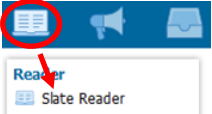

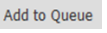
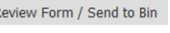




Slate 101

Graduate School & International Admissions

1. Open Google Chrome or Mozilla Firefox.
2. Log into Slate: <https://admissions.unco.edu/manage>
3. Enter the Slate Reader 
4. Select "Browse" from the left side menu.
5. Click on the "Faculty Review" bin to view applications for your program.
6. Click on the pages icon on the far right of the applicants name to view an application. 
7. Use the arrow keys to review the application and supporting materials as needed.
8. Review the "Staff Review Form" to see calculated GPA and if applicant meets Graduate School requirements.
9. **Only one faculty member can submit the review form. Do not continue unless you are ready to admit/deny applicant.**
10. Click  (bottom left) to add the application to your queue.
11. Click  (bottom right) to complete the "Faculty Review Form."
12. Complete the form, including advisor, and any provisions if necessary. (If the applicant is applying for a program plus licensure, select "No" for the licensure question at this time.)
13. Select "Faculty Review" from the Next Bin drop down menu. Leave Next Reader field blank.
14. Click "Send" to submit your admission recommendation to the Graduate School.

NOTE: If an applicant is applying for a program plus licensure, two Faculty Review Forms must be submitted. Complete the instructions above to send your recommendation for the applicants' program. For licensure, please follow the instructions below.

1. Select "Browse" from the left side menu and then 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.
5. Complete the form as required and click "Send" to submit recommendation.

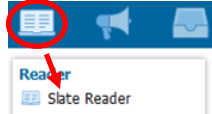

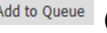
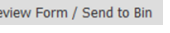
A Pocket Resource

A guide for reviewing applications with licensure.



Slate 101

Graduate School & International Admissions

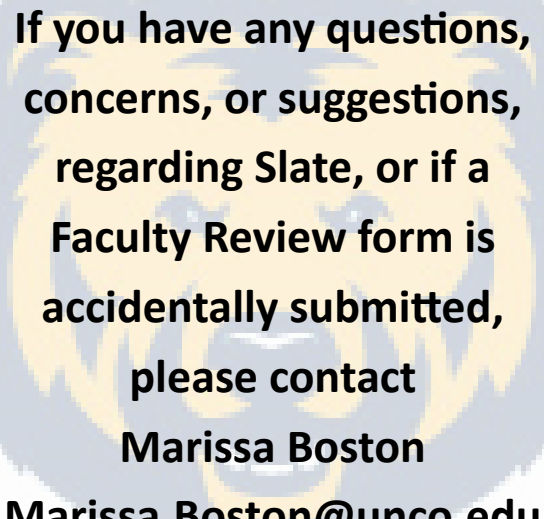
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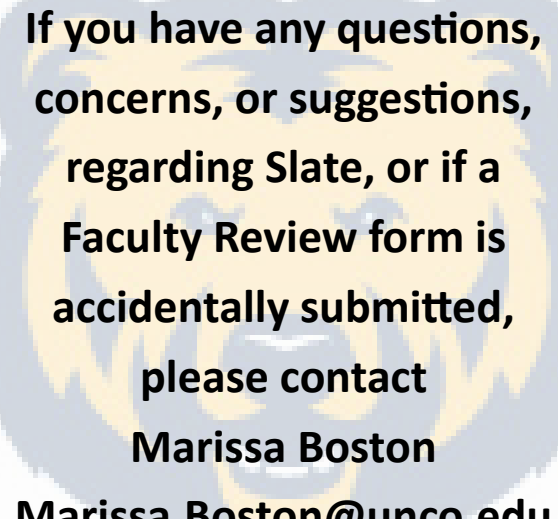
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2. Find and re-open the application.
3. Add the application back to your queue using the "Add to Queue" button.
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5. Complete the form as required and click "Send" to submit recommendation.

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**If you have any questions,
concerns, or suggestions,
regarding Slate, or if a
Faculty Review form is
accidentally submitted,
please contact
Marissa Boston
Marissa.Boston@unco.edu
970-351-2002**



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