

Slate: Graduate Admissions System

Overview: Slate is an electronic customer relationship management system (CRM) that is utilized by Graduate Admissions to recruit and enroll students to more than 175 graduate programs at UNC Charlotte. The system manages the collection of inquiries, applications and supporting documents including test scores, recommendations from references, evaluation scores and GPD recommendations, notes and contacts (including non-student entities), event registration and attendance, and marketing and communication campaigns (using email, text, print and phone).

Access Privileges: In general, Slate has three roles for users who need access to prospect, inquiry, and applicant records, including:

1. View Access (can view records but cannot evaluate applications or take action on them)
2. Committee Reviewer (can review records and make recommendations to the Graduate Program Director on applications)
3. Decision Maker (can view records and make recommendations to admit or deny applicants to the Graduate School, where the final decision is made)

To Obtain Access: At launch (November 21), individuals with access to records in AdmissionPros will have the same roles in Slate. After launch, email Kathy Giddings or Ash Bowers to request access to Slate; indicate the program (degree + major) you need to access as well as the role for each particular program.

Application Review in Slate Reader

Quick Reference Guide

1

Access the Slate Reader, cut and paste the URL to your browser.

<https://gradapp.charlotte.edu/manage/reader>

2

Enter Your NinerNet Credentials.

Web Authentication @ Charlotte

NinerNET ID:

Password:

Log In

[> Forgot your password?](#)
[> Get Duo Code](#)

3

This is the HOME page in the Reader.

slate Hello, Johna Watson.

Home
Browse
Search
Queue
Recent
Share
Help
Exit

Resources

THE GRADUATE SCHOOL

- [Slate Training Instructions](#)
- [Request Committee Member Access to Slate \(add link\)](#)
- [GPD & Affiliate Changes - Notify the Graduate School](#)
- [Purchase fee waiver codes \(5 minimum required\)](#)
- [GPDNet News, Data, & Projections](#)

Update Your "Apply Now" Links
Update all "Apply Now" links on your webpages, communications, and materials to the URL below.
<https://gradadmissions.charlotte.edu/apply>

Deadlines

Spring 2022 Deadlines

As Soon as Possible
Last day for GPDs to recommend admission for international students residing outside the U.S. who need a F or J visa. These students have a deadline of 12/12/21 to submit their financial certificate form to the ISSO.

December 1
Last day for prospective students to submit a degree or certificate admissions application.

December 22
Last day for GPDs to admit remaining spring applicants.

January 10
Last day for prospective students to submit a post-baccalaureate application.

Submitted Applications - TESTING

Category	Count
Bulk Coll...	~100
College of...	~200
College of...	~1400
College of...	~300
College of...	~200
College of...	~200
College of...	~200
Graduate...	~200
Undergrad...	~100

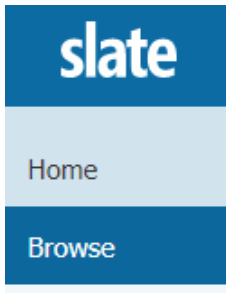
Decisions - Testing

Decision	Percentage
Admit	39.1%
Deny	27.4%
Admit/Accept	32%
Admit/Decline	0%

Data as of 12/22/2021 at 9:04:05 AM ET Refresh Show SQL

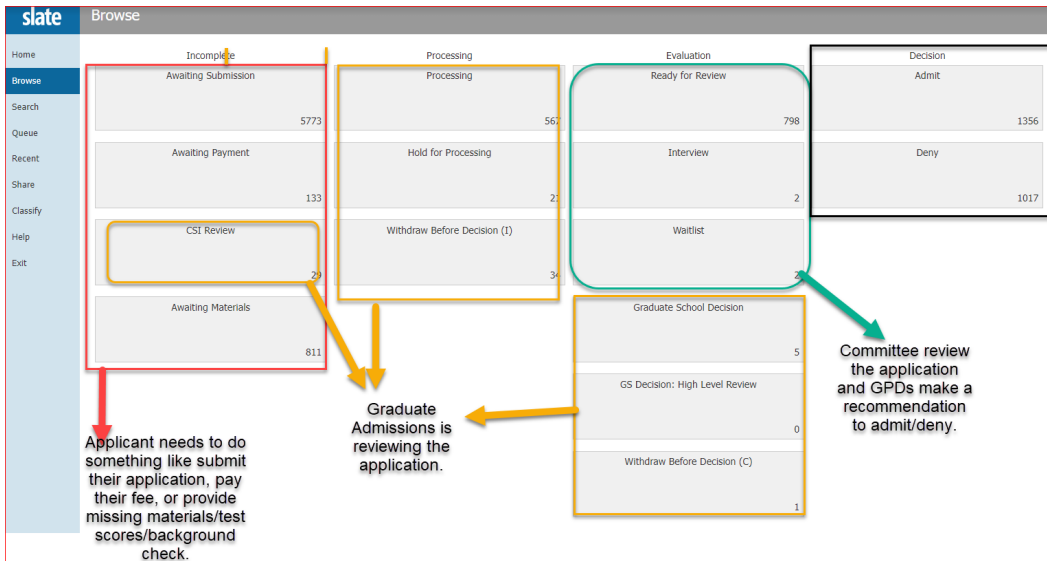
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Select **Browse** to view the bins. (Browse=Bins)



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GPDs have access to ALL bins in Slate so applications may be viewed in every stage of the process. Recommendations on admission can be made when an application is 1) submitted, 2) the processing fee is paid, 3) all required materials (test scores, transcripts, criminal background checks if applicable) have been received, and 4) the graduate admissions staff has reviewed the file to ensure the documents and data are complete and accurate.



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Select the **Ready for Review** bin.

The screenshot shows the 'Browse' page in Slate Reader. The interface is divided into three columns: 'Incomplete', 'Evaluation', and 'Decision'. The 'Ready for Review' bin is highlighted in yellow and circled in red. The 'Evaluation' column also contains 'Interview' and 'Waitlist' bins. The 'Decision' column contains 'Admit' and 'Deny' bins. A 'Withdraw Before Decision (C)' bin is at the bottom. A sidebar on the left contains navigation options: Home, Browse, Search, Queue, Recent, Share, Help, and Exit.

Category	Bin	Count
Incomplete	Awaiting Submission	5180
	Awaiting Payment	16
	Awaiting Materials	566
Evaluation	Ready for Review	768
	Interview	4
Decision	Admit	1185
	Deny	972
Withdraw Before Decision (C)		0

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The screenshot shows the 'Applications (3)' page in Slate Reader. The interface includes a top navigation bar with 'Build Query', 'Classify', 'Refresh', '-5', '+5', and 'Add to Queue' buttons. Below is a table of applications with columns for 'Awaiting Decision Date', 'Preferred', 'Last', 'Term', 'Degree', 'Program', 'Concent...', 'Site', 'Enroll Intent', 'UGPA', 'GGPA', 'Commit... Review?', 'Commit... Admit', and 'Commit... Deny'. The 'Add to Queue' button is highlighted with a red circle. A sidebar on the left contains navigation options: Home, Browse, Search, Queue, and Recent.

Awaiting Decision Date	Preferred	Last	Term	Degree	Program	Concent...	Site	Enroll Intent	UGPA	GGPA	Commit... Review?	Commit... Admit	Commit... Deny
Ella Adams			Fall 2022	MSW	Social Wo...	3 Year M...	On Campus	Full-time	4.00		0	0	
Hocus Pocus			Summer ...	MSW	Social Wo...	1 Year M...	Online	Full-time	4.0		0	0	
Margo Rita			Fall 2022	CERT	Business ...	None	On Campus	Part-time	3.6	3.0	0	0	

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You are automatically taken to your Queue. Click an **application** to read it.

The screenshot shows the 'Queue' page in Slate Reader. The interface is divided into four columns: 'Preferred', 'Last', 'Academic Program', and 'Application Term'. The 'Queue' option in the sidebar is highlighted in blue. The table lists three applications.

Preferred	Last	Academic Program	Application Term
Hocus	Pocus	Social Work (MSW)	Summer 2022
Margo	Rita	Business Analytics (CERT)	Fall 2022

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Notice that the left-hand Menu changed from blue to gray indicating you are in an application. Use the tabs, your mouse, and arrows to move through the application.

The screenshot shows the application menu in Slate Reader. The menu items are: slate, Dashboard, Application, Transcripts, References, and Prior Reviews. The 'Application' item is highlighted in gray.

- slate
- Dashboard
- Application
- Transcripts
- References
- Prior Reviews

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What do you want to do next?

Recommend to Admit/Deny/Waitlist	Exit Application	Remove Application from Queue
Select Review Form/Send to Bin (button, lower right corner).  Proceed to Step 10.	Click Slate (top, left-hand menu).  You are back in the Reader in your queue. To exit the Reader, proceed to Step 12.	Click Remove from Queue button (button, lower left-hand corner).  You are back in the Reader in your queue. To exit the Reader, proceed to Step 10.

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If you want to use the rubric, click the Admissions Rubric check box.

Admissions Rubric (optional)

Rate the applicant on the following characteristics.

Rating Scale:

5 - Outstanding

4 - Good

3 - Average

2 - Fair

1- Poor

Academic Performance

Scholarly Activity and Writing Ability

Relevant Experience

Recommendations

Career Goals

Overall Fit for the Program

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Depending on your role (e.g. Committee Member, Graduate Program Director), the Review Form and selection options will be different. After you choose an admissions recommendation, click SEND (and nothing else).

Committee Member	Graduate Program Director
<p>Admissions Committee Review</p> <p>Admissions Committee Members may enter comments in this section relative to their recommendation to admit or deny an applicant. Committee Member comments and recommendations on admission are informational for the Graduate Program Director only.</p> <p>Committee Member Recommendation <input type="text" value="v"/></p> <p>Committee Reviewer Notes <input type="text"/></p> <p>Select your Recommendation. Skip over the <i>Send to Bin</i> section, and click Send.</p>	<p>Graduate Program Director Review</p> <p>The Graduate Program Director should provide a justification to support a recommendation to admit if an applicant is recommended for admission with a:</p> <p>GPA < 3.0 (master's/docs) or a 2.75 (certificates)</p> <p>Program Director Review Notes <input type="text"/></p> <p>Program Director Recommendation <input type="text" value="v"/></p> <p>Select your Recommendation. Skip over the <i>Send to Bin</i> section, and click Send.</p>

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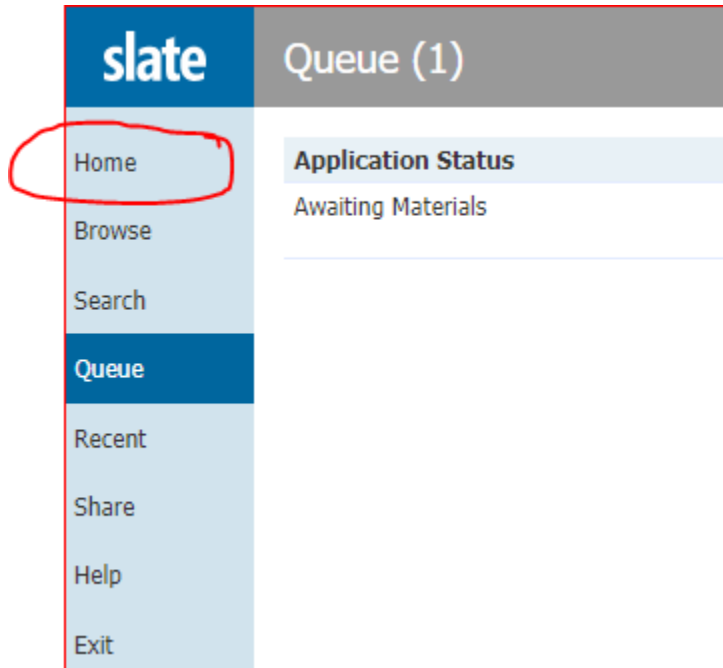
After you make a recommendation on an application, the file goes to the Graduate School Decision bin for final review by the Associate Dean. She will either move the application to the Admit or Deny bin.

slate	Browse			
Home	Incomplete	Processing	Evaluation	Decision
Browse	Awaiting Submission	Processing	Ready for Review	Admit
Search	9931	563	807	1384
Queue	Awaiting Payment	Hold for Processing	Interview	Deny
Recent	159	34	2	1029
Share	CSI Review	Withdraw Before Decision (I)	Waitlist	
Classify	28	34	3	
Help	Awaiting Materials		Graduate School Decision	
Exit	858		15	
			GS Decision: High Level Review	
			0	
			Withdraw Before Decision (C)	
			1	

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Exit the Reader.

From the Reader, click Home (top left-hand menu). You are now on the Slate homepage. Click on your name (upper right-hand corner), and select Logout.



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You are now on the Slate homepage. Click on your name (upper right-hand corner), and select Logout.

