SLATE

A Guide to the Slate Application



Graduate School & International Admissions

Slate: Application Guide

12/07/2018

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

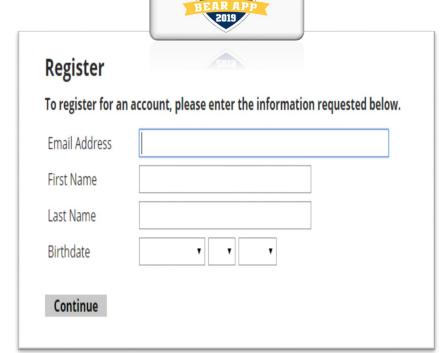
- Slate only allows applicants to select start terms that correspond with when their program begins. Applicants no longer have to know exactly when their program starts when they apply!
- Slate also only allows students to select a "Double Major" if they apply for certain programs.
- The Slate application 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!

Applying to UNC's Graduate School

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

Spring and Summer 2019 Application

user.



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 Account Temporary PIN Birthdate	marissa.boston@unco.edu switch Boston, Marissa				
	At least one letter At least one capital letter At least one number Be at least 8 characters New passwords must match				

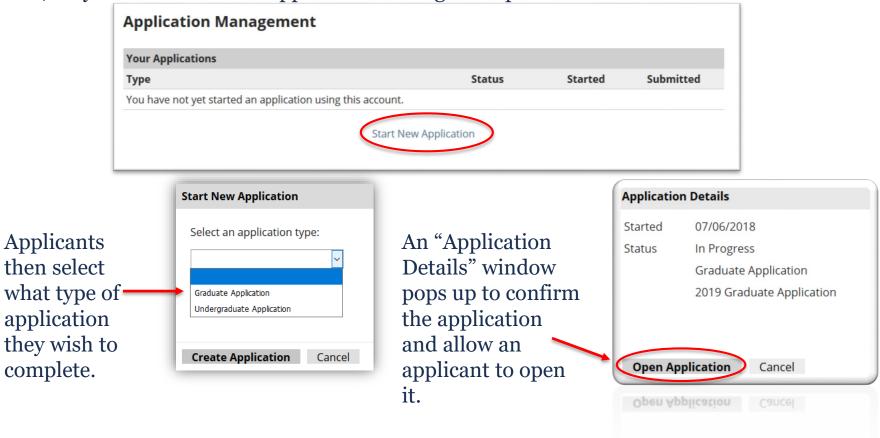
If an applicant forgets their password, they just need to call the Graduate School at 970-351-2831 or email us at grad.school@unco.edu!



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.



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.)

Instructions Personal Background Additional Information Thank you

Academic Plans
Academic History
Student Conduct
Signature

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

Instructions

COMPLETING YOUR APPLICATION

Thank you for starting an application for graduate study at the University of Northern Coloradol 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

navigate the application.

- Extended Campus Domestic applicants: Kara Murray, (970) 351-3797, kara.murrav@unco.edu
- International applicants (all campuses): Peipei Gong, (970) 351-1121, peipei.gong@unco.edu



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

Continue

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) Marissa Name* Middle Legal Last (Family) Boston Name* Suffix Preferred First Name (optional) Other Last Additional Information ise check the ferred name **Emergency Contact** Emergency Contact Relationship* Delete Emergency Contact First Name* Emergency Contact Last Name* Emergency Contact Phone Number* 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

Other

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* a double major, please select the program below. If you do not want to pursue a प्रवच्चार मांबाज, piease leave this field blank Continue **Program** Select your program* Literacy M.A. (Extended Campus) Site* Start Term* 2019 Spring (January) 2019 Summer (May)

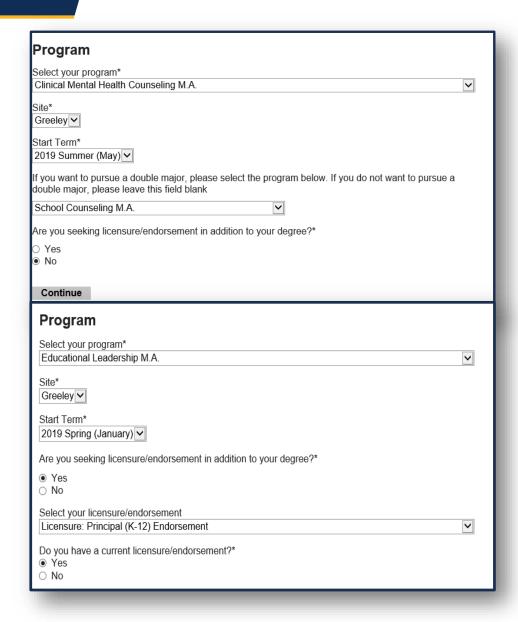
2019 Fall (August)

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.



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:

Continue

- 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.

Degree	Institution	
	Add Institution	
Master's, 02/2016	University of Northern Colorado	
	Univ Colorado Colorado Spgs	
	Univ Colorado Colorado Spgs	
02/199 03/199	Master's, 02/2016 02/19	



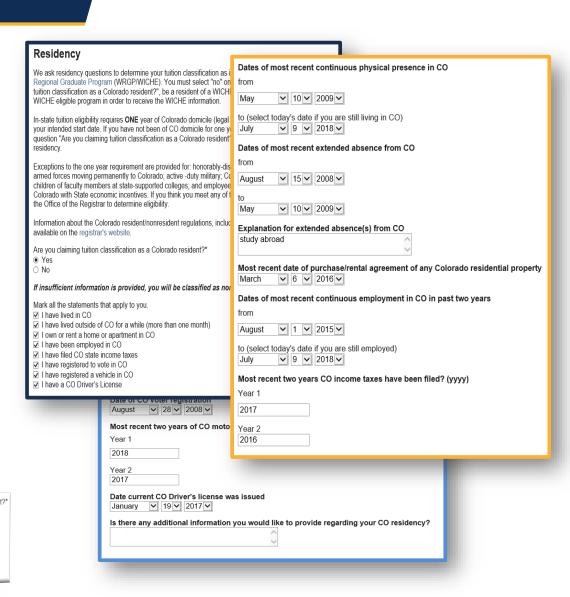
Residency

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.





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.



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
- O 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

John Hancock

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.

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.

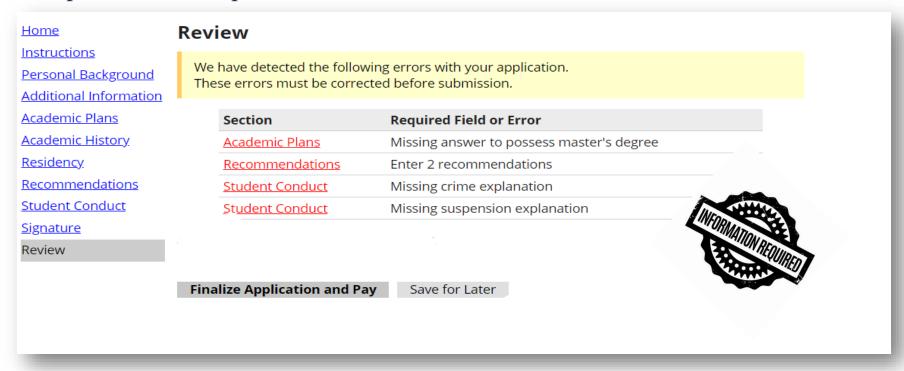
In place of your signature, please type your full legal name:	
PIPPEN	

Date Signed: June 22, 2018

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.

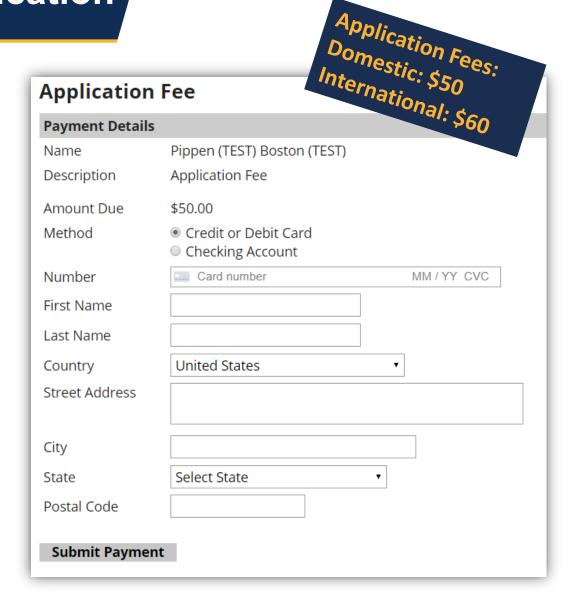


Application Fee Payment

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.





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 (<u>Marissa.Boston@unco.edu</u>) or 970-351-2002.

Thank you!

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