# Slate 101: Review Forms

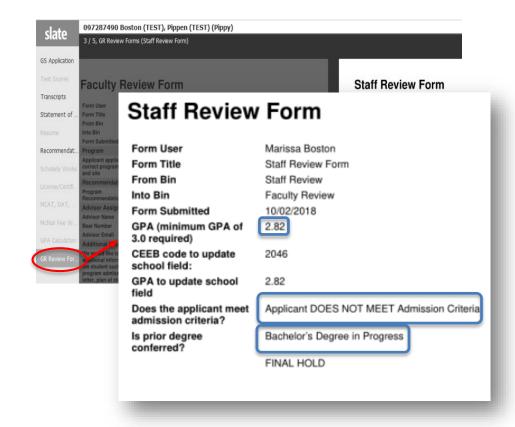Submitting review forms and making an admission recommendation in Slate

UNC

## Applications

Applications are now automatically assigned to faculty/staff queues when they are ready for review. You will then receive an email notification to let you know that applications are ready for review. If applications should not be assigned to you, please contact us to let us know so we can update the process.

## 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 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!
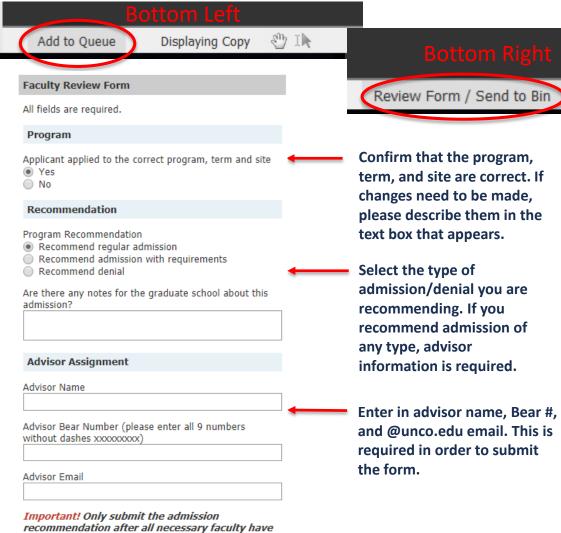
# Slate 101

## 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.

**Bottom Left**

Add to Queue        Displaying Copy

**Bottom Right**

Review Form / Send to Bin

**Faculty Review Form**

All fields are required.

**Program**

Applicant applied to the correct program, term and site
- ○ Yes
- ○ No

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

**Recommendation**

Program Recommendation
- ● Recommend regular admission
- ○ Recommend admission with requirements
- ○ Recommend denial

Are there any notes for the graduate school about this admission?

**← Select the type of admission/denial you are recommending. If you recommend admission of any type, advisor information is required.**

**Advisor Assignment**

Advisor Name

Advisor Bear Number (please enter all 9 numbers without dashes xxxxxxxxx)

Advisor Email

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

*Important! Only submit the admission recommendation after all necessary faculty have reviewed the application. If the form is accidentally submitted, please contact Marissa Boston (970-351-2002) as soon as possible.*

## 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 admission with requirements
- ○ Recommend denial

Please list requirements to be met after admission in order for the student to remain in the program. The program must notify the Graduate School when the student has met all requirements.

- Requirements must only be applicable post-admission, not prior to beginning of classes.
- Please be specific as to which courses the student must succeed in, e.g. "applicant must obtain a B or better in the following courses xxx600, xxx601 and xxx602 during their first year in the program in order to remain in the program."
- Admission decisions will not be processed by the graduate school until all requirements are specific and complete.

Are there any notes for the graduate school about this admission?

**If the applicant has selected the wrong program, term, or site and you need to make changes select "No" and enter changes in the text box.**

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

**If recommending admission with requirements, enter the requirements in the text box that appears. Requirements must be specific and are application post-admission.**

**There is also a notes section where you can enter any other information you feel the Graduate School needs to know regarding the application.**

**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

**NOTE: If an applicant's GPA is below 2.95, a text box will appear where you will be required to provide justification as to why you believe the applicant will be successful.**

# Slate 101

## 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.**

If nothing is listed in the Double Major or Lic/End field or if licensure is built into your program, and not listed under Lic/End, two forms do NOT need to be submitted.

### Dashboard
Round: 2019 Graduate Applica...

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

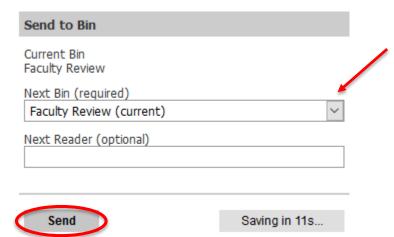Are you reviewing the applicant for the license?
- ○ Yes
- ⦿ No

**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**

# Slate 101

## 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)

**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.**

**I DO I DID I'M DONE**

Send          Saving in 11s...

**Then simply click "Send" at the bottom of the page! If you begin completing the form and do not click "Send" your information will be saved in the form so you will not have to recomplete it later!**

**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 |

## Reminders

There are a few things you'll need to keep in mind as you complete the Faculty Review Form:

- Only **one (1)** faculty review form per program or licensure should be submitted. If you are the first of many faculty members to review an application, do not submit the form until all parties have reviewed the application.
- If you are recommending an applicant for admission, you *must* include advisor information. You will not be able to submit the form without it.
- If the applicants GPA is below a 2.95, you will not see the option for regular admission. Applicants with below a 2.95 GPA must be admitted with requirements.
- You may see a yellow notice at the bottom of the form indicating that the application is in another persons queue. You can still submit the faculty review form if it is in another queue.
- If you accidentally submit a form or think you've made a mistake, that's okay! Things move quickly within Slate, but we can typically delete or un-submit forms if we're notified in time. Just contact Marissa Boston (1-2002 or [Marissa.Boston@unco.edu](mailto:Marissa.Boston@unco.edu)) as soon as possible.

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

# And that's it!

You're now ready to submit admission recommendations through Slate.

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

If you have any questions, suggestions, or feedback, please don't hesitate to contact us.

Can I help you?

Contact: Marissa Boston
351-2002
Marissa.Boston@unco.edu

# Thank you!

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