



Slate: The Basics

1. If you received an email informing you that there are applications in your Slate queue—click on the link in the email.
2. You'll be taken into the Slate Reader right into your queue. Click on the applicant you want to view.
3. Use the arrow keys to review the application and supporting materials as needed.
4. Review the "Staff Review Form" to see calculated GPA and if applicant meets Graduate School requirements.
5. Click "Review Form/Send to Bin" (bottom right).
6. Complete all areas of the form, including advisor (just start typing the advisor's name in that field and a dropdown will appear), any provisions, and indicate if you will have additional materials to be sent electronically to the applicant.
7. Select appropriate bin name from the Next Bin drop down.
8. Click "Send" to submit your recommendation.

Note: If you want to review an app that is not in your queue, or anyone else's, you must add it to your queue with the bottom right button.

Contact gradadmissions@wcu.edu for additional assistance!