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.

3. This is the HOME page in the Reader.
Select **Browse** to view the bins. (Browse=Bins)

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.
Select the **Ready for Review** bin.

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

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.
What do you want to do next?

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

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**
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).

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Graduate Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Committee Review</td>
<td>Graduate Program Director Review</td>
</tr>
<tr>
<td>Committee Member 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.</td>
<td>The Graduate Program Director should provide a justification to support a recommendation to admit if an applicant is recommended for admission with a: GPA &lt; 3.0 (master's/docs) or a 2.75 (certificates)</td>
</tr>
<tr>
<td>Committee Member Recommendation</td>
<td>Program Director Recommendation</td>
</tr>
<tr>
<td>Committee Reviewer Notes</td>
<td>Program Director Review Notes</td>
</tr>
</tbody>
</table>

Select your Recommendation. Skip over the Send to Bin section, and click Send.

Select your Recommendation. Skip over the Send to Bin section, and click Send.

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.
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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