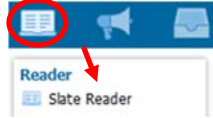





Graduate School & International Admissions

# Slate 101

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 may submit the review form. Do not continue unless you want to admit/deny the applicant.**
10. Click **Add to Queue** (bottom left) to add the application to your queue.
11. Click **Review Form / Send to Bin** (bottom right) to complete the "Faculty Review Form."
12. Complete the form, including advisor, and any provisions if necessary.
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.

**A Pocket Resource**