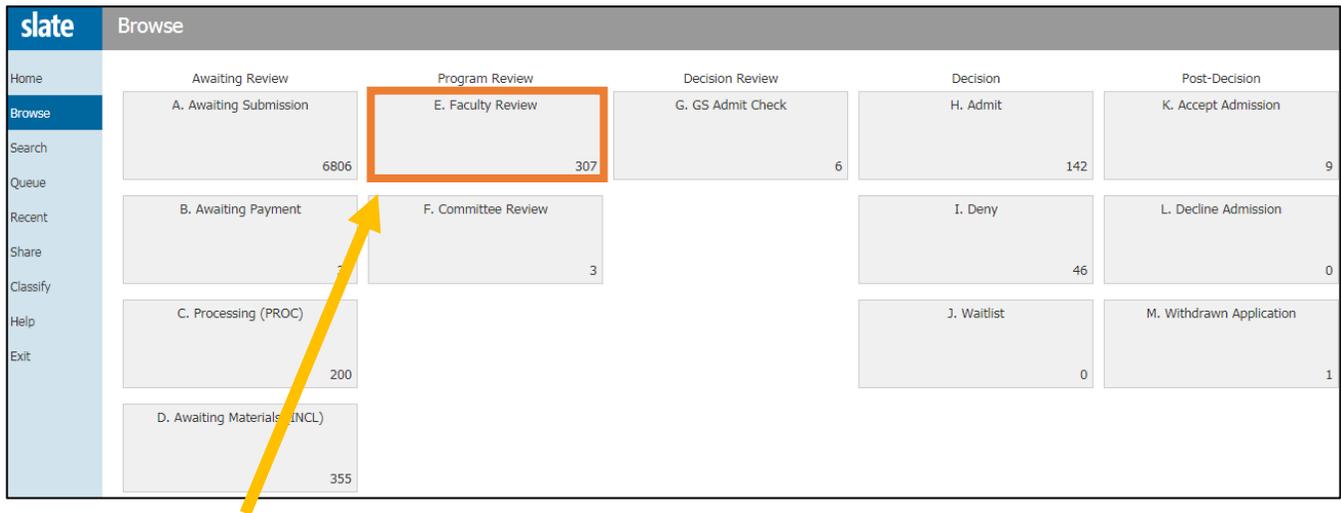


A Quick Reference Guide to Processing Admits and Waitlisted Applicants

From the Reader (<https://grad.apply.colorado.edu/reader>), 'Browse' from the menu on the left hand side to see Slate's bin structure.

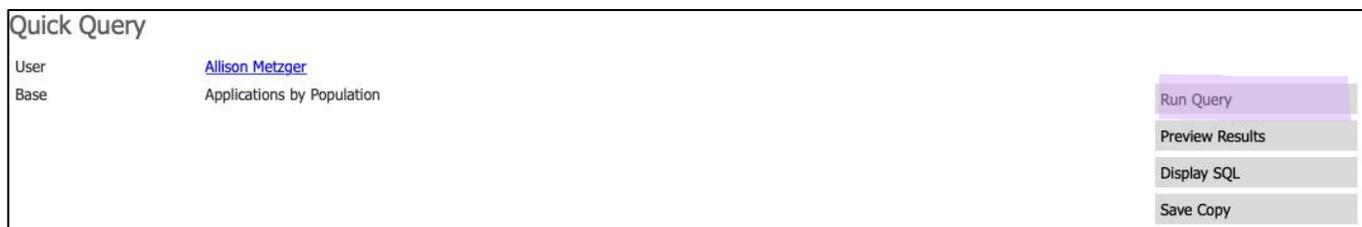


Click on the **E. Faculty Review** to view applications within this bin. In order to admit or waitlist applicants, we need to move their files into the **F. Committee Review** bin FIRST.

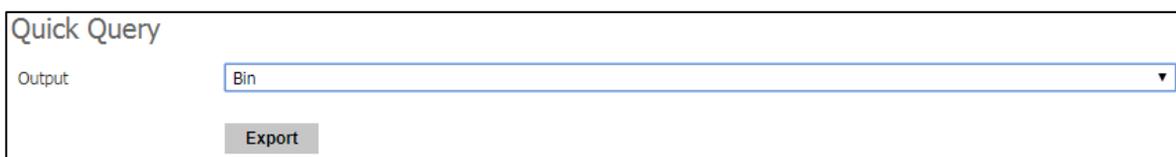
You will see a menu bar in the upper right corner of the page. Click on 'Build Query':



This will take you to the quick query screen, where a number of exports and filters for the **E. Faculty Review** bin are already built into the query. If you want to add any other appropriate filter (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click 'Run Query' in the upper right corner.



Since we are moving files to a new bin, set the 'Output' to 'Bin' as shown below, and then hit 'Export':



This Bin Management screen is where the GPA can add or remove readers, and move these applications to the next bin in batch:

Set 'Bin Action' to 'Set Bin'.

Set 'Bin' to '**F. Committee Review**' for applicants you intend to ADMIT or WAITLIST.

'Queue Action' is automatically set to 'Add Readers'. Change this to 'Clear Readers' to remove these applications from your faculty members queues at this time.

Enter the name of the individual making the final decisions (GPA, Graduate Director, etc.) in the 'Add Reader' box to add these files to their queue. The readers added at this stage will be the ones who fill out the Decision Form in the Reader for each application in the **F. Committee Review** bin. *The Decision Form is required for admits and waitlisted applicants.*

Select either 'Update Selected' or 'Update All' as needed to move the applications to the **F. Committee Review** bin and appropriate queue.

Once these applications have been moved into the **F. Committee Review** bin, the GPA/Graduate Director will need to select an application from their queue to open it in the Reader. Then, they will click on the 'Review Form / Send to Bin' button in the bottom right side of the Reader:



This will open the Decision Form on the right side of your screen. You will see that the first four fields will be auto-filled for you with the applicant's information.

Enter the Decision Recommendation here: Admit, Waitlist or Provisional. If Provisional, please see main Slate Manual.

Check the box here if you wish to admit the applicant to a different degree level.

Check the box here if you wish to admit the applicant to a different subplan.

If you check either box to make a change to degree level or subplan, a warning will show to remind you that a grad change form must be emailed to your processor.

Set 'Next Bin' to **F. Committee Review** bin (this should be the only bin available).

Hit the 'Send' button to complete the form and remove this application from the queue.

ONLY ONE DECISION FORM SHOULD BE FILLED OUT PER APPLICANT!

For Admit decisions (including Provisional and Waitlist), the application will automatically move into the **G. GS Admit Check** bin.

- The Graduate Processing team performs the final check of each application and will then move them to the next bin – either **H. Admit** or **J. Waitlist** respectively.

When the application has reached the **H. Admit** bin, a letter can be released.

Reminder! No decision letters should be sent until the application is in the Admit bin!
Please DO NOT send any unofficial admit notifications outside of Slate!

Sending Letters

The GS Admit letter is the official admit letter and should be used every time. In addition, the GPA may upload a specific departmental letter for each applicant, to be displayed at the same time the GS Admit letter is shown.

This is done in the Student Record View (within the Slate Database at grad.apply.colorado.edu/manage) on the Application tab:

Effective ▲	Decision	Released	Received	User
New Decision				

Click 'New Decision' to enter the Decision screen:

Code	Admit
Reason	Graduate Admit
Letter	Default for Decision
Confirmed	<input checked="" type="checkbox"/> Date 08/07/2019 Time (ET) 04:53:54 PM
Released	<input checked="" type="checkbox"/> Date 08/07/2019 Time (ET) 04:53:54 PM
Expires	<input type="checkbox"/>
Notification	<input type="checkbox"/> Decision has been received.
Merge Fields (Field=Value)	
Comments	
Custom Letter Upload	Choose File no file selected
Custom Letter Override	Show both assigned letter and custom letter
Save Cancel	

The screen should look similar to this (for an Admit) before you hit save.

On this screen, set the code to Admit (or Deny or Waitlist as needed).

The 'Reason' selection will appear when you select the Admit Code. Select 'Graduate Admit.'

Letter should be set to 'Date – Admit – GS Admit Letter.' This is the default letter for all admits (pay no attention to the date listed, this is when the default letter was created). You may also select 'Default for Decision.'

Click the 'Confirm' button to confirm the admit decision.

Click the 'Released' button to release the decision (send it to the applicant's status page). You can set the date and time of the release if you want the letter to be released in the future – for example, if you wanted all letters released at the same time/date.

Do not use 'Expires,' 'Notification,' or 'Merge Fields.'

The 'Comments' box is available if you have any comments to record at this time for this applicant – this is not displayed to the applicant.

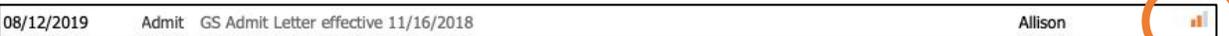
Use the 'Custom Letter Upload' by selecting the Choose File button and selecting your customized departmental letter to this applicant. Note: if you offering funding, you must use the [Admit Letter with Offer of Aid](#) (download). These are also on the Graduate School site under 'Faculty and Staff.'

'Custom Letter Override' should always be set to "Show both assigned letter and custom letter." Hit 'Save'!

- ⇒ If your new Decision looks like this, the letter was released! Note: it will display three bars when the update has been views by the applicant.



- ⇒ If your new Decision looks like this (or any other "non-green" variety), you may have forgotten a step and should reopen the letter to review and correct, or email us with questions. Please do not add another decision.



YOU DID IT! What Happens Next?

Once the decision is released, an email will automatically be sent to the applicant notifying them of a status update and prompting them to log in to the status page. The admit letter and custom letter will show together on the applicant status page under a "Status Update" link.

For an admit, after the applicant views the letter(s), the Reply to Offer of Admission form automatically populates on his or hers status page. The applicant uses that form to confirm his/her intent to enroll.

- ⇒ If the applicant chooses to *decline* their offer of admission, they are automatically moved from the **H. Admit Bin** to the **L. Decline Admission Bin**.
- ⇒ If the applicant *confirms* his/her intent to enroll, they are then prompted to pay the \$200 confirmation deposit on their status page. Once the deposit is paid, the application moves from the **H. Admit Bin** to the **K. Accept Admission Bin**. Matriculation follows.
- ⇒ If the applicant is an international student, they will be prompted to provide any extra materials needed for visa purposes before the confirmation deposit is due. After submitting any extra visa materials, they pay the \$200 confirmation deposit on their status page. Once the deposit is paid, the application moves from the **H. Admit Bin** to the **K. Accept Admission Bin**. Matriculation follows.