 555-555-1234

[REDACTED]@gmail.com

Submitted on 6/22

Waive

[X] I waive my right to access this report.

[ ] I do not waive my right to access this report.

Signed by: PIPPEN

**Save**

Exclude

Cancel

any right to access this report.

waive my right to access this report.

your signature, please type your full legal name:

**Save**

Cancel



# Guide to Slate Application

## Student Conduct

Next, applicants are asked to answer two questions regarding crimes and suspension.

If an applicant has been arrested for, charged with, convicted of, or pled guilty/nolo contendere to a criminal charge or if they have previously been suspended from an institution, they must disclose so. They are asked to provide a brief description of the dates and circumstances surrounding the situation.

Answering “yes” to either of these questions does NOT mean an automatic denial to UNC.

### Student Conduct

#### Previous Crime\*

Have you ever been arrested for, charged with, convicted of, or entered a plea of guilty or nolo contendere (no contest) to, a criminal charge (excluding traffic offenses not involving death or serious bodily injury) or been adjudicated, or required to register, as a sex offender?

- ☒ Yes
- ☐ No

#### Criminal Charges Explanation\*

Please provide the following information for each arrest, charge, conviction, plea of guilty or nolo contendere, adjudication or registration:

- Date(s) of arrest/conviction/plea/adjudication/registration
- Name of arresting agency and court and case number for each matter
- A detailed description of the circumstances of each matter

#### Previous Suspension\*

Have you ever been suspended, expelled, or dismissed from an institution (high school, college or university) for non-academic reasons?

- ☒ Yes
- ☐ No

#### Suspension/Expulsion/Dismissal Explanation\*

Please provide the following information:

- Date(s) of Suspension/Expulsion/Dismissal
- Name(s) and address(es) of educational institution
- A detailed description of the circumstances of each matter

Continue



# Guide to Slate Application



## Signature Page

One of the final steps an applicant must do is electronically sign their application.

The applicant is given text they must read and affirm that they understand. This text asks the applicant to confirm that the application is complete and true to their best of their knowledge, as well as information regarding background investigations, releasing transcripts to UNC, and contact information for the Graduate School among other things.

The signature consists of the applicant typing in their full legal name.

Please affirm the following before you submit your application.

I hereby swear or affirm that the information contained in this student application is true, correct, and complete to the best of my knowledge, information, and belief. I understand that falsified or omitted information is sufficient cause for delay, rejection or revocation of admission to, loss of academic credit, or dismissal from the University of Northern Colorado. I further understand and agree that the University of Northern Colorado may exercise its right to use the information contained in this application to conduct an investigation of my background as part of the application process. I hereby consent to the release of my education transcript(s) to the University of Northern Colorado.

I understand and agree that if at any time after submitting this application, I am arrested, charged, convicted and/or placed on a deferred prosecution, deferred judgment or diversion program (or similar process or program, however denominated) with respect to any criminal offense or juvenile offense, or are suspended or expelled from any school or educational institution of any type, whether public or private, I am required to disclose any and all such information in writing to the Admissions Coordinator of the Graduate School & International Admissions Office at the University of Northern Colorado. I also understand and agree that such information, or the failure to submit such information, may result in the delay, rejection or revocation of admission to, loss of academic credit, or dismissal from the University of Northern Colorado. Graduate and International applicants with questions may contact the UNC Graduate School & International Admissions Office at 970-351-2831 or at [grad.school@unco.edu](mailto:grad.school@unco.edu).

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have completed is your own work, that the information contained in your application is true, correct and complete to the best of your knowledge, information and belief, and that you have given permission for the University of Northern Colorado to send you information that may be of interest to you about educational and other student programs at the University. Once you type in your name, this will constitute your electronic signature.

In place of your signature, please type your full legal name:

PIPPEN

Date Signed: June 22, 2018

# Guide to Slate Application

## Review

Before submitting the application and paying the application fee, a review of the application provided. If the application is missing information, applicants will see a warning, asking them to complete/correct the information listed. The application cannot be submitted until these errors are correct.

The applicant may also see warnings, which are portions of the application that may be incomplete but will not prevent submission.

[Home](#)[Instructions](#)[Personal Background](#)[Additional Information](#)[Academic Plans](#)[Academic History](#)[Residency](#)[Recommendations](#)[Student Conduct](#)[Signature](#)[Review](#)

## Review

We have detected the following errors with your application.  
These errors must be corrected before submission.

Section	Required Field or Error
<a href="#">Academic Plans</a>	Missing answer to possess master's degree
<a href="#">Recommendations</a>	Enter 2 recommendations
<a href="#">Student Conduct</a>	Missing crime explanation
<a href="#">Student Conduct</a>	Missing suspension explanation

[Finalize Application and Pay](#)[Save for Later](#)



# Guide to Slate Application

## Application Fee Payment

Once the applicant is ready to submit their application, they'll be taken to the Application Fee page.

Applicants can use a credit/debit card or a personal checking account to pay the application fee.

International applicants may use credit or debit cards that can be used in the U.S. and that handle any currency conversions.

**Application Fees:**  
**Domestic: \$50**  
**International: \$60**

### Application Fee

#### Payment Details

Name	Pippen (TEST) Boston (TEST)
Description	Application Fee
Amount Due	\$50.00
Method	<input checked="" type="radio"/> Credit or Debit Card <input type="radio"/> Checking Account
Number	<input type="text" value="Card number"/> <input type="text" value="MM / YY CVC"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Country	<input type="text" value="United States"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select State"/>
Postal Code	<input type="text"/>

**Submit Payment**





# And that's it!

Now you're familiar with the application process.

Our goal is to make using Slate as user friendly as possible and always welcome feedback and suggestions.

If you have any questions, comments, or feedback regarding Slate, please let us know!  
Contact Marissa Boston ([Marissa.Boston@unco.edu](mailto:Marissa.Boston@unco.edu)) or 970-351-2002.

# Thank you!