



UNIVERSITY OF  
OREGON

**Division of  
Graduate Studies**

# **Graduate Admissions Handbook Program Staff/Graduate Coordinators**

Updated 04.30.25

Questions? Contact us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) or 541-346-5129.

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## Admissions Overview

### Typical Admissions Responsibilities of Graduate Coordinators/Recruiters

Academic program coordinators are often tasked with the administration of the program’s admissions process. This handbook will provides information regarding each part of the admissions process including relevant Division of Graduate Studies policies and the use of the Slate for graduate admissions.

- Applicant/Application Management, such as...
  - Facilitating waivers of deadlines/program application where needed
  - Working with the Division to keep the program’s supplemental application tab updated each year
  - Coordinating faculty review of applications
  - Entering admissions decisions in Slate
- Communication with Prospective Students/Applicants, such as...
  - Answering questions related to the completion of applications for prospective applicants to your program
  - Assisting applicants with navigating proper submission of admissions materials to the appropriate offices
  - Sending notice of program admissions decisions to applicants
  - Communicating with applicants regarding missing materials when notified about said materials during the Division’s reviews of applicants recommended for admission
  - Recruitment related functions such as promoting the program, answering questions about the program, or creating collateral marketing materials
- Responding to requests from the Division of Graduate Studies, such as...
  - Preparing and submitting offer letters for approval
  - Submitting website updates for the program’s [Division of Graduate Studies Academic Program page](#).

### Admissions Related Timelines

Event	Timeline/Description
Applications Open	Applications open each September for the following calendar year. For example, applications for Winter-Fall 2024 will opened in September 2023. While the application is open admissions staff should expect a higher volume of admission related questions.
Applications Close	<p>Programs set their own priority and final deadlines. Programs must set final deadlines no later than 30 days prior to the start of the term of admission.</p> <p>Typically, for fall term apps, doctoral programs close their applications between December and February,</p>

	while Master's programs often accept applications into spring and summer.
Application Review Period	<p>After applications close, programs aggregate and review pool of applicants. Review is conducted on their own timeline. Some programs review in batches while their application is still open, using priority deadlines to communicate timing of application review.</p> <p>Review/committee processes differ by program and can range from one review committee assessing all applicants to many separate review committees reviewing specific sets of applicants based on interest area, faculty advisor preferences, or other program specified criteria.</p>
Programs Submit Admission Decision Recommendations to the Division	<p>Programs should submit decisions as soon as possible and no later than 10 business days prior the beginning of the term.</p> <p>Admitting very close to the start of the term is not advised, especially for international students who will need several weeks to make necessary arrangements.</p> <p>Last minute exceptions can be made, contact the Division of Graduate Studies as needed.</p>
Submit program's acceptance letter/funding offer letter for review and approval	Submit in fall term for the next admission cycle. Programs will be prompted with specific steps and deadlines via the Graduate Coordinator Listserv.
Submit updates to your program's <a href="#">Division of Graduate Studies academic program page</a>	Program are prompted to review their entries each summer during the annual admissions update process in their Program Management Portal. They can make updates year-round during this portal.
Program level application customizations (see more details below)	Programs will be notified via the Graduate Coordinator listserv when it is time to make annual program updates for program customizations using their Program Management Portal. This takes place during summer term.

## Application Process for Applicants

To be considered for admission to graduate studies at the University of Oregon, applicants must complete the steps outlined on our website:

- [How to Apply](#)
- [Application Submission Procedures: Domestic Applicants](#)

- [Application Submission Procedures: International Applicants](#)
- [English Language Proficiency Requirement](#)
- [Official Transcript Requirement](#)
- [Financial Verification and Visa Process](#)

Slate application link: <https://insight.uoregon.edu/apply/>

## Access and Training

### Technology Access

Program	Use	How to request access
Slate	Primary admissions & recruitment platform.	<a href="#">Request access by submitting a ticket here.</a>
DuckDocs	Official transcript/admissions document viewing, GE appointments.	<a href="https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=35489">https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=35489</a>
Cognos	UO data warehouse and reporting. Some Graduate Coordinators may find this helpful if they are asked to run reports.	<a href="https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=78759">https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=78759</a>

### Training & User Support

Training is available through the Division of Graduate Studies for new coordinators, associated department personnel, and continuing coordinators who may want a refresher or additional guidance in a specific area.

More information about upcoming training opportunities, access request information, and helpful user manuals is [available here](#) and on your [Slate Homepage](#).

#### Slate Help Tickets

The Division and Information Services share the responsibility of Slate user support and feature development for graduate admissions related topics.

[Submit a ticket here.](#)

### Listservs

Listserv	What is communicated	How to sign up
Graduate Coordinator (Division of Graduate Studies)	Updates, reminders, requests from the Division of Graduate Studies to program level staff.	Email <a href="mailto:graduatestudies@uoregon.edu">graduatestudies@uoregon.edu</a>
Reg-News (Registrar's Office)	General announcements from the Registrar's Office	<a href="https://lists.uoregon.edu/mailman/listinfo/reg-news">https://lists.uoregon.edu/mailman/listinfo/reg-news</a>
DegreeNews (Registrar's Office)	Dates, deadlines, upcoming changes, degree awarding information, graduation stats, diploma orders, and other topics impacted by graduation processing	<a href="https://lists.uoregon.edu/mailman/listinfo/degreenews">https://lists.uoregon.edu/mailman/listinfo/degreenews</a>

## Admissions Contacts

Division of Graduate Studies	Other Campus Units
<p><i>Note: It is generally most efficient to email our general email, <a href="mailto:graduatestudies@uoregon.edu">graduatestudies@uoregon.edu</a>, with your inquiry and it will be routed to the staff member who can best respond.</i></p> <p><b>Admissions</b>            Colin Johnston            Director of Admissions            541-346-2849  <a href="mailto:colj@uoregon.edu">colj@uoregon.edu</a></p> <p>Gina Thomason Allen            Graduate Studies Coordinator            541-346-5129  <a href="mailto:gina5@uoregon.edu">gina5@uoregon.edu</a></p> <p><b>Systems</b>            Hannah Schneider-Lynch            Director of Systems            541-346-2806  <a href="mailto:hslynch@uoregon.edu">hslynch@uoregon.edu</a></p> <p>Sky Seymour            CRM Specialist            541-346-7632  <a href="mailto:seckelbe@uoregon.edu">seckelbe@uoregon.edu</a></p>	<p><a href="#">International Student and Scholar Services (ISSS)</a>            Email: <a href="mailto:intl@uoregon.edu">intl@uoregon.edu</a>            Phone: 541-346-3206</p> <p><a href="#">Registrar's Office</a>            Email: <a href="mailto:registrar@uoregon.edu">registrar@uoregon.edu</a>            Phone: 541-346-2935</p> <p><a href="#">Office of Admissions</a></p>

## Non-UO Resources

### [Council of Graduate Schools \(CGS\)](#)

CGS is the only national organization in the United States that is dedicated solely to the advancement of graduate education and research. CGS accomplishes its mission through advocacy in the policy arena, innovative research, and the development and dissemination of best practices. As a benefit of institutional membership, online access to all CGS publications is provided to faculty and staff. [Sign up for an account here.](#)

### [NAGAP - The Leader in Graduate Enrollment Management](#)

The Mission of NAGAP is to engage and advance Graduate Enrollment Management Professionals by promoting excellence and collaboration through education, research, and professional development.

## Policies and Procedures

### Minimum Eligibility for Graduate Admission

#### Eligible Degree

The applicant has earned or is in the process of earning a [regionally accredited](#) U.S. Bachelor's degree or hold the equivalent credential from a qualifying international institution. We encourage you to review the Assessing International Credentials section in this handbook (below) to learn more about the assessment of international credentials. The degree must be conferred before the first day of the term of admission.

- Applicants prove they meet this requirement by submitting official transcripts. [More information is available here.](#)

#### *Assessing International Credentials*

If you have any questions about whether an applicant's international degree meets the Division's degree requirement, please contact the Division for preliminary credential analysis. It is best to verify degree equivalency *before* recommending the applicant admission through the program.

Keep an eye out for the following degrees:

- **Three Year Bachelor's degrees:** UO does not automatically consider a 3-year Bachelor's degree to be equivalent to a regionally accredited U.S. 4-year Bachelor's degree.
  - **Example Countries/Areas that offer 3-year degrees not equivalent to a 4-year bachelor's degree:** Australia, New Zealand, Canada, India, United Kingdom and other Bologna-compliant European countries, Gabon, South Africa, Latin America, Pakistan, Bangladesh, Nepal, Philippines. Note that many of these countries *also* offer 4-year Bachelor's degrees.
- **Bologna Degrees:** Degrees earned under the Bologna system are assessed on a case-by-case basis.
- **Three Year Bachelor's Degrees from India:** The Division of Graduate Studies considers three-year Bachelor's degrees from India to be equivalent to a regionally accredited four year U.S. Bachelor's degree, without requiring an external credential evaluation, *if the degree is:* Awarded in the First Division **AND** Awarded by an [NAAC Grade "A" accredited university](#).

#### *Exceptions – External Degree Evaluation*

If a program has a strong applicant that has an international 3-year degree that the Division of Graduate Studies assesses as not equivalent to a 4-year U.S. Bachelor's degree, the applicant can pursue an official credential evaluation from any [NACES Member](#). [World Education Services](#) or [Educational Credential Evaluators](#) are the two most commonly chosen companies.

The evaluation must be sent directly to the Division of Graduate Studies from the evaluating agency and regular transcript requirements still apply. The applicant is eligible for admission if the evaluation assesses the degree as equivalent to a regionally accredited U.S. 4-year degree.

**Note:** [WES](#) offers an International Credential Advantage Package (ICAP) that includes authenticated transcripts and detailed evaluation reports. The Division of Graduate Studies accepts this package in lieu of original transcripts and translations sent from the institution.

### [English Language Proficiency Requirement](#)

A satisfactory proficiency in the English language is required for admission to the University of Oregon. All applicants for whom English is not a native/primary language must show proof of language proficiency through one of the [options outlined here](#).

For information about petitions to waive the English Language Proficiency Requirement, see [Petitions to Waive the English Language Proficiency Requirement](#).

### [Duplication of Degree \(Similar Degrees\)](#)

In rare cases, students who already hold a graduate degree at the same level and discipline for which they are applying may be admitted to the University of Oregon, only by petition to the Division of Graduate Studies. In cases where a student already holds a similar degree, the content of the original degree must be fundamentally different from the degree to be pursued at the UO.

Note: A program's recommendation of an applicant for admission signals to the Division that the applicant has satisfied all program level requirements. In cases where a program's requirements exceed those of the Division, the program is responsible for ensuring the applicants have met their internal criteria prior to issuing an offer of admission.

## **Non Degree-Seeking Student Types**

### [Exchange Applicants](#)

We receive a few exchange applicants each year. To be an exchange applicant, the student must be part of an official UO approved exchange program. Exchange applicants work directly with International Student and Scholar Services. If you have an exchange applicant, please contact ISSS directly for more information on the application process.

### [Admitted Graduate Non-Degree](#)

Students in this status have been admitted to the University of Oregon but not to a degree program. This is a non-degree-seeking classification intended for students who wish to take graduate level coursework without earning a graduate degree. Students in this classification may apply either as unclassified (no major) or to a specific non-degree major (e.g., licensure programs).

## Applicant Requests and Application Updates

### Application Deadline Extension for Individual Applicants

Occasionally, your program will want to waive the application deadline for a particular applicant. The Division encourages programs to be consistent in their criteria for allowing a late application.

**How to waive the deadline:** Navigate to the student's application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.

Click "Application Deadline Extension" in the Application Actions section. The deadline extension button will only be displayed if the application has not yet been submitted.

### Application Deadline Extension

Submit the form on the following page after selecting the new deadline. The new deadline will be applied to the application within 30 minutes of form submission. You can verify the applicant's deadline by navigating back to their application tab and viewing their application deadline, listed toward the top left. The applicant will need to submit their application and if they applicant owes a balance, they will need to pay the application fee.

### Application Updates

#### *Prior to Submission*

Applicants can modify their application up until the point of submission.

#### *After Submission*

After they have submitted their applications there are a few things applicants can still update from their portal.

1. Send reminders to recommenders
2. Add/exclude recommenders
3. Update address
4. Update email

#### *Other Application Modification Requests (after submission):*

1. **Term Changes:** Term changes should either be processed as deferrals or reapplications.
2. **Level or Major Changes:** The applicant must apply for the new level or major, unless the student applied for a doctoral program and the program wishes to admit at the master's level. In that case, they should follow the instructions in the section: Admitting a Doctoral Applicant as a Master's Student.
3. **General Demographic Information:** This should be emailed by the applicant to [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu), requesting the update.
4. **Program Supplement Information:** The applicant should first email the program to ask if they will allow the update. It is at the program's discretion if they will allow the update. If they will allow the update, the process depends on the type of update.

- a. **Updates to Existing Document (uploads):** If an applicant has submitted a document and either the program deems it to be invalid or they request to update it and the program approves, follow the [Document Update process](#) outlined at the bottom of this section.
  - b. **Updates to other parts of the application:** The program will forward the request on to the Division, [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu), who will update the record. This could be answers to questions or uploading new documents.
5. **Request from Recommender to update information they submitted:** The recommender should first email the program to request the update. It is at the program’s discretion if they will allow the update. If they will allow the update, the program will forward the request on to the Division, [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu), who will update the record. Typically, this happens if a recommender realizes they uploaded the wrong letter.

For scenarios 4a & 5, it is important for the program to include identifying information so that the Division can link the document/updates to the appropriate application. Helpful information includes: Name, application term, program and the specific thing that needs to be updated.

### Document Update Process

Please Note: LCB Programs should not follow this process and should instead consult the LCB Slate Handbook.

This process is a two-step process. First, the program “invalidates” the document that was originally upload and is now being replaced, and then the applicant navigates to their status portal and uploads a new version of the document.

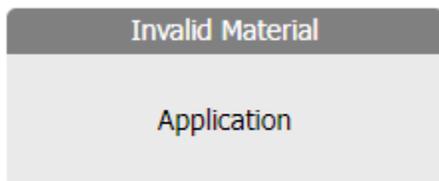
The program-lead part of this process uses a separate workflow from the standard Graduate Admission Applications workflow. You can access this workflow in two different ways.

Option 1:

1. From your Slate homepage, click the “Reader” icon in the top icon menu.



2. Click the “Invalid Material” workflow.

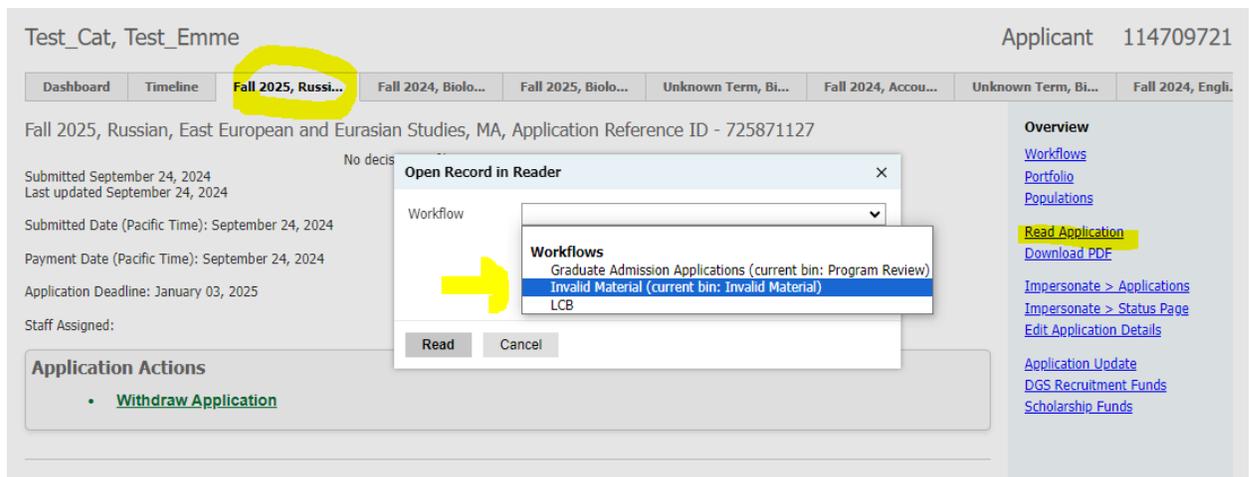


3. Then locate the record you need to update in the Reader. It is likely fastest to first click Search in the left-hand menu and then search by the applicant’s name. Once you have found the record you want to work with, click the icon on the right of the record line to open the record.



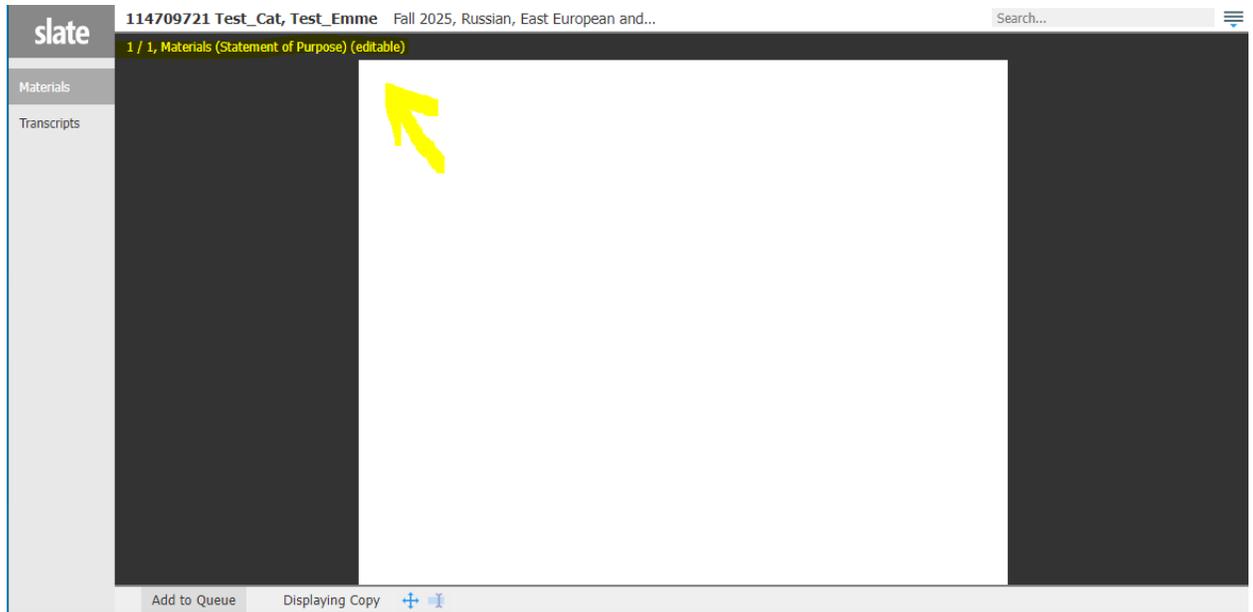
Option 2:

1. Navigate to the applicant’s record in Slate.
  - a. If you are in the main part of Slate, search for them in the search bar at the top right of the page and then click on the application you are working on.
  - b. If you are in the Graduate Admissions Applications Reader workflow, open the application and then click on the applicant’s name in the top left corner and then click “Lookup Record” on the dropdown menu that appears.
2. From the applicant’s application tab, click on “Read Application” in the right-side menu and then select the “Invalid Materials” workflow.



Once you’re located the correct application in the Invalid Material workflow, take the following steps:

1. The menu on the right displays “Materials” and “Transcripts.” Materials contains uploads that are not transcripts, such as statement of purpose or resume.
2. Locate the document that you want to invalidate, by scrolling through the materials or transcripts until you find it. The label on the top left shows you the name of the document that is currently selected.



3. Once you have located the correct document, double click the label.
4. This will open up a form on the right hand side for you to fill out. First, in the second drop-down menu in the Material section, change the original document name to "Invalid Material."
5. Then, select the name of the original document type in the "Original Document Type" section.
6. Next, decide whether or not you want to notify the student that they can upload a new document. If you want them to upload a new document, select "yes," if you do not want them to be notified, select "no."
  - a. If you select yes, you will be prompted to provide a reason you are invalidating the document and asking the student to upload a new one. Type your instructions in.

Save
Exit

Acquired 09/24/2024 at 06:23:58 PM

Pages 1

Scope Folio/Application ▼

Assign To Test\_Cat, Test\_Emme

[Create Record](#) [Clear](#)

Material Fall 2025, Russian, East European and Eur ▼

Invalid Material ▼

Memo

Original Document Type

Statement of Purpose ▼

Notify Student

Yes

No

Document Invalid Reasons

(Note this information is shared directly with the student as instructions for remedying the error)

The document uploaded was blank. |

7. Then click "Save."
8. If you selected "yes" the student will receive the [Document Upload Notification](#) email in the appendices. The email they receive takes them to their status portal, where they can upload the new document.

### Application Withdrawal

Applicants in the **Program Review** bin column who have not yet received an admission decision from the program can withdraw their application from consideration. The applicant must contact the program to request the withdrawal. The program will submit the request on behalf of the applicant and their application will be automatically moved to the Withdrawn Application bin.

**How to submit the request:** Navigate to the student's application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.

Copy the “Application Reference ID” and then click “Withdraw Application” in the Application Actions section. The “Withdraw Application” button will only be displayed if the record is eligible to be withdrawn.

## Withdraw Application

Submit the form on the following page. Our system will automatically withdraw the student's application. It will move to the Withdrawn Application bin in the Reader and the applicant will receive an email notifying them their application has been withdrawn at their request.

### Deferral

Fully admitted applicants who have accepted their offer of admission may defer their term of admission, at the discretion of the program, **up to one entire year from their original term of admission or to a term prior to their start term, if any are available**. Applicants who defer will not be charged a deferral fee.

*Example: A Fall 2023 applicant may defer to Winter, Spring, or Summer 2023 (if the term in question has not yet started), Winter 2024, Spring 2024, Summer 2024 or Fall 2024. For terms of admission in Winter 2025 or beyond, they would need to submit a new application.*

1. To be eligible for a deferral the applicant must be fully admitted to the university **and** have accepted their offer of admission for their original term of application.
2. Once the applicant meets the criteria above, they will request a deferral from their program. It is at the program’s discretion to either approve or deny their request for deferral.
3. If the program wishes to accept their request, the program will:
  - a. Issue an official deferral letter. See [Appendix C](#) for a template.
  - b. Wait for the student to formally respond to the deferral offer of admission.
4. If they accept the deferral offer, notify the Division of Grad Studies via the Slate “Deferral Request” form. The Division will process this deferral with no additional steps needed from the applicant or the program.

**How to submit the deferral form:** The deferral form must be submitted no later than 1 week into the term of admission. Navigate to the student’s application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.

Click “Defer Admission.” The “Defer Admission” button will only be displayed if the student has accepted their offer for the original term of admission.

Fall 2023, Admitted Graduate Non-Degree - Unclassified (no major), Application Reference ID - 340308096

Submitted November 21, 2022  
Last updated May 11, 2023

Accepted Offer  
Status: Received

Submitted Date (Pacific Time): November 21, 2022

Payment Date: November 29, 2022

Response Deadline: December 22, 2022

Application Deadline: August 27, 2023

Defer Admission

Revise Status to "Declined"

Submit the form on the following page. The Division will be notified that there is a deferral to process. The typical deferral processing time is 5-10 business days. Deferrals into the next calendar year will not fully process until applications are open for that year.

### Off-Cycle Applications

Most programs only open their application for one term per year (typically Summer or Fall). When a program does not typically accept applications in a given term, but wishes to make an exception for a specific applicant, we call that an "Off-Cycle Application."

The Division encourages programs to be consistent in their criteria for approving/denying a request for an off-cycle application. **Approvals for off-cycle applications should be rare – if they are happening frequently, the program should consider opening their application for multiple terms.** A deferral to an off-cycle term of admission is not considered an off-cycle application and should instead be processed as a deferral.

Note: the process described below is an improved process, different from our original Slate process.

### *Steps for Off-Cycle Application*

#### Applicant

1. The applicant should create a graduate application account in Slate at <https://insight.uoregon.edu/apply> and start an application for their program of interest. They must select their program on the Program of Study page and select any term available on the Term selection page.
2. After completing step one, STOP and will notify their program.

#### Program Staff

3. Log into Slate and find the applicant's in progress application. See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application. Submit an "Off-Cycle Form" for the applicant.
  - a. Click the "Off-Cycle Application" button in the Application Actions section. The button will only be displayed if the application is still in progress (unsubmitted).

**Off-Cycle Application**

4. Submit the form on the next page – you will need to indicate the application term and the application deadline.
5. The system will take 15-30 minutes to update. The applicant will receive an email the next day letting them know that their application term has been updated, their application deadline, and that they need to log back in to complete their application. You can view the text of this email in the appendix in the [Off-Cycle Term Update Confirmation](#) section.
6. Application review proceeds as normal from this step.

### Reapplication

Applicants who wish to reapply for consideration in a different term of admission and who are not being offered a deferral must apply through the standard application process.

### Response Deadline Extension

When your program recommended the student for admission, they provided a date by which the student needed to accept or decline the offer of admission. The program can change this deadline at their discretion.

**How to submit the deadline extension form:** Navigate to the student’s application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.

Click “Response Deadline Extension” button in the Application Actions section. The “Response Deadline Extension” button will only be displayed if the student has a response deadline on file.

## Response Deadline Extension

Submit the form on the following page after providing a new deadline. Our system will automatically extend the student's response deadline to the new date that you selected. This update will take about 15-30 minutes. You can confirm the student's new response deadline by navigating to their application tab and viewing their response deadline listed toward the top left.

### Waiving the Program Supplement

In very rare cases, it is possible for the program to waive their program supplement and/or the recommendation requirement. To do so, follow the steps below:

1. Ask the applicant to complete the entire application with the exception of the program supplement and notify you when complete.
2. Once the applicant has confirmed they have completed the rest of the application, navigate to their record in Slate and click the “Supplement Waiver” button in the Application Actions section.

### Supplement Waiver

3. Submit the form to notify the Division that you’re waiving the requirement for the applicant.

4. Slate will process the waiver immediately and will send an email to the student notifying them that this requirement has been waived. They still will need to complete their application and pay the application fee, if applicable.

### Waiving Recommendations

In very rare cases, it is possible for the program to waive their program supplement and/or the recommendation requirement. To do so, follow the steps below:

1. Ask the applicant to start their application by creating an account, selecting their program and their term of admission.
2. Once the applicant has started the application, navigate to their application record in Slate and click the "Recommendation Waiver" button in the Application Actions section.

### Recommendation Waiver

3. Submit the form to notify the Division that you're waiving the requirement for the applicant.
4. Slate will process the waiver immediately and will send an email to the student notifying them that this requirement has been waived. They still will need to complete their application and pay the application fee, if applicable.

## Slate Basic Navigation

### Logging into Slate

Navigate to <https://insight.uoregon.edu/manage>. Log in with your Duck ID and password.

The Slate home page includes some helpful information customized for our program coordinators. Below the Twitter bar, you'll see a variety of tabs. The first tab is the home page and contains announcements, quick links, program approval form links, query links (reports) and an overview of what you can see on the additional report tabs on the homepage.

Welcome, Hannah.

You have accessed Slate from 2 devices in the past 72 hours. [Details](#) [Your Profile](#) [Supervised Lo](#)

**slate** **INNOVATION FESTIVAL 2023**

Registration now open for the 2023 Slate Summit in Nashville!

- [Slate Innovation Festival](#)
- [Slate on Social](#)
- [Slate Spirit Shop](#)
- [Community Forums](#)
- [Slate Feedback](#)
- [Service Status](#)

- \* [Staff Homepage](#)
- [1 - Reader Homepage](#)
- [Admission Offer Decisions](#)
- [Enrollment Funnel](#)
- [Reader Synopsis](#)

Current as of 11/01/2022 at 01:42:29 PM ET [Refresh](#)

Welcome to Slate	
<p style="text-align: center;"><b>Announcements</b></p> <p>10/27/22: Check out the two new reports available for you to run in the "Reporting (Queries)" section below!</p>	<p style="text-align: center;"><b>Reminders</b></p> <p>For 2023 admissions and beyond, we have some recent policy changes to keep in mind. Please review the links below if you need a refresher.  <a href="#">Submission Timeline for Official Transcripts</a>  <a href="#">English Proficiency Requirement</a></p>
<p style="text-align: center;"><b>Quick Links</b></p> <p><a href="#">Slate Access &amp; Support</a> Submit access requests, report an issue, request technical assistance, and feature requests.</p> <p><a href="#">Reader</a> Used for Application Review and Admission Decisions</p>	<p style="text-align: center;"><b>Training Resources</b></p> <p><b>Staff:</b>  <a href="#">Admissions Handbook for Program Staff</a>  <a href="#">Admissions Videos for Program Staff</a></p> <p><b>Faculty:</b>  <a href="#">Slate Faculty Reader Guide</a>  <a href="#">Slate Faculty Review Video</a></p>

### Slate Applicant Record Overview

By searching for the applicant using the search box, you can pull up their individual Slate record.

*Dashboard tab:* The dashboard shows you a general snapshot of information about the applicant.

1. This shows the tabs you are able to view on the student’s record. The other tabs are described in more detail below.
2. You can locate the student’s UO ID here. It will not show if the student has not yet been assigned a UO ID. UO IDs are assigned within 1-2 business days from application submission.
3. This line shows the most recent application that has been updated. It may be an application you do not have access to, if the applicant is applying to multiple programs.
4. The Activity History section shows you a visual summary of interactions the applicant has had with us via Slate.
5. The Academic History section shows a summary of their reported academic history.
6. You can find the unique Slate applicant ID here.
7. The applicant’s mailing address is located here.
8. The applicant’s primary email is located here.

**Application tab:** There is one application tab per application the student has started. Each application tab shows you a summary of that specific application. You will only see applications that are associated with the program(s) that you have Slate access for. You can create a PDF of the application from this page.

First you’ll see a general summary of the application – the term & program the student applied for, the **unique application reference ID**, the status of the application and the admission decision if the application has an associated decision.

The tab name format is “Term, Program, App Reference ID.” The example below shows an application tab for someone who has an in progress application for the Accounting PhD for Fall 2023 admission.



TEST\_Doright, TEST\_Dudley

- Dashboard
- Timeline
- Fall 2023, Accou...**
- Fall 2023, Busin...
- Profile
- Materials

Fall 2023, Accounting, PhD, Application Reference ID - 721954885

No decision on file.

[In Progress](#)  
Last updated July 6, 2022

After the header, you'll see the Checklist, Materials, Decisions, Review Forms and Activities associated with the application.

Checklist

✗	Unofficial Transcript (Oregon State University)	Awaiting	▼
✓ 04/09/2021	Unofficial Transcript (Seattle University)	Received	▼
✗	<a href="#">Recommendation (Mr Jones, Org)</a>	Awaiting	▼

Materials

Date ▲	Description	Record	User
12/07/2021	GRAD Waiver US Armed Services	This Application	
04/09/2021	Transcript (Copy) Seattle University	Folio	

Decisions

Effective ▲	Decision	Released	Received	User
-------------	----------	----------	----------	------

Activities

Date ▲	Code	Subject	User
04/09/2021	Received	Received: Unofficial Transcript (Seattle University)	<a href="#">(i)</a>

**Checklist:** The checklist shows unofficial transcripts and recommendations. You can see recommendation statuses here as well as the email of the recommender if you click on the recommendation line. Students can send reminders directly to their recommenders. You can view a report that includes recommendations received via the Slate Homepage -

Checklist

✓ 10/08/2022	Unofficial Transcript (Capella University)	Received	▼
✓ 10/08/2022	Unofficial Transcript (University of Hawaii at Manoa)	Received	▼
✓ 10/08/2022	Unofficial Transcript (University of Hawaii: Kapiolani Community College)	Received	▼
✓ 10/11/2022	Recommendation (██████████ University of Hawaii at Manoa)	Received	▼
✓ 10/29/2022	Recommendation (██████████, Pittsburg State University) Submitted on 10/29/2022. Email: ██████████@pittstate.edu	Received	▼
✗	Recommendation (██████████ Kapi'olani Community College)	Awaiting	▼

**Materials:** The materials section shows anything that has been uploaded that is associated with the application. You'll see some duplication with what you see in the checklist. In the materials section you can click on each row and view the document that was uploaded.

Materials

Date ▲	Description	Record	User
10/29/2022	Reference [REDACTED]	<a href="#">This Application</a>	
10/11/2022	Reference [REDACTED]	This Application	
10/08/2022	Resume	This Application	
10/08/2022	Transcript (Copy) Capella University	Folio	
10/08/2022	Resume	This Application	
10/08/2022	Transcript (Copy) University of Hawaii: Kapiolani Community College	Folio	
10/08/2022	Transcript (Copy) University of Hawaii at Manoa	Folio	

**Decisions:** This section shows significant decisions related to the application. The below screenshot shows a student who was offered admission, accepted their offer of admission and then declined.

You can view the decision message associated with each line by clicking on it. The “effective 01/01/2022” only refers to when we made the particular letter template live. Look to the “Released” and “Received” columns to see when the student was notified.

Decisions

Effective ▲	Decision	Released	Received	User	
10/21/2022	Accepted Offer then Declined Deferral Accepted then Declined Admission Offer Letter effectiv...	10/21/2022			
10/21/2022	Accepted Offer Accepted Offer of Admission Letter effective 01/01/2022	10/21/2022			
10/20/2022	Offered Admission Offered Admission Letter effective 01/01/2022	10/20/2022	10/20/2022	seckelbe	

**Review Forms:** This section shows the review forms that have been submitted for this application. In the example below, the student first had a fee waiver request reviewed by the Division, then the program recommended them for admission and lastly the Division formally admitted them.

Review Forms

Date ▼		Bin	User
10/14/2022	Reader - Application Fee Waiver/Discount Review Form	Waiver Request Pending	cjones14
10/20/2022	Reader - Program Recommendation to the Division of Graduate Studies	Program Final Admission Decision	dmason
10/20/2022	Reader - Graduate Studies Review Form	First Review	cjones14

You can click each line to view the details of the review form, including who submitted it.

**Activities:** The bottom section of the application tab shows associated activities related to the account. You'll see some duplication from the previous areas, but the unique items that can be helpful is the payment items.

Once an applicant “submits” their application, they are assessed a “Payment Due” fee for \$70 (domestic) or \$90 (international). An applicant who has a fee waiver will show as having a payment immediately waived after the payment due shows up. An applicant who pays their fee will have a “Payment Received” category. Below are some screenshots of what you might see here.

Applicant submitted and paid:

Activities

Date ▲	Code	Subject	User
10/29/2022	Received	Received: Reference ( ██████████ Pittsburg State University)	(*)
10/11/2022	Received	Received: Reference ( ██████████ University of Hawaii at Manoa)	(*)
10/08/2022	Payment	Payment Received: 70.00 USD	(*)
10/08/2022	Payment	Payment Due: 70.00 USD	(*)
10/08/2022	Received	Received: Unofficial Transcript (Capella University)	(*)
10/08/2022	Received	Received: Unofficial Transcript (University of Hawaii: Kapiolani Community College)	(*)
10/08/2022	Received	Received: Unofficial Transcript (University of Hawaii at Manoa)	(*)
10/08/2022	Source	Gender and Sexuality	

Applicant submitted and had fee waiver applied:

Activities

Date ▲	Code	Subject	User
<a href="#">New Activity</a>			
10/30/2022	Payment	Payment Waived: 70.00 USD	program_appr... (*)
10/30/2022	Payment	Payment Due: 70.00 USD	(*)
10/30/2022	Received	Received: Unofficial Transcript (University of Oregon)	(*)
10/23/2022	Source	Gender and Sexuality	

Applicant submitted, had partial waiver applied and then paid remainder:

Activities

Date ▲	Code	Subject	User
<a href="#">New Activity</a>			
10/25/2022	Payment	Payment Received: 30.00 USD	(*)
10/25/2022	Payment	Payment Due: 70.00 USD	(*)
10/25/2022	Payment	Payment Waived: 40.00 USD	dgs_approval (*)
10/25/2022	Received	Received: Unofficial Transcript ( ██████████ College)	(*)
10/24/2022	Received	Received: Unofficial Transcript ( ██████████ College)	(*)
10/24/2022	Received	Received: Reference ( ██████████, United States Navy)	(*)
10/24/2022	Received	Received: Reference ( ██████████ )	(*)
10/24/2022	Received	Received: Unofficial Transcript ( ██████████ ty)	(*)
10/23/2022	Source	Gender and Sexuality	

Applicant has not yet submitted:

Activities

Date ▲	Code	Subject	User
<a href="#">New Activity</a>			
10/31/2022	Received	Received: Reference ( ██████████ University of Utah)	(*)
10/27/2022	Received	Received: Reference ( ██████████ University of Utah)	(*)
10/24/2022	Received	Received: Unofficial Transcript (University of Utah)	(*)
10/24/2022	Received	Received: Unofficial Transcript (Salt Lake Community College)	(*)

*Profile Tab:* The profile shows similar information to the dashboard tab but also includes a menu on the right that allows you to see a full academic history and full list of tests taken, sorted by date.



Test\_Cat, Test\_Emme

- Dashboard
- Fall 2023, Germa...
- Profile**
- Materials

Biographic

Test\_Emme Test\_Cat

Female  
Born 03/10/2021, age 1

Address

1219 University Of Oregon  
Eugene, OR 97403-1205

Contact

Email [seckelbe@uoregon.edu](mailto:seckelbe@uoregon.edu)

Academic History

University Of Kent  
Dance  
GPA 4 / 4.0  
Canterbury, United Kingdom

University of Oregon, Bachelor of Arts, 06/2022  
Vocal Performance  
GPA 0 / 0.0 ( / 4.0)  
Eugene, OR



Test\_Cat, Test\_Emme Applicant 114709721

- Dashboard
- Fall 2023, Germa...
- Profile**
- Materials

Name	Major	Degree	Type	From	To	
University Of Kent	Dance		Undergraduate	01/01/2021	04/01/2024	<a href="#">Overview</a> <a href="#">Biographical</a> <a href="#">Contact / Address</a>
University of Oregon	Vocal Performance	Bachelor of Arts	Undergraduate	07/01/2018	06/01/2022	<b>Schools</b> <a href="#">Scores</a> <a href="#">Jobs</a> <a href="#">Courses</a> <a href="#">Interests</a> <a href="#">Sports</a>



Test\_Cat, Test\_Emme Applicant 114709721

- Dashboard
- Fall 2023, Germa...
- Profile**
- Materials

Date	Type	Scores	Status	
04/05/2021	IELTS	Overall Band Score: 7	Self-Reported	<a href="#">Overview</a> <a href="#">Biographical</a> <a href="#">Contact / Address</a>
04/03/2022	TOEFL - Intern...	Total: 88	Self-Reported	<b>Schools</b> <b>Scores</b> <a href="#">Jobs</a> <a href="#">Courses</a> <a href="#">Interests</a> <a href="#">Sports</a>

## Prospects, Inquiries and Applicants

When you view each user record, the top right side will show you the stage of the admissions funnel that the person is in.

*Prospect:* These records have never interacted directly with Slate. They came into Slate on a recruitment list. For example, each fall the Division of Graduate Studies receives a national list of [McNair Scholars](#) participants and [National Name Exchange \(NNE\)](#) participants. The Division loads these students into Slate as prospects and associates them with the programs relevant with their areas of interest.

*Inquiry:* This person has reached out to us and the interaction was logged in Slate. This could be through a Request for Information Form, Event Attendance, a program waiver requested by the program, or other interactions such as email. These options will be further developed in Slate this academic year. They will be viewable to programs they have indicated interest in.

The screenshot displays a user profile for 'TEST\_Inquiry, TEST\_Prospect' with ID 145125870. The profile is categorized as an 'Inquiry'. The page includes a navigation menu with 'Dashboard', 'Timeline', 'Profile', and 'Materials'. The 'Biographic' section shows the user was born on 06/01/2020, age 2. The 'Activity History' section shows a timeline from 7/6/2022 to 7/12/2022 with a legend for Interaction, Event, Login, Email Sent, Email Opened, and Email Clicked. The 'Academic History' section lists the 'University of Oregon' in Eugene, OR, with a Geomarket of 'OR-04 Southern Valley'. On the right side, there are options to 'Connect' via email (seckelbe@gmail.com), 'Tags' (Opt Out, Test Record), and 'Status History' (07/06/2022 Inquiry).

*Applicant:* Records with applicant status have started at least one application. There is a chance that you may see a record listed as an applicant who is visible to you because they are a prospect or inquiry but they have applied to another program that you do not have access to see.

slate Hannah Schneider-Lynch Search...

TEST\_Daffy, TEST\_Duck **Applicant** 008242002

Dashboard | **Timeline** | Unknown Term, Un... | Fall 2023, Biolo... | Fall 2023, Accou... | Fall 2023, Indig... | Fall 2023, Creat... | Fall 2023, Preve... | Summer 2023

Biographic  
 Born 09/01/2020, age 1  
 Foreign National, Taiwan

Asdfa  
 NM-01 Albuquerque & Northern New Mexico

Unknown Term, Unknown Prog, Application Reference ID - 784770063

Started 07/11/2022

Activity History

123J Khadfkhahdsf  
 Asdfa, 87594

Connect  
 Email [seckelbe@uoregon.edu](mailto:seckelbe@uoregon.edu)  
 Phone +1 541-346-1287

Tags  
 Opt Out | Test Record

### Record Timeline

The Timeline tab tracks activities and interactions for the constituent record. The Timeline tab includes four sections: Timeline, Interactions, Audit Log, and Campaigns.

slate

TEST\_Thefrog, TEST\_Kermit Rule execution successfully queued 2m ago. [Preview pending actions](#)

Dashboard | **Timeline** | Profile | Materials

Dashboard - Personal record Dashboard Tab

UO ID:

Prospect | Inquiry Data

<b>Anticipated Start Year</b> 2024	<b>Degree Level of Interest</b> Master's	<b>Program(s) of Interest</b> Advertising and Brand Responsibility, MA Journalism, MS Strategic Communication, MS
---------------------------------------	---	--

The Timeline section provides a chronological history of interaction events (such as form submissions and message history) that have taken place on the constituent record. A graph displays the volume of interactions across the history of the constituent record.

There are three sections that make up the timeline: Interactions, Audit Log, and Campaigns.

Dashboard **Timeline** Profile Materials

09/27/2013 09/28/2023

**Timeline**  
Interactions  
Audit Log  
Campaigns

2023 Sep 2023 Sep 2023 Aug 2023 Aug 2023 Aug 2023 Aug 2023 Jul 2023 Jul

2023 September

**New Interaction**

09/26 2:12:01 PM	Message Bounced	Registration Confirmation: Information Session: Advertising and Brand Responsibility
09/26 2:12:01 PM	Message Bounced	Registration Confirmation: Information Session: Journalism
09/26 2:12:01 PM	Message Bounced	Registration Confirmation: Information Session: Strategic Communication
09/26 2:04:48 PM	Sent Message	Registration Confirmation: Information Session: Immersive Media Communication
09/26 2:04:48 PM	Sent Message	Registration Confirmation: Information Session: Strategic Communication
09/26 2:04:47 PM	Sent Message	Registration Confirmation: Information Session: Multimedia Journalism

## Interactions

Interactions on student records are tracked both within Slate and externally. For example, a prospective student might fill out a Request for Information form or sign up for an event using forms built in Slate. Additionally, a prospective student might visit or make a phone call to the office.

As students continue to interact with the Division, additional interactions and messages will populate. Message and Source are two standard interaction codes that automatically populate the Interactions tab. Manual interactions can also be added to a record.

## Adding Interactions to a Record

slate

TEST\_Thefrog, TEST\_Kermit

Dashboard **Timeline** Profile Materials

**Interaction**

User: Swartz, Holly

Code: [Dropdown]

Date: 09/27/2023 Time: 11:13:03 AM

Subject: [Text Field]

Private Comments: [Text Area]

Public  Post to online status (includes subject and public comments)

Save Cancel

Date	Code	Subject
<b>New Interaction</b>	1	
09/26/2023	Message	Registrat
09/25/2023	Message	Registrat
08/11/2023	Message	Confirme
08/11/2023	Source	Cancelle
08/07/2023	Source	Universit

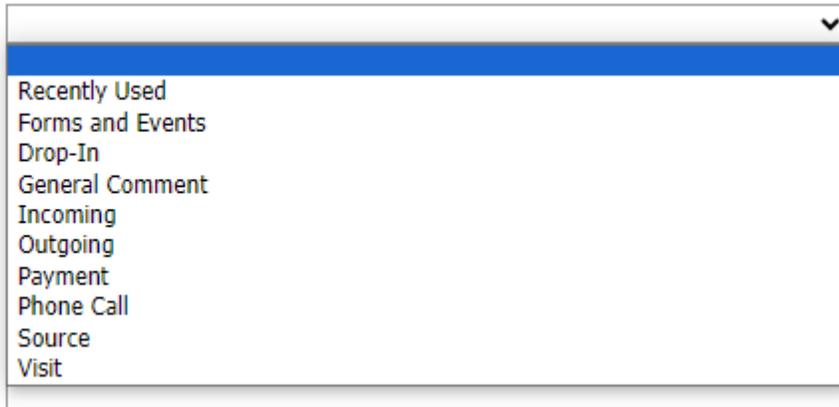
1. Click New Interaction.
2. Choose the appropriate Code from the dropdown menu.

Code

Date

Subject

Private Comments



A dropdown menu is open, displaying a list of subject options. The options are: Recently Used, Forms and Events, Drop-In, General Comment, Incoming, Outgoing, Payment, Phone Call, Source, and Visit. The 'Recently Used' option is highlighted with a blue background. The dropdown menu is positioned to the right of the 'Subject' label.

3. Add a Subject (Can be seen in Public Comments)\*\*
4. Add comments to the Private Comments box.
5. Click Save

### Public Comments\*\*

Please be aware that if the Public box is checked, all comments typed in the Public Comments box as well as the Subject line will appear on the student's Status Page.

Public

Post to online status (includes subject and public comments)

Public Comments



An empty rectangular text box for entering public comments.

Save

Cancel

## Audit Log

The Audit Log provides a chronological list of changes made against the record. Audit events include custom fields being set or unset, address and contact information updates, and query executions. The user or rule that initiated the event appears along with details of the audit event.

The screenshot displays an Audit Log interface. On the left, there are two sections: '2022 Sep' and '2022 Aug'. Each section contains a list of audit events with columns for date and time, event type (e.g., Record Access, Field Set, Field Unset, Audit Event), and event details. On the right side of the interface, there is a vertical menu with four options: 'Timeline', 'Interactions', 'Audit Log', and 'Campaigns'. The 'Audit Log' option is highlighted with a red rectangular border.

Date	Time	Event Type	Event Details	Source
09/19	9:31:19 AM	Record Access		
09/07	2:46:08 PM	Field Set	Velocity Score 1 set to 0.08	
09/07	2:46:08 PM	Field Unset	Velocity Score 1 unset from 0.05	
2022 Aug				
08/30	1:23:35 PM	Field Set	Velocity Score 1 set to 0.05	Velocity Score 1
08/30	1:23:35 PM	Field Set	Engagement Score set to 10	Engagement Score
08/30	1:23:35 PM	Field Unset	Engagement Score unset from 8	
08/30	1:23:35 PM	Field Unset	Velocity Score 1 unset from 0.01	
08/17	5:14:08 AM	Audit Event	Mailing Address Deleted	
08/15	4:18:03 PM	Audit Event	Pledged: 05/20/2022 \$0.00 Pledge Updated	
08/12	11:37:54 AM	Audit Event	Rules Force Processed	Technolutions Support
08/12	11:37:42 AM	Field Set	Engagement Score set to 8	Engagement Score
08/12	11:37:42 AM	Field Unset	Engagement Score unset from 10	
08/12	11:30:00 AM	Audit Event	Population Removed - LYBUNT Donors	
08/12	11:30:00 AM	Field Set	Velocity Score 1 set to 0.01	Velocity Score 1
08/12	11:30:00 AM	Field Unset	Velocity Score 1 unset from 12.43	
08/12	10:37:53 AM	Field Set	Velocity Score 2 set to 96.3	Velocity Score 2
08/12	9:24:31 AM	Field Set	Velocity Score 1 set to 12.43	Velocity Score 1
08/12	9:24:30 AM	Field Unset	Velocity Score 1 unset from 12.86	
08/12	9:13:27 AM	Field Set	Velocity Score 1 set to 12.86	Velocity Score 1
08/12	9:13:27 AM	Field Unset	Velocity Score 1 unset from 13.08	
08/12	8:47:40 AM	Audit Event	Rules Force Processed	Technolutions Support
08/12	8:47:24 AM	Field Set	Velocity Score 1 set to 12.08	Velocity Score 1

## Campaigns

The Campaigns section lists any Deliver campaigns in which the constituent record is included. The campaign list can be filtered by date and specific campaigns from the select list on the upper-right of the display. Click **Refresh** to update the list of campaigns after changing the dates or selecting a specific campaign.

08/31/2022 11/29/2022 [Dropdown] Refresh

>= 8/31/2022  
Mon, Tue, Wed,  
Thur, Fri, Sat, Sun;  
Afternoon

[Day 0 Mailing](#)  
Thank You!  
Population Restriction

Running/Ongoing   
Preview  
Check Logic

- [Timeline](#)
- [Interactions](#)
- [Audit Log](#)
- Campaigns**

[Set Default Tab](#)

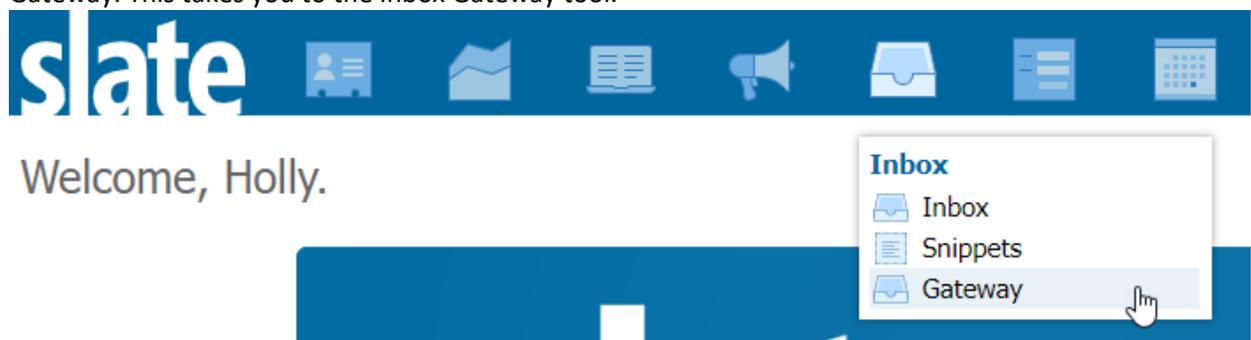
## Slate Communications

### Inbox Gateway

Slate Inbox Gateway is a way to associate email messages with a Slate record, regardless of the external email client you are using (Gmail, Outlook, etc). Especially for messages being sent and/or received outside of Slate (in the case of a personal email address, for example), the Inbox Gateway allows selected messages to be added to the appropriate record in Slate.

### To set up an Inbox Gateway

1. Go to the Inbox icon  at the top of the Slate page. On the menu dropdown select Gateway. This takes you to the Inbox Gateway tool.



2. Select Connection Instructions. A popup will appear.
3. Copy the email address and add it to your email address book. The email address in the dialog is unique to each user. For this reason, each user should retrieve their own Slate Gateway email address.
4. Paste the copied unique email address into the BCC line of your email when replying or forwarding a message.

#### **Important!**

The forwarding address should be kept private; do not include the email address in the To or CC lines when replying to the student.

5. Be sure to check the Inbox >> Gateway tool to review messages forwarded to your personal Email to the Slate Gateway forwarding address. Messages that do not auto-match to a person record can be assigned, allowing them to appear on the Timeline tab of the associated record.

## Slate Graduate Program Application Customizations

### Customizations Offered

- Terms of Admission
- Deadlines by Term
  - Option to set priority, final, and extended deadlines
- Program Supplemental Tab (On/Off, programs decide whether to use a Slate based supplement and provide custom questions and answers as needed on a yearly basis.) On means the program has a custom program supplement.
- Faculty advisor Tab (On/off, programs decide whether to use this tab and if using it provide names of faculty and number of faculty that an applicant can select.)
- Recommendation (On/off, number of recommendations required, custom message to students/recommenders, additional questions for recommenders). On means the program is using recommendations in Slate.
- Portfolio tab (On/off)
- Employment tab (On/off)
- Reader access (the access usually granted to faculty for the purpose of application review)
- Customize text on [Graduate Academic Programs DGS website](#).

### Annual Updates

Programs have the ability to customize portions of the application to meet their needs. Each summer, programs will be able to submit requests for changes to their application for the next admission cycle. They can set application deadlines, update their program information, request faculty reader changes and modify their program supplement. These updates take place in the [Program Management Portal](#). Instructions will be sent out each summer with details and deadlines for this process.

### Ongoing Updates

Programs can use their [Program Management Portal](#) to update staffing, extend deadlines and edit their program listing on our website throughout the year.

# Application Review and Admission Decisions

## Decision Process Summary

### Application Review Flow

The majority of the application review process takes place within the [Slate Reader](#). Instructions on navigating the Reader and performing Reader-based tasks are detailed in the next section.

Program-level application review process usually starts with a preliminary review conducted by a staff member, DGS, or admission chair. They notify the faculty review committee that applications are ready to review. Faculty conduct a review and then make recommendations to the chair or DGS. (See [Faculty Application Review](#) for more details.) Final decisions are made by the person with that level of authority and then the Graduate Coordinator or someone in a similar position submits the decisions in Slate.

Next, applications move automatically to the appropriate bin, depending on the selection made by the staff member. Applicants who are offered admission move to the Division of Graduate Studies Review bins and are checked to make sure the applicant meets minimum criteria for admission. If there are any issues, program staff become involved again and submit petitions.

Once a final decision has been confirmed the application moves into the **Final Decision** bins for eventual archiving by the Division.

### Slate Decision Statuses and Reasons

We use “Decision Codes” in Slate to track where an application is in the review process and to prompt actions on the record. Decisions can also have an associated reason, which helps us track in more details related to their decision.

You can view decisions in various places in Slate:

- On the application record itself:

Test\_1, Test\_App

Dashboard	Timeline	Fall 2024, Accou...	Fall 2024, Accou...	Profile	Materials
-----------	----------	---------------------	---------------------	---------	-----------

Fall 2024, Accounting, PhD, Application Reference ID - 149216399

Submitted April 17, 2024  
Last updated April 18, 2024

No decision on file.

Submitted Date (Pacific Time): April 17, 2024

Application Deadline: January 19, 2024

- In queries and reports that pull in the decision status:

### Admission Offer Decisions

Output:

[Export](#)

Rows 1-100 of 4,700 [Prev](#) [Next](#)

UO ID	Applicant First Name	Applicant Last Name	Applicant Email	Term	Program	Response Deadline	Decision	Decision Reason	Decision Date
				Fall 2024	Accounting, MActg	03/08/2024	Declined Offer		03/08/2024
				Fall 2024	Accounting, MActg	03/22/2024	Accepted Offer		03/07/2024
				Fall 2024	Accounting, MActg	01/15/2024	Accepted Offer		10/26/2023
				Fall 2024	Accounting, MActg	03/22/2024	Accepted Offer then Decl...	Deferral	03/13/2024
				Fall 2024	Accounting, MActg	01/15/2024	Accepted Offer		10/13/2023
				Fall 2024	Accounting, MActg	01/15/2024	Accepted Offer		12/26/2023
				Fall 2024	Accounting, MActg	02/23/2024	Accepted Offer		01/29/2024
				Fall 2024	Accounting, MActg	02/05/2024	Accepted Offer		01/16/2024
				Fall 2024	Accounting, MActg	03/30/2024	Declined Offer		03/27/2024
				Fall 2024	Accounting, MActg	03/22/2024	Accepted Offer		03/05/2024
				Fall 2024	Accounting, MActg	03/22/2024	Accepted Offer		03/04/2024
				Fall 2024	Accounting, MActg	01/15/2024	Accepted Offer then Decl...	Deferral	11/21/2023
				Fall 2024	Accounting, MActg	04/29/2024	Accepted Offer		04/14/2024
				Fall 2024	Accounting, MActg	01/08/2024	Accepted Offer		12/13/2023

- In the Reader when you click on the applicant's name in the top left:

slate

114709721 Test\_Cat, Test\_Emme Fall 2024, Accounting, PhD, Applicatio...

[Lookup Record](#)

[Read in New Window](#)

[Show New Materials Report](#)

[Edit Bin/Queue](#)

[Download PDF](#)

Decision	Confirmed	Released
Offered Admission	02/02 11:45 AM	02/02 11:45 AM
Accepted Offer	03/01 02:18 PM	03/01 02:18 PM

Application	Status	Submitted
2023 GR		06/22/2023
2023 GR		02/21/2023

Eugene  
OR  
United States  
OR-04 Southern Valley

Total	Score 1
7	(Listening)
88	(Listening)

Each code and reason is described below.

#### *No Decision on File/Blank Decision in Report*

If you do not see a decision associated with a particular application, it is because no decision exists. On the application tab it will show as “No decision on file” and in reports it will show as a blank cell.

#### *Accepted Offer*

Applications in this status are applicants who have accepted their offer of admission for the current program.

Accepted offer “reasons:”

- Reason is blank: standard application where the student accepted their offer via their status portal.
- Concurrent: student is adding this program to an additional UO graduate program that they are already pursuing or will be by the time they start this program.

- Deferral: student initially applied for a prior term and deferred to this term.

#### *Accepted Offer then Declined*

Applications in this status are applicants who initially accepted their offer of admission and then declined it.

Accepted Offer then Declined “reasons:”

- Deferral: student was offered a deferral and chose to defer.
- Did not Matriculate: student accepted their offer and never got back to us saying they had changed their mind, but they did not matriculate in their first term of admission. The division manually marks these as did not matriculate.
- Program Reported: student accepted their offer and then changed their mind. Student notified the program and the program notified Slate by submitting a ‘Revise Status to “Declined” Form.’

#### *Admission Rescinded*

A rarely used status indicating that the student was offered admission and the admission was subsequently rescinded. Programs would need to work with the Division to determine whether it is possible to rescind a given offer of admission.

#### *Declined Offer*

Applications in this status are applicants who have declined their offer of admission.

Declined Offer “reasons:”

- Reason is blank: student logged into their Slate application portal and declined their offer of admission.
- Program Reported: student missed their response deadline and the program reported them as having declined their offer of admission.
- Response Deadline Missed: student missed their response deadline and the Division updated the record to this status once the term started.

#### *Denied Admission*

Applications in this status have been denied admission by the program or, in rare cases, by the Division if the applicant did not meet minimum admission requirements.

- Reason is blank: normal denial situation.
- Offered Masters: applicant was denied at the doctoral level but the program has notified the Division that they are offering admission at the master’s level. The Division will have created a new application for the master’s level.

#### *Duplicate App (Delete)*

Applications will only be in this status briefly prior to deletion. Sometimes applicants start multiple applications for the same term and program for which they have already submitted an application. We delete the additional unsubmitted applications to prevent students from applying twice. An application in this status will be deleted shortly.

### *Offered Admission*

Applications in this status have been formally offered admission by both the program and the Division. The student can now log into their status portal to make a decision whether to accept or decline the offer.

### *Prog Rec Admit: App Declined*

Applicants in this status were recommended admission by the program but declined their offer prior to the Division formally admitting them. Applicants in this status will be in the “Withdrawn Application” reader bin but programs can use this status distinction to track the fact that they did offer admission even though the admission wasn’t formalized.

### *Program Recommended Admission*

Applicants in this status have been recommended admission by the program but have not yet been formally admitted by the Division. They are unable to accept or decline their offer of admission in this status via their status portal.

### *Withdrawn (Submitted)*

Applications in this status are applicants who submitted and paid for their application but requested to no longer be considered for admission prior to the program making a recommendation to admit or deny. The program updates Slate by submitting a “Withdraw Application” form.

### *Withdrawn (Unsubmitted)*

Applications in this status are applicants who started an application and prior to submitting and paying requested to no longer be considered as a prospective applicant for that program and term. The program updates Slate by submitting a “Withdraw Application” form.

## Slate Reader Navigation

### Navigate to the Reader

The Reader is the place where applications are reviewed, petitions are submitted, and decisions are recorded.

*Important note:* Some processes run automatically in the background of Slate using something called “Rules.” Rules are updated every 15 minutes. Occasionally you may see something stay in a bin that you expected it to move out of. Wait 15 minutes and it should move automatically!

To navigate to the reader, from the main part of Slate, click the Reader icon at the top of the page or navigate directly to <https://insight.uoregon.edu/manage/reader/>. Click the right button, “Graduate Admission Applications.”

We recommend bookmarking the direct link to the Browse section of the Reader:

<https://insight.uoregon.edu/manage/reader/?r=%2fmanage%2freader&b=04d42193-df5a-486c-955e-893288fdaac0&tab=browse>

The home page shows a list of tabs on the left and provides some tips about navigating with a mouse or keyboard on the right.

The screenshot shows the Slate Reader interface. At the top left, the word "slate" is displayed in a blue box, followed by "Hello," in a grey box. Below this is a vertical navigation menu with the following items: Home (highlighted in blue), Browse, Search, Queue, Recent, Share, Help, and Exit. To the right of the menu is a "Slate Reader" help panel with a green border. The panel contains the following text:

**Slate Reader**

**Navigating the Interface**

Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in Slate Reader to help you move through records quickly.

**Using the Mouse**

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

**Using the Keyboard**

- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/-:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Shift + H:** toggle highlight remover
- **H:** toggle highlighter
- **N:** toggle note editor
- **Q:** toggle display of queue
- **R:** toggle display of Review Form / Send to Bin
- **S:** toggle display of search
- **Esc:** close open panels, return to first section

## Reader

The reader has a variety of areas for you to navigate.

### *Browse Tab*

This tab shows all of the bins associated with the graduate application workflow. The number in the bottom right hand corner of each bin shows you how many applicants are currently in that bin. You will only see applicants that are associated with your program(s) counted in each bin. The Graduate Admission Applications workflow consists of four columns (applicant stages) with multiple bins. Applications move from the top bins to the bottom bins and from the left columns to the right columns. You can click each bin to see a detailed list of applications in that bin.

Graduate Applications			
Pre-Submission	Program Review	Division of Grad Studies Review	Final Decision
Application in Progress 2542	Program Review 3214	First Review 1	Admitted 94
Waiver Request Pending 4	Program Final Admission Decision 383	Pending - Program Approval 4	Concurrent 1
Waiver Request Denied 122	Waitlist (Non-Final Decision) 0	Pending - DGS Approval 0	Deferred 1
Waiver Request Approved 141	Incomplete (Non-Final Decision) 0	Ready for Re-Review 0	Denied 3
Program Initiated Waiver Approve 47			Withdrawn Application 45
Intl Need-Based Approved 1			Incomplete Application 0
Intl Need-Based Denied 1			

### Pre-Submission Bins

Any apps in this bin have not yet been submitted and are not ready for program review.

- Application in Progress:** Application is in progress (not submitted)
- Waiver Request Pending:** Applications in this bin have an associated Division level fee waiver or discount request that has not yet been reviewed. Requests are reviewed within 5 business days.
- Waiver Request Denied:** Applications in this bin had requested an app fee waiver or discount but the request was denied because the applicant did not qualify for the particular waiver. The applicant has been notified via email.
- Waiver Request Approved:** Applications in this bin had requested and were approved for an app fee waiver or discount. The applicant has been notified via email.
- Program Paid Waiver Approved:** Applications in this bin were approved for a program paid waiver.
- Program Initiated Waiver Approved:** Applications in this bin have received program approval for a waiver. The applicant has been notified via email.
- Intl Need-Based Approved:** Applications in this bin were approved for an international need-based waiver by their program. The applicant has been notified via email.
- Intl Need-Based Denied:** Applicants in this bin had an international need-based waiver request submitted for them, but it was denied due to the program having already met their one international waiver per year quota.

\*Remember, you should think of bins as holding areas for the applications. An application that once was in the Program Paid Waiver Approved bin can move on after it's submitted and will no longer show there. For a comprehensive list of program paid waivers, you will need to run a [Program Paid Fee Waivers](#) query.

### Program Review Bins

1. **Program Review:** Applications in this bin are ready for faculty review.
2. **Program Final Admission Decision:** Applications in this bin are ready for program admission staff to make recommendations for admission to the Division.
3. **Waitlist (Non-Final Decision):** Applications move here if program staff indicate the applicant is waitlisted in the review form in the bin above. They can then make a final admission recommendation from this bin.
4. **Incomplete (Non-Final Decision):** Applications move here if program staff indicate the application is incomplete in the review form in the bin above. They can then make a final admission recommendation from this bin or leave it until the end of the admission cycle.

### Division of Grad Studies Review Bins

1. **First Review:** Applications in this bin have been recommended admission by the program but have not yet been reviewed by the Division.
2. **Pending – Program Approval:** Applications in this bin need additional program level follow up. The applicant does not meet the English Language Proficiency Requirement and/or they are being recommended for admission at the same degree and major they have already earned at another institution.
3. **Pending – DGS Approval:** Applications in this bin are awaiting Division review.
4. **Ready for Re-Review:** Applications in this bin are awaiting Division re-review.

### Final Decision Bins

1. **Admitted:** Applicants in this bin were offered admission by their program and officially admitted by the Division.
2. **Concurrent:** Applications in this bin are being processed as concurrent degree seeking students.
3. **Deferred:** Applicants in this bin were offered admission, accepted their offer of admission and were then approved by their program to defer their admission.
4. **Denied:** Applicants in this bin were denied admission.
5. **Withdrawn Application:** Applicants will move to this bin if the program notifies the Division that the applicant no longer wants to be considered for admission before they have received an admission decision from the program.
6. **Incomplete Application:** Applicants who are in the “Incomplete (Non-Final Decision)” bin will move to this bin after the term of admission has passed.

### Search Tab

This tab allows you to search for a particular application using the box on the right. As you type, records will begin to filter down.

The screenshot shows the Slate application interface for 'Graduate Admission Applications (1)'. The interface includes a search bar on the right with the text 'test\_daffy' entered. Below the search bar is a dropdown menu set to 'All Bins'. The main table displays one record with the following details:

Record	Bin Column	Bin	Date in Bin	Major	Term	Decisi...	Decisi... Reason
TEST_Daffy, TEST_Duck ▶ Christina Jones, Sky Seymour	Final D...	Deferred	05/04/...	Accoun...	Summ...	Accept...	Deferral

## Queue Tab

This view shows all applications currently in your queue.

Removing an Individual Application from your Queue:

Open the application and then click “Remove from Queue.”

The screenshot displays the Slate application interface for a student named Uat\_Test, Kelsey\_TEST. The interface includes a sidebar with navigation options like Dashboard, Program Final, Program of Stu..., Demographics, Academic Hist..., Transcripts, Test Scores, Program Suppl..., Supporting Do..., and Recommendati... The main content area is titled "Student Info" and shows personal details such as Name, Race/Hispanic, Birthdate, Pronouns, City, State, Country, and Geomarket. Below this is a "Tests" table with columns for Type, Subtype, Date, Total, Score 1, Score 2, Score 3, and Status. The "Schools" section follows, with columns for Name, Degree, Confer Date, Location, and Major. At the bottom, there are buttons for "Remove from Queue", "Annotations", and "Review Form / Send to Bin".

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Status
GRE		01/04/2020		11 (Verbal)	1 (Quantitative)	1 (Analytical Writing)	Self-Reported

Name	Degree	Confer Date	Location	Major
Harvard College	Doctoral Degree	2023-04-01	Cambridge, MA, United States	
University of Oregon	Bachelor of Accounting	2021-01-01	Eugene, OR, United States	

Adding an Individual Application to your Queue:

Find the application by using the browse or search feature. Click the two papers icon on the right. . This will open up the application. Then, select “Add to Queue” and click OK when the pop up asks if you want to add the application to your queue.

**slate** 124463609 Test\_Dept, Test\_Actg (Accounting, PhD) Fall 2023, Accounting, PhD, Applicatio... Search...

**Student Info**

**Name:** Test\_Dept, Test\_Actg (Accounting, PhD) **City:**  
**Race/Hispanic:** / Unknown **State:**  
**Birthdate:** 01/01/2020 **Country:**  
**Pronouns:** **Geomarket:**  
**Contact:** [actg\\_phd@uoregon.test](mailto:actg_phd@uoregon.test)

**Tests**

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Status
There are no test scores to display for this record.							

**Schools**

Name	Degree	Confer Date	Location	Major
Massachusetts Institute of Technology	Graduate Specialization	2019-01-01	Cambridge, MA, United States	
Oregon State University	Bachelor of Business Administration	2023-06-01	Corvallis, OR, United States	

Add to Queue    Displaying Copy

insight.uoregon.edu says

Do you want to add this application to your queue?

OK    Cancel

**Recent Tab**

This tab shows the recent records you have accessed and can be used to quickly navigate back to them.

*Exit Tab*

Clicking “Exit” will prompt you to confirm you want to exit the reader and go back to the main Slate portal.

To navigate back to the main Reader dashboard from an individual application, click the “slate” icon in the top left.

**slate** 478353990 Uat\_Test, Student Info

**Name:** Uat\_  
**Race/Hispanic:** / Unl  
**Birthdate:** 01/0  
**Pronouns:**  
**Contact:** [test@](mailto:test@)

Dashboard  
 Program Final ...  
 Program of Stu...  
 Demographics

## Faculty Application Review

Program staff typically have the responsibility of guiding their faculty through the application review process.

We highly recommend reviewing the [Faculty Slate User Guide](#) and [Training Videos](#) as well as pointing faculty to these resources for their own review. Program staff typically have the responsibility for assisting faculty through the application review process. The resources below will help you navigate this process. Many programs customize the application review process to fit their needs, which means that we cannot provide you with exact details on how to manage this process.

### *Faculty Application Access*

Each summer the Division will request any updates to the list of faculty who need access to admissions applications for their program(s). No applicants will be automatically assigned faculty queues.

### *Adding New Faculty to Slate Mid-Cycle*

Our expectation is that programs provide us with a complete list of faculty who need to view applications prior to the admission cycle opening up. However, we understand that sometimes faculty are hired or leave in the middle of the year. You can view the faculty who have access to your program by navigating to the [Program Management Portal](#) (linked on your [Slate home page](#)). You can also request to remove or add faculty access from your management portal throughout the year. We guarantee processing of these requests within 5 business days, so it is important to verify your Readers prior to the start of application review.

## Manage Slate Reviewers and Staff

### Application Reviewers

The faculty and staff listed below will have access to review applications in Slate. Click the button below to add a new application reviewer or click on a reviewer's name to edit an existing reviewer.

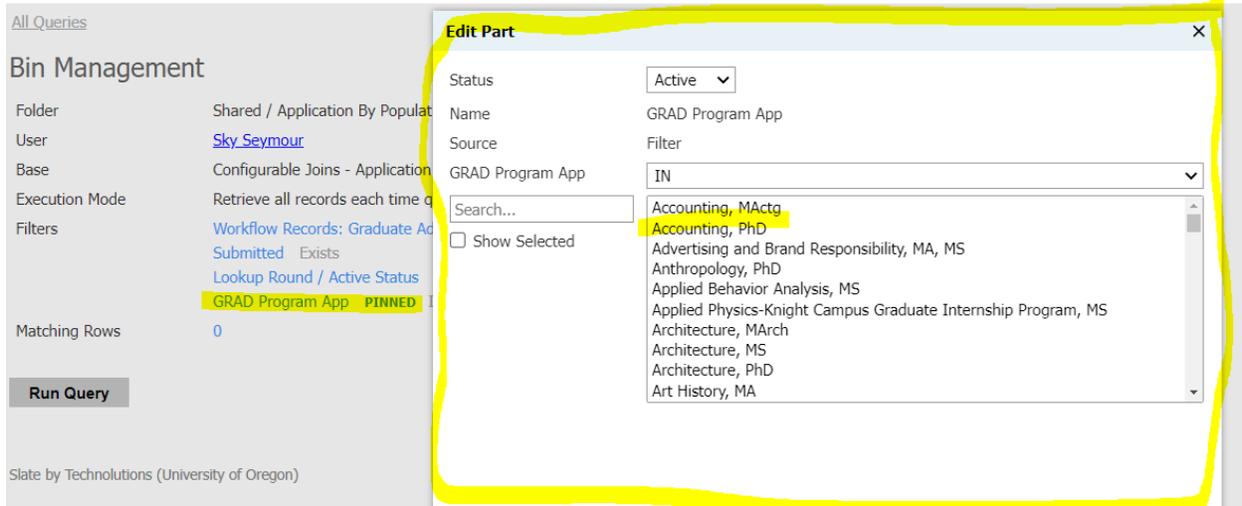


Reviewer Name	Role	Active
Jill	Program Staff (Admissions) Reader	Yes
Ra	Reader	Yes
Ka	Reader	Yes
CJ	Reader	Yes
Ell	Reader	Yes
Ric	Reader	Yes

### *Additional Steps for Faculty Review*

If you would like to assign applications to individual faculty member's queues, you can use the bin management query.

1. Navigate to your [Slate homepage](#) and click the link for "Bin Management."
2. Click on the "GRAD Program App PINNED IN" filter and a window should appear. From the list of programs, select the program you are working with.



3. Click Save
4. Click Run Query
5. From the Output drop-down menu, select "Bin" and click "Export"

## Bin Management



6. From the Workflow drop-down menu, select Graduate Admission Applications
7. From the Bin Action drop-down menu, leave it set to "leave current"
8. From the Queue Action drop-down menu, select Add Readers
9. Type in the name(s) of the reader(s) in the Add Reader section. Faculty should start auto-suggesting once you have typed a few letters.
10. Select the appropriate record(s) displayed in the table below and click on the Update Selected button.

## Admission Decisions

Applications are reviewed within the [Slate Reader](#).

Program Review	3773
Program Final Admission Decision	643
Waitlist (Non-Final Decision)	2
Incomplete (Non-Final Decision)	1

Admission decisions are made from the **Program Final Admission Decision** bin or the **Waitlist Final Admission Decision** or **Incomplete (Non-Final Decision)** bins.

A program representative with “Admissions – Program Staff” access will use this bin to submit an admission decision for each applicant using the “Reader – Program Recommendation to the Division of Graduate Studies” form.

### Preparing Applications for Decisions

Before you can fill out the review form, you will need to follow the steps below to move applications from the **Program Review** bin into the **Program Final Admission Decision** bin.

1. Navigate to your [Slate homepage](#) and click the link for “Bin Management.”

<b>* Staff Homepage</b>	1 - Reader Homepage	Admission Offer Decisions	Enrollment Funnel	Reader Synopsis
-------------------------	---------------------	---------------------------	-------------------	-----------------

Current as of 11/02/2022 at 06:44:21 PM ET

### Welcome to Slate

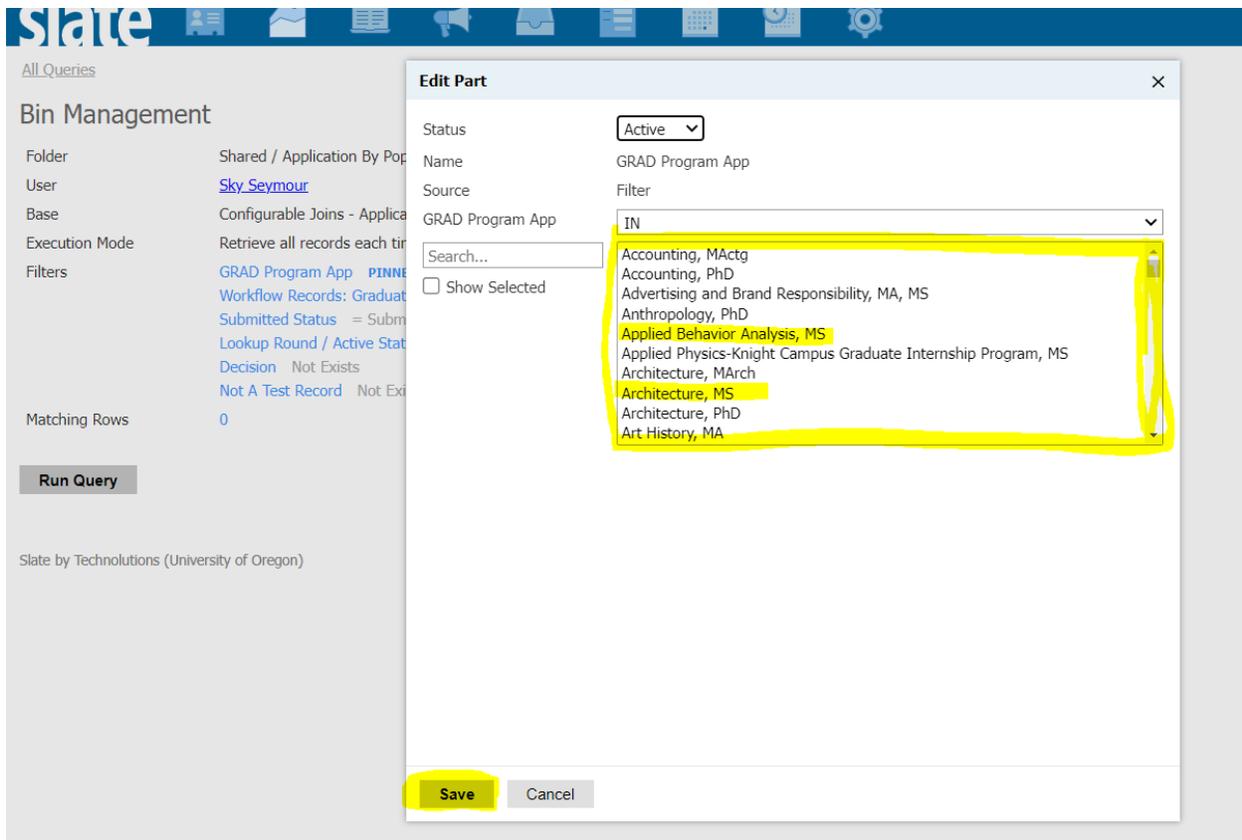
<p style="text-align: center;"><b>Announcements</b></p> <p>10/27/22: <i>Check out the two new reports available for you to run in the "Reporting (Queries)" section below!</i></p>	<p style="text-align: center;"><b>Reminders</b></p> <p>For 2023 admissions and beyond, we have some recent policy changes to keep in mind. Please review the links below if you need a refresher.  <a href="#">Submission Timeline for Official Transcripts</a>  <a href="#">English Proficiency Requirement</a></p>
<p style="text-align: center;"><b>Quick Links</b></p> <p><a href="#">Slate Access &amp; Support</a> Submit access requests, report an issue, request technical assistance, and feature requests.</p> <p><a href="#">Reader</a> Used for Application Review and Admission Decisions</p> <p><a href="#">Program Customizations</a> Shows you information about the customizations your program has chosen.</p> <p><a href="#">Faculty Review (Reader) Configurations</a> Shows you which faculty have access to review applications, broken down by which option your program chose for review.</p> <p><b>Bin Management</b> Used to batch deny applications or to assign faculty readers in the Program Review bin. You must follow the instructions in the <a href="#">Admissions Handbook</a> for Program staff when you use this tool.</p>	<p style="text-align: center;"><b>Training Resources</b></p> <p><b>Staff:</b>  <a href="#">Admissions Handbook for Program Staff</a>  <a href="#">Admissions Videos for Program Staff</a></p> <p><b>Faculty:</b>  <a href="#">Slate Faculty Reader Guide</a>  <a href="#">Slate Faculty Review Video</a></p> <p><b>Office Hours:</b>                      We will be holding drop-in office hours mid-August through mid-December. Winter office hours will be available, possibly with different days/times.  <a href="#">Join via Zoom.</a></p> <p>Mondays, 9-9:45am, August 22 - December 12                      Thursdays, 4-4:45pm, August 18 - December 15</p>

2. Click on the "GRAD Program App PINNED IN" filter and a window should appear. From the list of programs, select the program(s) you are working with.

### Bin Management

Folder	Shared / Application By Population
User	<a href="#">Sky Seymour</a>
Base	Configurable Joins - Application by Population
Execution Mode	Retrieve all records each time query is run
Filters	<p><b>GRAD Program App PINNED IN</b></p> <p>Workflow Records: Graduate Admission Applications / Bin IN Graduate Applications - Program Review - Program Review</p> <p>Submitted Status = Submitted</p> <p>Lookup Round / Active Status = Active</p> <p>Decision Not Exists</p> <p>Not A Test Record Not Exists</p>
Matching Rows	0

**Run Query**



3. Click Save
4. Click Run Query
5. From the Output drop-down menu, select "Bin" and click "Export"

## Bin Management



6. Update the following fields:
  - a. **Workflow:** Graduate Admission Applications – **THIS FIELD IS VERY IMPORTANT AND EASY TO MISS**
  - b. **Bin Action:** Set Bin
  - c. **Bin:** Graduate Applications - **Program Final Admission Decision**
  - d. **Queue Action:** Clear Readers
  - e. **Add Reader:** Type your name (or the name of the person who is going to submit admission decisions) in this section. If you're not sure who will be submitting recommendations, it is best to leave this field blank.
7. Select the record(s) that you are ready to move (displayed in the table below) and click on the Update Selected button.

## Bin Management

Workflow **Graduate Admission Applications** ▼  
Bin Action **Set Bin** ▼  
Bin **Graduate Applications - Program Final Admission Decision** ▼  
Queue Action **Clear Readers** ▼  
Add Reader

**Update Selected (0)** Update All (0)

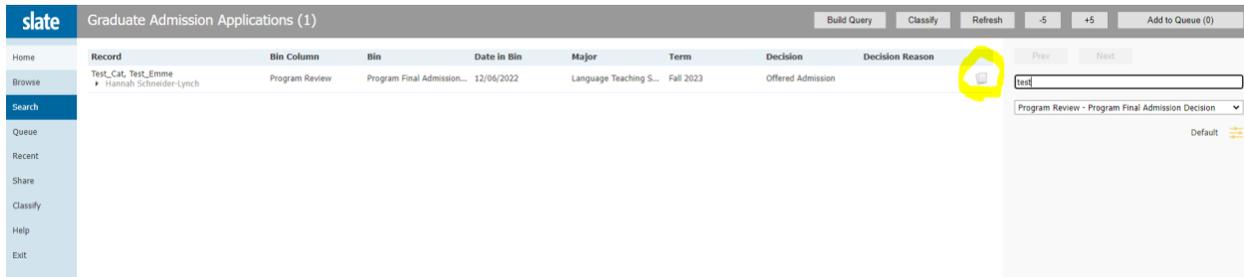
Rows **0-0** of **0** Prev Next Search...  
 Bin Management: Reco... Bin Management: Bin Bin Management: Rea... Bin Management: Pen... Person Reference ID Application by Populati... Application by Populati... Person Name

You're done! The applicants have now been unassigned from your faculty readers and reassigned to you or another staff member.

### Submitting a Final Admission Decision

To submit a decision, open the "Program Final Admission Decision Reader Review" form.

**Step 1:** Find the application by using the [browse](#) or [search](#) feature. Click the two papers icon on the right. . This will open up the application.



The screenshot shows the Slate application interface for "Graduate Admission Applications (1)". The table lists one record with the following details:

Record	Bin Column	Bin	Date in Bin	Major	Term	Decision	Decision Reason
Test_Cat_Test_Emma ▶ Hannah Schneider-Lynch	Program Review	Program Final Admission...	12/06/2022	Language Teaching S...	Fall 2023	Offered Admission	

The right-hand pane shows a search bar with the text "test" and a dropdown menu with the selected item "Program Review - Program Final Admission Decision". A yellow circle highlights the "two papers" icon in the right-hand pane.

**Step 2:** If you did not assign the application to your queue in the [Preparing Applications for Decisions](#) section above, select "Add to Queue" (bottom left) and click OK when the pop up asks if you want to add the application to your queue.

slate 114709721 Test\_Cat, Test\_Emme Fall 2023, Language Teaching Studies,...

**Student Info**

**Name:** Test\_Cat, Test\_Emme **City:** Eugene  
**UO ID:** 95##### **State:** OR  
**Race/Hispanic:** American Indian or Alaska Native / Unknown **Country:** United States  
**Birthdate:** 03/10/2021 **Geomarket:** OR-04 Southern Valley  
**Pronouns:** Per, per, pers/He, him, his  
**Contact:** [hslynych@uoregon.edu](mailto:hslynych@uoregon.edu)

**Tests**

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Status
IELTS		04/05/2021	7	(Listening)	(Reading)	(Writing)	Self-Reported
TOEFL	Internet-based...	04/03/2022	88	(Listening)	(Reading)	(Writing)	Self-Reported

**Schools**

Name	Degree	Confer Date	Location	Major
University Of Kent			Canterbury, United King...	
University of Oregon	Bachelor of Arts	2022-06-01	Eugene, OR, United Sta...	
University of Maine			Orono, ME, United States	

Add to Queue    Displaying Copy

**Step 3:** Each Bin has an associated review form. To open the review form, click “Review Form / Send to Bin.”

slate 124463609 Test\_Dept, Test\_Actg (Accounting, PhD) Fall 2023, Accounting, PhD, Applicatio...

**Student Info**

**Name:** Test\_Dept, Test\_Actg (Accounting, PhD) **City:**  
**Race/Hispanic:** / Unknown **State:**  
**Birthdate:** 01/01/2020 **Country:**  
**Pronouns:** **Geomarket:**  
**Contact:** [acjg\\_phd@uoregon.test](mailto:acjg_phd@uoregon.test)

**Tests**

There are no test scores to display for this record.

**Schools**

Name	Degree	Confer Date	Location	Major
Massachusetts Institute of Technology	Graduate Specialization	2019-01-01	Cambridge, MA, United States	
Oregon State University	Bachelor of Business Administration	2023-06-01	Corvallis, OR, United States	

Remove from Queue    Annotations    Review Form / Send to Bin

This will pop up the “Program Recommendation to the Division of Graduate Studies” form in the right side of your browser window.

slate
478353990 Uat\_Test, Kelsey\_TEST Fall 2023, Business, MBA, Application ...
Search...

Dashboard

Program Final ...

Program of Stu...

Demographics

Academic Hist...

Transcripts

Test Scores

Program Suppl...

Supporting Do...

Recommendati...

### Student Info

**Name:** Uat\_Test, Kelsey\_TEST      **City:** Test

**Race/Hispanic:** / Unknown      **State:** OR

**Birthdate:** 01/01/2000      **Country:** United States

**Pronouns:**      **Geomarket:** OR-04 Southern Valley

**Contact:** [test@test.com](mailto:test@test.com)

### Tests

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Status
GRE		01/04/2020		11 (Verbal)	1 (Quantitative)	1 (Analytical Writing)	Self-Reported

### Schools

Name	Degree	Confer Date	Location	Major
Harvard College	Doctoral Degree	2023-04-01	Cambridge, MA, U...	
University of Oregon	Bachelor of Accounting	2021-01-01	Eugene, OR, Unit...	

#### Reader - Program Recommendation to the Division of Graduate Studies

**By submitting this review form you are providing the Division of Graduate Studies with an official program admission recommendation for this student. Wait to submit this form if additional review needs to take place for this applicant at the program level.**

Required questions are marked with an asterisk (\*).

Please provide the program recommendation below for: \* **Kelsey\_TEST Uat\_Test**

Term: Fall 2023  
Student Type: Master's  
Field of Study: Business (MBA)

Offer Admission  
 Deny Admission  
 Incomplete File  
 Waitlist

Submitter Name:

Submitter Email:

Submitter Dept:

---

**Send to Bin**

Current Bin  
Program Final Admission Decision

Next Bin (required)

#### Step 4: Completing the Program Final Admission Decision Reader Review Form

Admission decision recommendations are submitted using this form. If you have a large number of denial decisions to process you also have the option to batch process the denials. That process is [described in the next section, "Batch Processing Denials."](#)

To submit an admission decision, you will use the reader review form in any three program review bins (**Program Final Admission Decision bin**, **Waitlist (Non-Final Decision) bin** or **Incomplete (Non-Final Decision) bin**), depending on which bin the application is in.

### Reader - Program Recommendation to the Division of Graduate Studies

**By submitting this review form you are providing the Division of Graduate Studies with an official program admission recommendation for this student. Wait to submit this form if additional review needs to take place for this applicant at the program level.**

Required questions are marked with an asterisk (\*).

Please provide the program recommendation below for: \*

**Test\_Emme Test\_Cat**

Term: Fall 2023

Student Type: Master's

Field of Study: Language Teaching Studies

- Offer Admission
- Deny Admission
- Incomplete File
- Waitlist

Applicant Response Deadline

### Send to Bin

Current Bin

Program Final Admission Decision

Next Bin (required)

Next Reader (optional)

Send

Saving in 11s...

**Offer Admission** – moves application to Division of Graduate Studies **First Review** bin and starts the process of formally offering the applicant admission. Most programs send recommendation for admission letter to the applicant outside of Slate. In addition, once the Division has fully admitted the student, they receive an automatic email from Slate notifying them that they have been fully admitted.

**Deny Admission** – moves application to **Denied** bin and notifies applicant of the decision via email the next day. We recommend that the program notify applicants of the denial decision outside of Slate prior to entering the decision in Slate.

**Incomplete File** – holds application in **Incomplete (Non-Final Decision)** bin until the program determines that materials are received and takes action. If materials are never received, at the end of the admission cycle, the application will be automatically marked as denied with a reason listed as incomplete app. Programs send notification of the denial outside of Slate.

**Waitlist** – holds application in the **Waitlist (Non-Final Decision)** bin until the program has made a final offer/deny decision. Programs send notification of the waitlist status outside of Slate.

**Applicant Response Deadline** – if you are offering the student admission, this date is required. It is the last date by which your offer is valid. The student will not be able to respond to their offer of admission

	after this date. The response deadline must be no later than the start date of the term of admission.
--	---

Note: You also may see a warning message (shown in below screenshot) indicating that the applicant might not meet the English Language Proficiency Requirement. You can still submit with this warning, your program just may be prompted to submit a waiver request for this requirement.

**Warning:** Our system shows that this applicant may not meet the Division's [English Language Proficiency Requirement](#). If you submit this form recommending this applicant for admission, Division staff will conduct a final review and notify you if we conclude the applicant does not meet our requirement.

We review a limited number of petitions to waive this requirement each year. You can find detailed information about the petition process in our [Graduate Admissions Handbook, available for download here](#).

<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #cccccc; padding: 2px; margin-bottom: 5px;"><b>Send to Bin</b></div> <p>Current Bin Program Final Admission Decision</p> <p>Next Bin (required)</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <div style="background-color: #cccccc; padding: 2px; margin-bottom: 2px;">▼</div> <div style="background-color: #007bff; color: white; padding: 2px; margin-bottom: 2px;">Waitlist (Non-Final Decision)</div> <div style="padding: 2px; margin-bottom: 2px;">Incomplete (Non-Final Decision)</div> <div style="padding: 2px; margin-bottom: 2px;">First Review</div> <div style="padding: 2px; margin-bottom: 2px;">Denied</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="background-color: #cccccc; padding: 5px 15px; border: 1px solid gray;">Send</div> <div style="background-color: #e0e0e0; padding: 5px 15px; border: 1px solid gray;">Draft Saved</div> </div> </div>	<p><b>Waitlist (Non-Final Decision)</b> – Select if you chose waitlist above.</p> <p><b>Incomplete (Non-Final Decision)</b> – Select if you chose incomplete above.</p> <p><b>First Review</b> – Select if you chose offer admission above.</p> <p><b>Denied</b> – Select if you chose deny admission above.</p>
--	--

If you moved an application into the **Waitlist (Non-Final Decision)** bin, you must eventually submit a decision to Offer or Deny admission. The review form is also available in this bin so you can submit it there.

If you moved an application into the **Incomplete (Non-Final Decision)** bin, you can later submit a decision to offer or deny admission, if materials come in. The review form is also available in this bin so you can submit it there.

[Batch Processing Denials](#)

Recommendations for admission must be processed individually via the Program Final Admission Decision Reader Review Form (instructions in [sections above](#)).

If you have a large number of denial decisions to process, you can skip the review form and batch deny a group of applicants via the Bin Management query. Before you submit a denial decision in Slate, please notify the applicant(s) first.

**Do not follow this process for waitlisted applicants.**

Complete the steps below when you are ready to deny a batch of applicants:

1. Navigate to the [Slate homepage](#).
2. Scroll down to the “Program Approvals” section and click “Bin Management”
3. Click “GRAD Program App PINNED”

#### Bin Management

Folder Shared / Application By Population  
User [Sky Seymour](#)  
Base Configurable Joins - Application by Population  
Execution Mode Retrieve all records each time query is run  
Filters **GRAD Program App - PINNED - IN**  
Workflow Records: Graduate Admission Applications / Bin  
Submitted Exists  
Lookup Round / Active Status = Active  
Decision Not Exists  
Matching Rows 0

Run Query

4. Select your program(s) that you are processing denials for and click “Save”
5. Run Query
6. In the output section, select “Bin” and then click “Export”

#### Bin Management

Output   
Export

7. Update the following fields:
  - a. Workflow: Graduate Admission Applications – **THIS FIELD IS VERY IMPORTANT AND EASY TO MISS**
  - b. Bin Action: Set Bin
  - c. Bin: Graduate Applications – Denied
  - d. Queue Action: Clear Readers

The screenshot shows the Slate interface for Bin Management. At the top, there is a navigation bar with the 'slate' logo and several icons. Below the navigation bar, the breadcrumb trail reads 'All Queries > Bin Management > Results'. The main heading is 'Bin Management'. There are four input fields for updating the bin configuration: 'Workflow' (set to 'Graduate Admission Applications'), 'Bin Action' (set to 'Set Bin'), 'Bin' (set to 'Graduate Applications - Denied'), and 'Queue Action' (set to 'Clear Readers'). There is also an empty 'Add Reader' field. At the bottom, there are two buttons: 'Update Selected (0)' and 'Update All (3)'.

- e. Select the applicants you are ready to deny. Verify that you have already notified them of this decision and then click “Update Selected”

### Admission Decision Notices/Letters

#### *Denial Notices*

Applicants will receive the standard UO [denial notification](#) via Slate.

#### *Incomplete Notices*

Incomplete and waitlist application notices are communicated directly by the program to the applicant outside of Slate.

#### *Waitlist Notices*

It is best practice to email the applicant to let them know that they are on your program’s waitlist.

#### *Program Issued Letter Recommending Admission*

At the time the program recommends the applicant for admission to the Division, programs typically issue offer letters to students. These letters indicate that the student has been recommended admission and that the formal offer of admission comes from the Division.

Each year, the Division sends out offer letter templates, which include templates for financial offers as well. Programs then submit templates of their individual offer letters as they are reviewed by Division staff to ensure that all criteria are met. Programs should not send offer letters out until the Division has approved their template.

Information and templates are communicated out during fall term via the Division’s listservs.

#### *Formal Admission Offer Letter to UO*

Formal offers of admission to students are issued by the Division and communicated via Slate. Offer letters are issued at the time that the Division has fully approved the offer of admission. Applicants receive a notification via email that there is a new decision on their Slate status portal.

[View Admission Offered template here.](#)

Upon logging in the applicant sees the following:

Status Update

An update to your application was last posted March 23, 2022.

[View Update >>](#)

Clicking view update will take them to their formal admission letter.

# Division of Graduate Studies

[Admissions](#) | [Academics](#) | [Funding and Graduate Employment](#) | [Professional Development](#) | [Campus Life](#) | [Diversity](#) | [About Us](#)

March 23, 2022

[Download PDF](#)

UO ID:

Dear Lil Snapper TEST\_Snapper,

We are delighted to inform you that you have been formally offered graduate admission to the University of Oregon. Congratulations!

As a graduate student at the University of Oregon, you will have the chance to work with internationally recognized faculty and participate in research projects at the forefront of your field.

Clicking “Download PDF” will allow them to download the PDF with Division of Graduate Studies letterhead. This will be especially helpful for international applicants who need a PDF of their official letter of admissions for visa purposes.

## Admission Petitions to the Division

**Pending – Program Approval Bin:** If the Division reviews the recommendation for admission of an applicant and finds that they are missing a minimum requirement, they will move to the **Pending – Program Approval** bin.

Applications will be in this bin for one or both of the following reasons:

- They do not meet the English Language Proficiency Requirement. See [Petitions to Waive the English Language Proficiency Requirement](#) for more information.
- They are being recommended for admission at the same degree and major that they have already earned at another institution. See [Petitions to Pursue a Similar Degree](#).

Applicants will not be admitted until you or the applicant take the required action. To move the applicant out of this bin, submit the associated review form “Reader – Pending – Program Approval Bin Petition.”

### *[Petitions to Waive the English Language Proficiency Requirement](#)*

In rare cases, programs may petition the Division of Graduate Studies to waive the [English Language Proficiency \(ELP\) Requirement](#). This waiver process is intended to provide programs with the flexibility to admit promising applicants who have not met the ELP requirement. This option should be used by programs in a limited capacity – programs should not refer all applicants to this process as an alternate means of meeting the ELP requirement. The Division will take a number of factors into consideration including but not limited to previous English Language test scores, previous language of instruction, advice from faculty, AEI testing (interview and ACCUPLACER), future support, and any other relevant circumstances.

To request a waiver, programs must follow the process outlined below:

1. Program recommends the applicant for admission in Slate.
2. The Division notifies the program that the applicant does not meet the ELP requirement and moves them to the **Pending – Program Approval** bin.
3. Program requests permission from the Division to pursue the ELP waiver process via the [Seeking English Waiver Qualtrics form](#). Programs should submit a memo outlining the following:
  - a. **Reason for the Request:** Why the program is requesting a waiver instead of requiring the applicant to take a qualifying test to show proficiency?
  - b. **Strengths of the Applicant:** Address the applicant's academic strengths, especially as pertains to English language skills, their academic and professional background, correspondence, letters of recommendation, language of prior instruction, quality of prior institution, and any other relevant information.
  - c. **Additional Supports:** What supports will the program have in place to ensure the success of the applicant?
4. The Division will review the petition and notify the program of the decision. There are three outcomes at this stage:
  - a. Approved – may include stipulations for future English support (see step 8)
  - b. Denied – Division does not support the waiver. Reasoning will be provided (see step 5)
  - c. Require testing with AEI at program’s expense (see step 6)
5. Application is denied admission
6. Program instructs applicant to take Accuplacer Writing assessment (instructions below)
  - a. Applicant takes ACCUPLACER Writing Assessment
    - i. If the applicant scores a 4 or lower on the ACCUPLACER Writing Assessment, they are not eligible for a waiver. If the applicant is not eligible, stop here.
  - b. Applicant interviews with the American Language Institute AEI
    - i. If the AEI interviewer has significant concerns about the applicant’s ability to succeed, they may recommend that the applicant should not be considered for a waiver.
7. Program reviews the two assessments and determines whether they can and wish to proceed with submitting the waiver.
8. Program locates application in the **Pending – Program Approval** Bin in Slate and resubmits the English Language Proficiency Requirement petition form, attaching the required supporting documents.
9. The Division will review the petition and notify the program of whether the applicant has been approved for an ELP waiver or not.

**Signing Up for the ACCUPLACER Writing Test:**

- Applicant navigates to the University Testing Center website to register for an assessment. [testing.uoregon.edu](http://testing.uoregon.edu)
- Click “Register for a Test”
- In the “Please choose your type of exam.” prompt select “Graduate ACCUPLACER Writing Assessment”
- Fill out the rest of the form to schedule the test. Contact [testing@uoregon.edu](mailto:testing@uoregon.edu) with any questions about the test.
- The ACCUPLACER Writing Test costs \$35 and is recharged to the program.

### **Scheduling an AEI Interview:**

- Applicant or Program contacts Trish Pashby, [pashby@uoregon.edu](mailto:pashby@uoregon.edu), to arrange an AEI interview.
- This interview costs \$50 and is recharged to the program.

### *Petitions to Pursue a Similar Degree*

The Division will check to determine whether each applicant recommended for admission has a degree that may be flagged by the Registrar's Office as a "similar degree." If they do, they will move to the **Pending – Program Approval** bin. The program will indicate whether they wish to petition for the applicant to still be admitted, or to change their recommendation for admission to a denial. To do so, they will submit the "Reader – Pending – Program Approval Bin Petition."

In the reader petition form, the program will outline the differences in intellectual training that the second degree would confer (1-2 paragraphs) and will provide the name of the person in their program who is authorizing the petition.

The Division will review the request and notify the academic unit of their decision. If approved, student will be admitted and the program's approval will be kept in student's file for the Office of the Registrar to review at the time the UO degree is awarded.

### *Examples of previously approved duplicate degrees:*

- Master of Science in Information Management (previous), Master of Science in Computer and Information Science (to be pursued at UO)
  - The admitting unit asserted that the academic content of the degrees are significantly different. An analysis of the course requirements shows that the previous degree focused on Information Technology and Management courses, which are equivalent to UO 100-300 level undergraduate courses. The department pointed out that the student had not taken specific required core courses for the UO CIS MS degree. Furthermore, the department identified a comparable degree at the previous institution and showed how this could be considered equivalent intellectual training while the degree the student held was not.
- Master of Fine Arts in Creative Writing, Fiction (previous), Master of Fine arts in Creative Writing
  - The admitting unit explained that the applicant will be studying poetry at the UO. The tracks (fiction and poetry) are recognized as different in the Creative Writing field of study. The coursework and content between the genres is different and pulls from different texts and methods.

### **Admitting a Doctoral Applicant as a Master's Student**

Programs who accept applications for the same major at both the doctoral level and the master's level may admit doctoral applicants at the master's level of their program without the applicant needing to apply to the lower level.

### **How to notify the division:**

1. Navigate to the student's application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.
2. Click "Offer Master's" in the Application Actions section. The "Offer Master's" button will only be displayed if the student has submitted and paid for their doctoral application and there is a master's level program available.

## Offer Masters

3. Submit the form on the following page.
4. What happens next?
  - a. The Division will be notified that there is a record to process and will take the following steps within 1-2 business days.
    - i. Update the doctoral application to the admission status of "Denied" with a reason of "Offer Master's" (This helps us track how many of these there are each year.)
    - ii. Create a master's level application for the program.
    - iii. Add the master's application to the DGS First Review bin.
  - b. Once the Master's level application is in the First Review bin, the recommendation for admission will then be processed within our standard processing time of 5-10 business days.

## Applicant Accept/Deny Offer Decision Process

### Initial Response Process

After the application moves through the Division of Graduate Studies Review queue and has been fully admitted, the applicant will be notified via email that they have a new decision to view on in their application portal.

[View notice template here.](#)

The applicant will log in to view their new admission decision via the link provided in the email they received from the Division.

When your program recommends the applicant for admission, they will provide a response deadline. This is the date by which the program requires the applicant to accept or decline their offer of admission. The program can extend this deadline at their discretion on an individual basis for each applicant. [Read more about extending the response deadline.](#)

UNIVERSITY OF OREGON

Grad Student One Stop Master's Doctoral Postdocs International GEs Faculty/Staff GradWeb

# Division of Graduate Studies

Admissions Academics Funding and Graduate Employment Professional Development Campus Life Diversity About Us

## Login

To log in, please enter your email address and password.

Email Address

Password  [Forgot Your Password?](#)

Login

Division of Graduate Studies Professional Development Division of Graduate Studies

On their status portal they will see the following:

1. Their latest status update, which includes their offer of admission. [See Offered Admission template here.](#)
2. Their link to Respond to Offer of Admission
3. A link to take them back to their application management page, if they have multiple applications (submitted and/or in progress).

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# Division of Graduate Studies

Admissions Academics Funding and Graduate Employment Professional Development Campus Life Diversity About Us

### Application Status for Test\_Emme Test\_Cat Fall 2023 Language Teaching Studies, MA

If you need to contact us regarding your application please provide your name and the following information:

UO ID: 95#####

Personal Reference Number: 114709721

To navigate back to your application management page, please [click here](#). 3

#### Status Update

- 1 New updates to your application were posted December 7, 2022.

[View Update >>](#)

#### Forms

- 2 **Required** [Respond to Offer of Admission](#)

#### Application Checklist

Status	Details	Date
✓ Received	Unofficial Transcript for University Of Kent	10/10/2022
✗ Awaiting	Unofficial Transcript for University of Maine	
✓ Received	Unofficial Transcript for University of Oregon	07/26/2022

By clicking the Respond to Offer of Admission link, they will be prompted to confirm their intention to accept or deny the offer of admission.

Forms

Required

[Respond to Offer of Admission](#)

A screenshot of the Application Management page follows for your reference:

UNIVERSITY OF OREGON

Grad Student One Stop Master's Doctoral Postdocs International GEs Faculty/Staff GradWeb

## Division of Graduate Studies

Admissions Academics Funding and Graduate Employment Professional Development Campus Life Diversity About Us

### Application Management

Your Applications

Type	Status	Started	Submitted
You have started 2 applications using this account.			
<a href="#">2023 Graduate Application</a> Summer 2023, Applied Physics-Knight Campus Graduate Internship Program, ...	In Progress	12/06/2022	
<a href="#">2023 Graduate Application</a> Fall 2023, Language Teaching Studies, MA, Application Reference ID - 340308096	Submitted	10/11/2022	11/21/2022

[Start New Application](#)

Division of Graduate Studies Professional Development Division of Graduate Studies

Only after an applicant confirms their decision to enroll by clicking “I accept my offer of admission.” is their general student record (SGASTDN) created and they will be able to claim their Duck ID and register for classes once the account claim process opens for their term of admission. [See dates here.](#)

Please note: Effective February 2023 there is a new DuckID claim process and PACs are no longer in use for this process. [Read more here.](#)

Note: students pursuing concurrent degrees will be prompted through some additional steps with the Division to add the additional curriculum and their general student record (SGASTDN) will not be automatically updated.

### Applicant Declined Admission outside of Slate

If an applicant either does not respond by their response deadline or has reported outside of Slate that they plan to decline the offer, you can let us know that the applicant has declined by submitting the “Report Decline” form in the Application Actions section. This will update the status from “Offered Admission” to “Declined.”

## [Report Decline](#)

### Applicant Declined Program Recommendation

Occasionally an applicant will have been recommended admission by the program but not have been fully admitted by the university at the point that they request to decline their offer with the program.

Typically this is because the applicant has outstanding English Proficiency Scores that the Division is waiting on.

You can now report this type of decline using the “Decline Program Recommendation” form linked on the application tab. The link to this form will only show if the student’s decision status is “Program Recommended Admission.”

The screenshot shows a user interface for an application record. At the top, there are navigation tabs: "Dashboard", "Timeline", "Summer 2024, Edu...", "Profile", and "Materials". Below the tabs, the application title is "Summer 2024, Educational Leadership, MEd, Principal License, Application Reference ID - [REDACTED]". To the right of the title, there is a yellow highlight box containing the text "Program Recommended Admission" and "Status: Confirmed". Below the title, there are several lines of text: "Submitted April 30, 2024", "Last updated May 1, 2024", "Submitted Date (Pacific Time): April 30, 2024", "Payment Date (Pacific Time): April 30, 2024", "Response Deadline: May 15, 2024", and "Application Deadline: May 26, 2024". At the bottom, there is a section titled "Application Actions" with a yellow highlight box containing a bullet point and the text "Decline Program Recommendation".

### Applicant Responded but Changed their Mind

If the applicant originally accepted their offer but now needs to decline it, the program can navigate to their Slate record and submit a “Revise Status to ‘Declined’” form. This will update the status to “Accepted Offer then Declined”

Submitted November 21, 2022  
Last updated May 11, 2023

Accepted Offer  
Status: Received

Submitted Date (Pacific Time): November 21, 2022

Payment Date: November 29, 2022

Response Deadline: December 22, 2022

Application Deadline: August 27, 2023

Defer Admission

Revise Status to "Declined"

Please reach out to us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) if an applicant originally declined and now wants to accept their offer. (Assuming the program is in support.)

## Reporting – Application Data

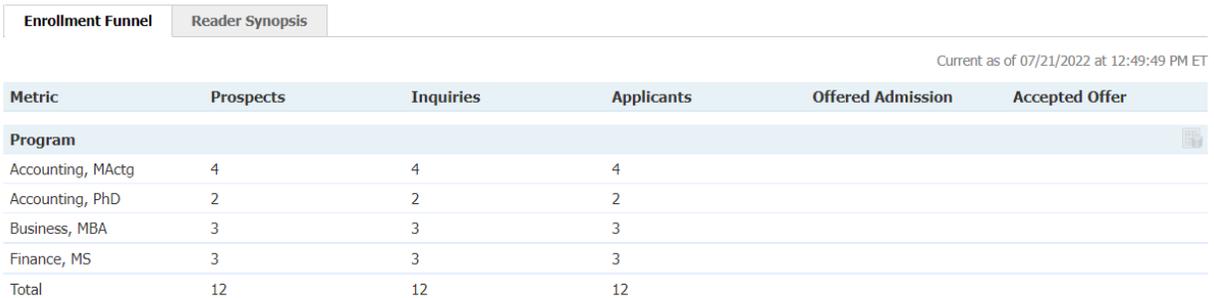
### Dashboard

When you log into Slate you will see a number of tabs on your homepage underneath the twitter banners. These tabs are reports that are specific to the level of access you have in the system. The first tab is a homepage and the next tabs are reports are intended to be a data snapshot that can assist you in your daily processing and reporting.

As of July 2022 we have built out basic priority dashboards, but our goal is to expand these offerings as we receive feedback about additions and improvements.

### Example

The screenshot below shows an enrollment funnel report for a person with access to multiple LCB programs:



The screenshot shows a web interface with two tabs: "Enrollment Funnel" (selected) and "Reader Synopsis". The report is titled "Current as of 07/21/2022 at 12:49:49 PM ET". It features a table with columns for Metric, Prospects, Inquiries, Applicants, Offered Admission, and Accepted Offer. The data is as follows:

Metric	Prospects	Inquiries	Applicants	Offered Admission	Accepted Offer
<b>Program</b>					
Accounting, MActg	4	4	4		
Accounting, PhD	2	2	2		
Business, MBA	3	3	3		
Finance, MS	3	3	3		
Total	12	12	12		

By clicking on any of the entries on the left column, you can drill down more by term and subsequently by applicant.

Enrollment Funnel		Reader Synopsis			
Metric	Prospects	Inquiries	Applicants	Offered Admission	Accepted Offer
Program / By Term					
Accounting, MActg	4	4	4		
Fall 2023	3	3	3		
Summer 2023	1	1	1		
Accounting, PhD	2	2	2		
Business, MBA	3	3	3		
Finance, MS	3	3	3		
Total	12	12	12		

Below is a summary of these reports, as well as some definitions on how the numbers are being calculated behind the scenes.

**Admission Offer Decisions:** A snapshot of admission decisions for all students with a submitted app. The rows are broken down by program of study. If you click a program of study, you will see a breakdown of decisions by term for that given program.

- **Accepted:** Students who have accepted their offer of admission to the UO. Note that this includes students who have deferred to a different term.
- **Declined:** Students who have either initially declined their offer or later declined their accepted offer.
- **Offered:** Students who have been offered admission but who have not yet responded to their offer.

**Enrollment Funnel:** This report shows the number of records that have ever been in each status (prospect, inquiry, applicant, etc.). For example, a student who started as an inquiry and then became an applicant would be included in the count for both the inquiries and applicants.

If you click on a program of study, you will get a further breakdown by term.

- **Prospects:** Prospective applicants who have indicated interest in a program of study you have permission to see but who have not initiated an interaction with us. An example would be McNair or National Name Exchange Scholars. The rolling count assumes current applicants and inquiries were also once prospects.
- **Inquiries:** Prospective applicants who have not only indicated interest in a program of study you have permission to see but who also have initiated contact with us, like through our Request for Information page. The rolling count assumes current applicants were also once inquiries.
- **Applicants:** Students who have applied to a program of study you have permission to see.
- **Offered Admission:** Applicants who have been offered admission to the UO but who have yet to make a decision to accept or decline the offer.
- **Accepted Offer:** Applicants who have accepted their offer of admission to the UO. Note that even if a student has deferred to a different term, they are still counted as accepting the offer in this rolling count.

**Reader Synopsis:** This report is a snapshot of applicants based on their placement - bin/column - in the reader workflow. The columns of the report are the columns of the reader and the rows represent the different bins associated. You can click on a bin name - for example **Admitted** - and you will see every program of study you have permission to see nested under that row if a record exists by that program in

that bin. Further, you can click on a program of study and see your breakdown by term of that program of study.

- **Pre-Submission:** Applicants who have yet to submit their application for a program of study that you have permission to see. It shows the count of every applicant who is in the **Application in Progress, Waiver Request Approved, Waiver Request Denied, or Waiver Request Pending** bin.
- **Program Review:** Applicants who have submitted their application and are being reviewed by your program. It shows the count of every applicant who is in the **Incomplete (Non-Final Decision), Program Final Admission Decision, Program Review, or Waitlist (Non-Final Decision)** bin.
- **Div of Grad Studies Review:** Applicants who are now under review by the Division of Graduate Studies. It shows the count of every applicant who is in the **First Review, Pending - DGS Approval, Pending - Program Approval, or Ready for Re-Review** bin.
- **Final Decision:** Applicants who have met the end of the application cycle by having a final decision granted. It shows the count of every applicant who is in the **Admitted, Concurrent, Deferred, Denied, Incomplete Application, or Withdrawn Application** bin.

## Reports – Queries & Exports

A query is the set of parameters that Slate uses to create a report. An export is the actual report. The Division has created a number of standard queries for your use. Similar to the dashboards above, we expect to build out these offerings as the year goes on.

### How to use a query

1. Identify which query you want to run, by reading through the summary of the [available queries](#) in the section below.
2. Locate the query you want to run by navigating to the [Slate homepage](#). Each query available to you is linked there in the Reporting (Queries) section. Click the link of the query you wish to run.
3. The next page shows the query name and includes a list of “filters.”

**slate** [Icons: Messages, Mail, Reports, Alerts, Documents, Calendar, Clock, Settings]

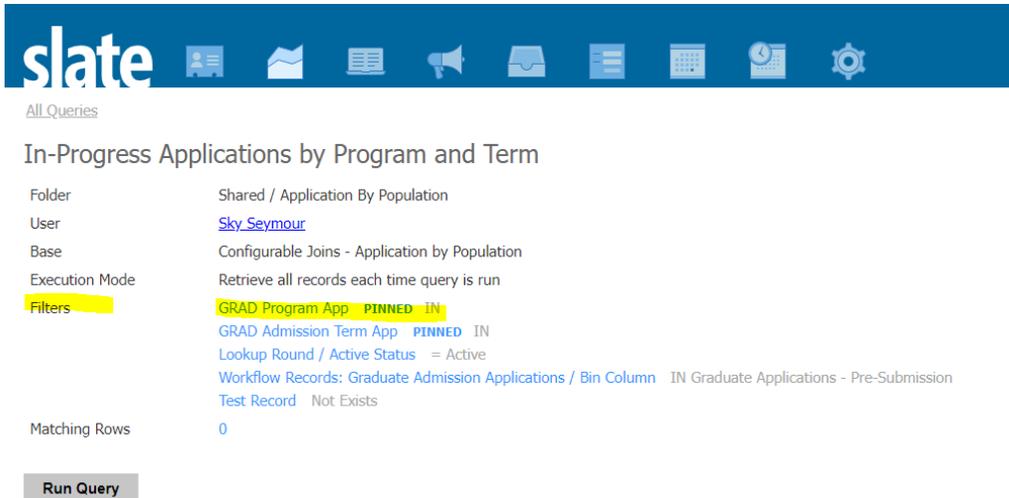
[All Queries](#)

### In-Progress Applications by Program and Term

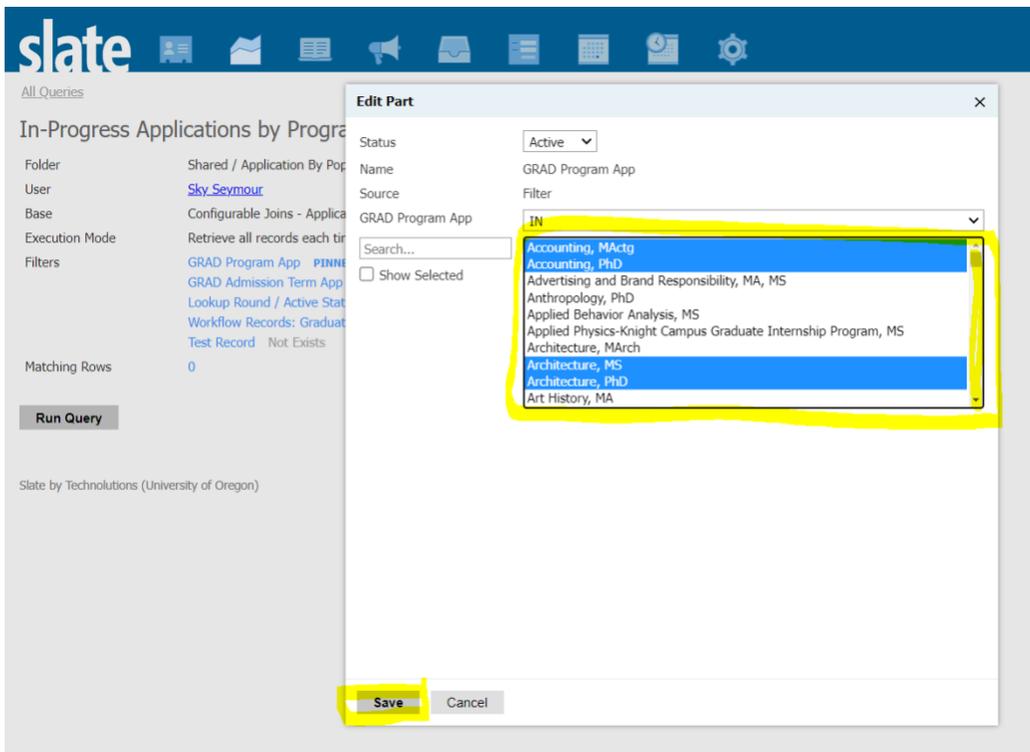
Folder	Shared / Application By Population
User	<a href="#">Sky Seymour</a>
Base	Configurable Joins - Application by Population
Execution Mode	Retrieve all records each time query is run
Filters	GRAD Program App <b>PINNED</b> IN GRAD Admission Term App <b>PINNED</b> IN Lookup Round / Active Status = Active Workflow Records: Graduate Admission Applications / Bin Column IN Graduate Applications - Pre-Submission Test Record - Not Exists
Matching Rows	0

**Run Query**

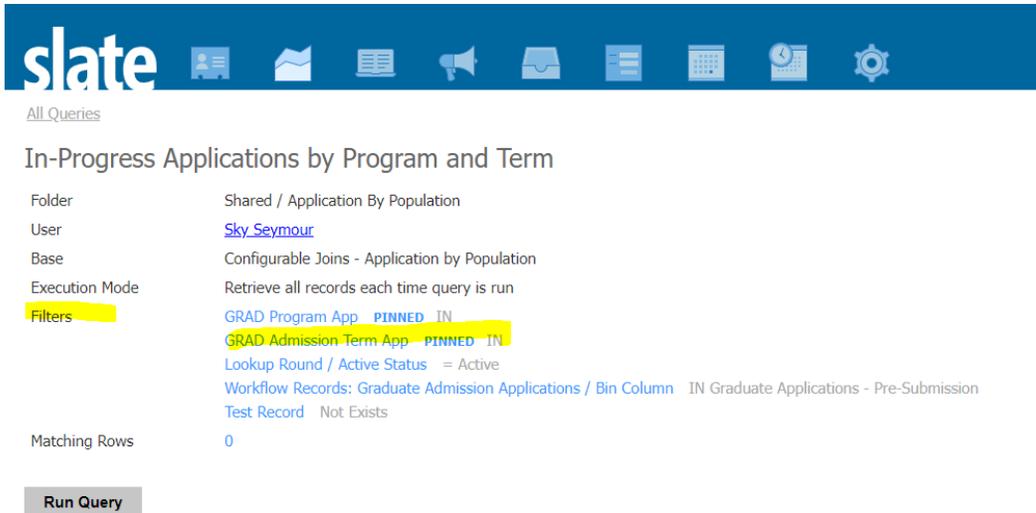
4. First, click the top “GRAD Program App” filter.



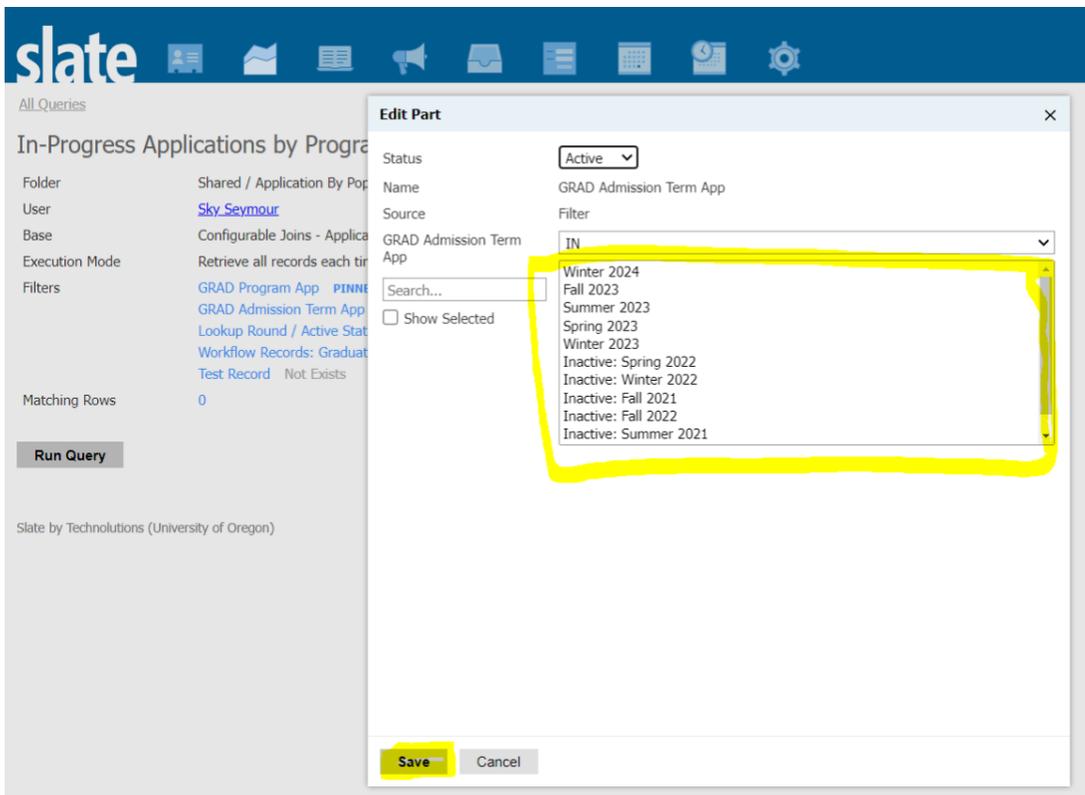
- This will pop up a new window where you can select one or more programs. Because you will only be able to see the results for programs that you have access to, you can click "ctrl" and "A" to select the entire list or you can select individual program(s). Once you have made your selection(s), click "Save."



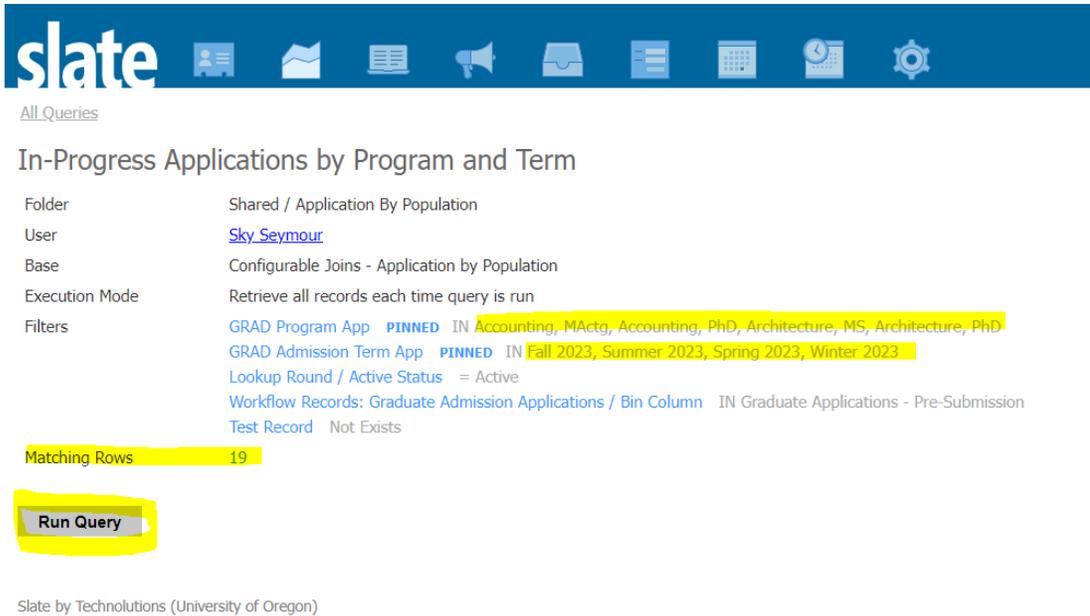
- Next, click the "GRAD Admission Term App" filter.



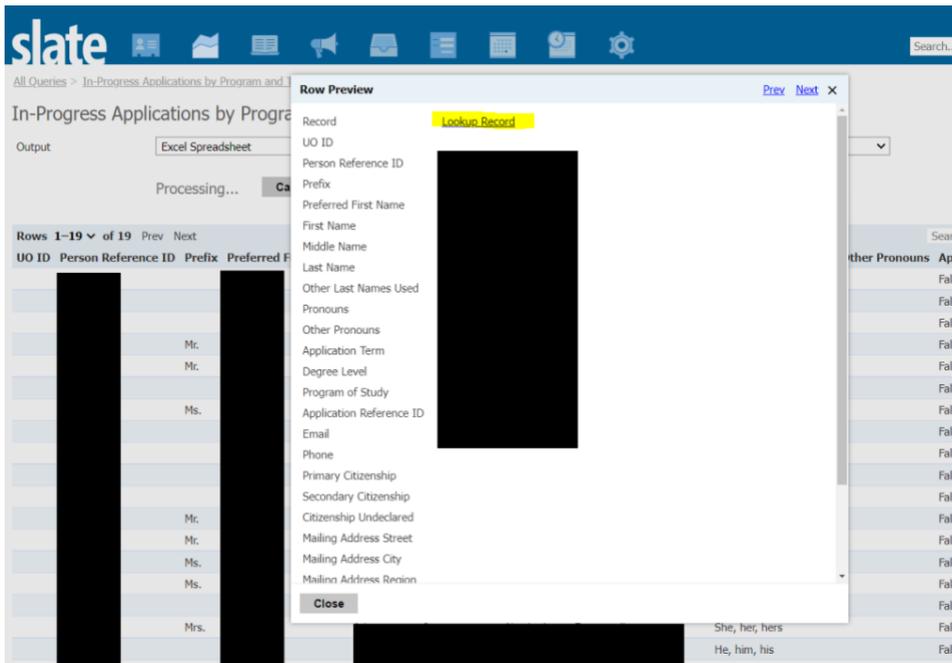
- This will pop up a new window where you can select one or more terms. You can click “ctrl” and “A” to select the entire list or you can select individual program(s). Once you have made your selection(s), click “Save.”



- You can see your selections update on the main query page. You can also see the number of matching rows (records) that are available with the programs/terms you have selected. When you’re ready, run the query by selecting “Run Query”



- The next page will show a preview of the results, but will not show all of the columns available on the report. From this page you can click any row and it will give you a preview of the record associated. You can navigate to the record itself by clicking “Lookup Record.”



- To export the data, make sure the default output is set to “Excel Spreadsheet” and click Export. You can also export to a “Comma-Delimited CSV File” or “Tab-Delimited” by changing the output, if that is helpful to your processes.

slate Hannah Schneider-Lynch

All Queries > In-Progress Applications by Program and Term

In-Progress Applications by Program and Term

Output: **Excel Spreadsheet** Export

UO ID	Person Reference ID	Prefix	Preferred First Name	First Name	Middle Name	Last Name	Other Last Names Used	Pronouns	Other Pronouns	Application Term	Degree Level
								He, him, his		Fall 2023	Master's
										Fall 2023	Master's
		Mr.						He, him, his		Fall 2023	Master's
		Mr.						He, him, his		Fall 2023	Master's
								She, her, hers		Fall 2023	Master's
		Ms.						She, her, hers		Fall 2023	Master's
								She, her, hers		Fall 2023	Doctoral
								She, her, hers		Fall 2023	Doctoral
								He, him, his		Fall 2023	Doctoral
										Fall 2023	Doctoral
		Mr.						Name only, He, him, his		Fall 2023	Master's
		Mr.						He, him, his		Fall 2023	Master's
		Ms.						She, her, hers		Fall 2023	Doctoral
		Ms.						She, her, hers		Fall 2023	Doctoral
										Fall 2023	Doctoral
		Mrs.						She, her, hers		Fall 2023	Doctoral
								He, him, his		Fall 2023	Doctoral
		Mr.						He, him, his		Fall 2023	Doctoral

11. The report will load in your downloads

787677081	Mr.
806721252	Ms.
071598964	Ms.
373906375	
441100883	Mrs.
434774144	

In-Progress Applic...xlsx

12. Open the report!

### Available Queries

#### *Admission Offer Decisions*

This report allows you to pull a list of applicants associated with a particular program/term and their associated admission decision.

## Admission Offer Decisions

Output  ▼

Applicant UO ID	Applicant First Name	Applicant Last Name	Applicant Email	Term	Program	Decision	Decision Reason
990000000	TEST_Duck	TEST_Daffy	seckelbe@uoregon.edu	Fall 2023	Creative Writing, MFA	Declined Offer	
	TEST_Kiki	TEST_Snapper	kikisnappersnaps@uoregon.edu	Fall 2023	Creative Writing, MFA	Accepted Offer	

### *Applicants with No Admission Decision*

This report shows you applicants who have submitted & paid but who do not yet have a final admission decision. They all will need a decision prior to the start of their application term.

### *Comprehensive Applicant Report*

This report provides all data points for your particular program's applicants. Our goal is to have a set of reports that meet most needs, but we understand that you may receive a last-minute request for data that is not included in any of our standard reports. You can use this report to pull all data for your applicants and filter down to the data points you need.

### *Incoming Students*

This report provides a list of students who have accepted their offer of admission.

### *In-Progress Applications*

This report shows all applications that have been started but not yet submitted for the program and term you select.

### *Program Paid Fee Waivers*

This report shows you the individual applications your program has committed to paying for each term. You can commit to paying an application fee waiver for a particular applicant by submitting a [program paid application form](#).

### *Rating Form – All Data*

This report pulls a list of all individual rating form entries associated with applicants to your program.

### *Rating Form – Average Scores*

This report pulls a list of the average scores for each applicant for rating form entries associated with applicants to your program.

### *Submitted and Paid Applications*

This report shows you all applications that have been submitted and paid.

### *Campus Visit Fund Decisions*

This report shows you the applicants that received Campus Visit Funds for your program.

*Graduate Studies Doctoral Awards Decisions*

This report shows you the applicants that received Graduate Studies Doctoral Awards for your program.

*Promising Scholar & Future Stewards Opt-In*

This report shows you the applicants that opted in for consideration for the Promising Scholar or Future Stewards awards.

### Rating Form – All Data

This report pulls a list of faculty rating form entries associated with students in your program.

Reader - Rating Form (Faculty Committee Review)

Output

**Export**

First	Last	Term	Program of Study	Rating	Initial Recommendation	Comment	Faculty Member	Faculty Email	Form Updated Date
TEST_Grad	TEST_Doc	Fall 2023	Creative Writing, MFA	10	Admit		Daniel Anderson	dda@uoregon.edu	2022-03-11
TEST_Masters	TEST_Grad	Fall 2023	Creative Writing, MFA				Ziyad Alsaeed	zalsaeed@uoregon.edu	2022-03-09
TEST_Kiki	TEST_Snapper	Fall 2023	Creative Writing, MFA	8			Hannah Schneider-Lynch	hslynch@uoregon.edu	2021-12-02

### Rating Form – Average Scores

This report shows the number of rating forms submitted for each applicant, their average and median ratings and the standard deviation.

### Submitted & Paid Applications

This report shows all applications that have been fully submitted and paid for (or who have received a waiver) for the program and term you select. The output includes a column that shows how many recommendations have been submitted by recommenders!

## Recruitment

### Application Fee Waivers

#### Division Granted Application Fee Waivers and Discounts

The Division offers graduate application fee waivers and discounts for applicants who meet specific criteria. Applicants apply for a waiver or discount as part of the application process.

Applicants must request a waiver prior to paying and wait for confirmation that the waiver or discount has been approved. **We will not process refunds if an applicant made payment before being approved for a waiver.**

[Read more here.](#)

#### International Need-Based Fee Waivers

We only accept need-based fee waiver requests for international applicants directly from the program. The Division provides each program with one international need-based waiver per admission cycle (Winter-Fall). The cost (\$90) of this waiver is covered by the Division. These should be reserved for cases in which the program has had contact with a prospective applicant, and they believe they have financial need such that paying the application fee would be a hardship.

#### *Waiver Process:*

**Timing:** The applicant must have an in-progress application for the term and program that is being waived. We will not process refunds if an applicant made payment before being approved for a waiver.

How to submit the request:

1. Navigate to the student's application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.
2. Click "Fee Waiver Approval" in the Application Actions section.

### Fee Waiver Approval

3. On the following page, select "International Need-Based" and then complete and submit the form.

Within 15 minutes of form submission, the waiver will be applied to the existing application, unless the program has already granted their one waiver per year. The student will receive an email letting them know they have been approved.

#### Program Paid Fee Waivers

Programs may cover the application fee for any applicant applying for their program. We encourage programs to consider this as a recruitment tool.

Examples of how programs have used these in the past:

- As an incentive for attending an information session or other recruitment event
- For all applicants who meet a specific criterion that the program is recruiting for
- One-off special circumstances

#### *Waiver Process:*

**Timing:** The applicant must have an in-progress application for the term and program that is being waived. We will not process refunds if an applicant made payment before being approved for a waiver.

How to submit the request:

1. Navigate to the student's application in [Slate](#). See [Slate Applicant Record Overview](#) for general instructions about navigating to a particular Slate application.
2. Click "Fee Waiver Approval" in the Application Actions section.

### Fee Waiver Approval

3. On the following page, select "Program Paid" and then complete and submit the form. You will need to provide the index for us to bill once the funds have been used. Settle up takes place quarterly.

Within 15 minutes of form submission, the waiver will be applied to the existing application, unless the program has already granted their one waiver per year. The student will receive an email letting them know they have been approved.

For planning purposes, you can check how many program waivers have already been committed by the program by accessing the [Program Paid Fee Waivers query](#). More information about reporting and queries can be found here: [Reporting – Application Data](#).

## National Name Exchange and McNair Scholars Recruitment Lists

Each fall the Division of Graduate Studies receives a national list of [McNair Scholars](#) participants and [National Name Exchange \(NNE\)](#) participants. The Division of Graduate Studies organizes and distributes these lists to our programs for their use in recruiting students. McNair and NNE participants qualify for [Division of Graduate Studies sponsored application fee waivers](#).

## Recruitment Awards

Often, program staff are expected to manage the recruitment award nomination process. Typically, they work alongside their DGS or Admissions Chair to gather nomination materials and submit nominations to the Division of Graduate Studies. They also help track acceptances/declines of the awards. Detailed information about the nomination process is available on our website for each award. [Read more here](#).

### Campus Visit Award Nomination Instructions

Nominations are submitted via [Slate](#). Follow the steps below to request funds.

Eligibility: Awardees must be prospective doctoral students who have been offered admission.

#### *Nomination Instructions*

1. Navigate to the applicant's record in Slate. Click on the relevant term and program application tab.
2. Click on the "Campus Visit Recruitment Support" link in the Application Actions box.

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

- Dashboard
- Timeline
- Fall 2024, Plann...**
- Fall 2023, Speci...
- Profile
- Materials
- Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

No decision on file.

Submitted December 5, 2023  
Last updated December 5, 2023

Submitted Date (Pacific Time): December 05, 2023

Payment Date (Pacific Time): December 05, 2023

Application Deadline: January 15, 2024

**Application Actions**

- [Withdraw Application](#)
- [Campus Visit Recruitment Support](#)

Checklist

3. Complete the visit type and use of funds fields.
4. Enter the amount requested. Enter the value without dollar signs or decimals.
5. Submit the nomination.
6. Can't remember whether you submitted a nomination for a particular applicant? Navigate to their record and scroll to the activities section. You'll see the submission populate there alongside the date.

Activities

Date ▲	Code	Subject
12/05/2023	Source	Campus Visit Recruitment Support - Program Approval
12/05/2023	Received	Received: Official Test Scores: IELTS
12/05/2023	Received	Received: Official Test Scores: TOEFL
12/05/2023	Payment	Payment Received: 70.00 USD

*Decision Process*

1. Requests will be reviewed within 5 business days.
2. If awarded, you will see the amount populate on the applicant's application record. To view DGS recruitment awards that have been approved, click "Recruitment Funds" on the application menu.

Dashboard | Timeline | **Fall 2024, Plann...** | Fall 2023, Speci... | Profile | Materials | Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
Last updated December 5, 2023

Submitted Date (Pacific Time): December 05, 2023  
Payment Date (Pacific Time): December 05, 2023  
Application Deadline: January 15, 2024

No decision on file.

**Application Actions**

- Withdraw Application

**Overview**  
[Financial Aid](#)  
[Workflows](#)  
[Portfolio](#)  
[Populations](#)  
[Read Application](#)  
[Download PDF](#)  
[Impersonate > Applications](#)  
[Impersonate > Status Page](#)  
[Edit Application Details](#)  
[Application Update](#)  
[Recruitment Funds](#)

- You can opt in to receive email notifications about the Division’s decision on nominations by navigating to your program management portal and clicking your name in the administrative notifications section.
  - Awarded funds will show in below the “Awarded Recruitment Funds” section on the applicant record:

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Dashboard | Timeline | **Fall 2024, Plann...** | Fall 2023, Speci... | Profile | Materials | Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
Last updated December 6, 2023

Submitted Date (Pacific Time): December 05, 2023  
Payment Date (Pacific Time): December 05, 2023  
Application Deadline: January 15, 2024

Offered Admission  
Status: Received

**Application Actions**

- Response Deadline Extension
- Report Decline
- Campus Visit Report Declined Fund

Awarded Recruitment Funds		
Award	Amount	Declined?
<a href="#">Add New</a>		
Graduate Studies Doctoral Award	\$2,000.00	
Campus Visit Recruitment Support	\$500.00	

Set Default Tab

- You can run the “Campus Visit Funds Decisions” query linked on you Slate homepage in the Reporting (Queries) section.

## Reporting (Queries)

[Admission Offer Decisions](#)  
[Applicants With No Admission Decision](#)  
[Comprehensive Applicant Data](#)  
[Incoming Students](#)  
[In-Progress Applications](#)  
[Program Paid Fee Waivers](#)  
[Rating Form - All Data](#)  
[Rating Form - Average Scores](#)  
[Submitted and Paid Applications](#)

### Recruitment Award Queries

[Campus Visit Fund Decisions](#)  
[Graduate Studies Doctoral Awards Decisions](#)  
[Promising Scholar & Future Stewards Opt-In](#)

[Language Code Dictionary](#)

On the tabs above this table (Admission Offer Decisions, Enrollment Funnel, Reader Synopsis), there are some point-in-time reports that are specific to the application populations that you have access to. Please review the [Admissions Handbook](#) for details.

### Reporting a Decline

If an applicant was awarded a Campus Visit award, but the money will go unused due to a change in plans, please notify us immediately by submitting a “Campus Visit Report Declined Fund” form available in the Application Actions box on the application record.

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Dashboard	Timeline	Fall 2024, Plann...	Fall 2023, Speci...	Profile	Materials	Prospect   Inquiry Info
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Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
Last updated December 6, 2023

Offered Admission  
Status: Received

Submitted Date (Pacific Time): December 05, 2023

Payment Date (Pacific Time): December 05, 2023

Application Deadline: January 15, 2024

#### Application Actions

- [Response Deadline Extension](#)
- [Report Decline](#)
- [Campus Visit Report Declined Fund](#)

#### Awarded Recruitment Funds

Award	Amount	Declined?
<a href="#">Add New</a>		
Graduate Studies Doctoral Award	\$2,000.00	
Campus Visit Recruitment Support	\$500.00	

Set Default Tab

### Dispersal of Funds

Funds will be transferred to the index provided after the end of the month the request was approved.

### Graduate Studies Doctoral Awards Nomination Instructions

Nominations are submitted via [Slate](#). Follow the steps below to request funds.

Eligibility: Awardees must be prospective doctoral students who have been offered admission.

### Nomination Instructions

1. Navigate to the applicant's record in Slate. Click on the relevant term and program application tab.
2. Click on the "Graduate Studies Doctoral Award" link in the Application Actions box.

slate

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Dashboard | Timeline | **Fall 2024, Plann...** | Fall 2023, Speci... | Profile | Materials | Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
Last updated December 5, 2023

Offered Admission  
Status: Received

Dashboard - Application

Submitted Date (Pacific Time): December 05, 2023

Payment Date (Pacific Time): December 05, 2023

Application Deadline: January 15, 2024

**Application Actions**

- [Response Deadline Extension](#)
- [Report Decline](#)
- [Graduate Studies Doctoral Award](#)

3. Enter the amount requested. Enter the value without dollar signs or decimals.
4. Provide rationale for nomination.
5. Submit the nomination.
6. Can't remember whether you submitted a nomination for a particular applicant? Navigate to their record and scroll to the activities section. You'll see the submission populate there alongside the date.

### Activities

Date ▲	Code	Subject
12/05/2023	Source	Graduate Studies Doctoral Award - Program Approval
12/05/2023	Source	Campus Visit Recruitment Support - Program Approval
12/05/2023	Received	Received: Official Test Scores: IELTS
12/05/2023	Received	Received: Official Test Scores: TOEFL
12/05/2023	Payment	Payment Received: 70.00 USD

## Decision Process

1. Requests will be reviewed within 5 business days.
2. If awarded, you will see the amount populate on the applicant’s application record. To view DGS recruitment awards that have been approved, click “Recruitment Funds” on the application menu.
3. If the applicant declines admission, the award will automatically be updated to show the award was declined.

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Applicant 711960822

Dashboard
Timeline
Fall 2024, Plann...
Fall 2023, Speci...
Profile
Materials
Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

No decision on file.

Submitted December 5, 2023  
Last updated December 5, 2023

Submitted Date (Pacific Time): December 05, 2023  
Payment Date (Pacific Time): December 05, 2023  
Application Deadline: January 15, 2024

**Application Actions**

- [Withdraw Application](#)

**Overview**

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Application Update](#)
- [Recruitment Funds](#)

4. You can opt in to receive email notifications about the Division’s decision on nominations by navigating to your program management portal and clicking your name in the administrative notifications section.
  - o Awarded funds will show in below the “Awarded Recruitment Funds” section on the applicant record:

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Dashboard
Timeline
Fall 2024, Plann...
Fall 2023, Speci...
Profile
Materials
Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Offered Admission  
Status: Received

Submitted December 5, 2023  
Last updated December 6, 2023

Submitted Date (Pacific Time): December 05, 2023  
Payment Date (Pacific Time): December 05, 2023  
Application Deadline: January 15, 2024

**Application Actions**

- [Response Deadline Extension](#)
- [Report Decline](#)
- [Campus Visit Report Declined Fund](#)

Awarded Recruitment Funds		
Award	Amount	Declined?
<a href="#">Add New</a>		
Graduate Studies Doctoral Award	\$2,000.00	
Campus Visit Recruitment Support	\$500.00	

Set Default Tab

- o You can run the “Graduate Studies Doctoral Awards Decisions” query linked on you Slate homepage in the Reporting (Queries) section.

## Reporting (Queries)

[Admission Offer Decisions](#)  
[Applicants With No Admission Decision](#)  
[Comprehensive Applicant Data](#)  
[Incoming Students](#)  
[In-Progress Applications](#)  
[Program Paid Fee Waivers](#)  
[Rating Form - All Data](#)  
[Rating Form - Average Scores](#)  
[Submitted and Paid Applications](#)

### Recruitment Award Queries

[Campus Visit Fund Decisions](#)  
[Graduate Studies Doctoral Awards Decisions](#)  
[Promising Scholar & Future Stewards Opt-In](#)

[Language Code Dictionary](#)

On the tabs above this table (Admission Offer Decisions, Enrollment Funnel, Reader Synopsis), there are some point-in-time reports that are specific to the application populations that you have access to. Please review the [Admissions Handbook](#) for details.

### *Reporting a Decline*

If a student declines their offer of admission these funds will automatically be listed as declined.

### *Dispersal of Funds*

Funds will be disbursed to student billing accounts at the beginning of their first term in the program.

## Lokey Awards Nomination Instructions

### *Overview and Eligibility*

Made possible by a generous donation of Mr. Lorry I. Lokey, the Lokey Graduate Science Awards aim to help doctoral programs compete with AAU benchmark institutions in the recruitment of the top students into their programs. Nominees must be doctoral applicants holding an offer to study in the upcoming admissions cycle. Note, Lokey awards are non-transferable and cannot be deferred

### *As of Fall 2024:*

- College deans will allocate Lokey Awards to programs. The Division of Graduate Studies will work with programs directly to identify awardees and facilitate offers.

### *How to Submit Nomination in Slate*

Nominations are submitted via [Slate](#). Follow the steps below to request funds.

### Nomination Instructions

1. Navigate to the applicant's record in Slate. Click on the relevant term and program application tab.
2. Click on the "Lokey Graduate Science Award" link in the Application Actions box.

Test\_Cat, Test\_Emme

Dashboard	Timeline	Fall 2024, Adver...	Fall 2024, Biolo...	<b>Fall 2025, Biolo...</b>	Unknown Term, Bi...	Fall 2024, Accou...	Unknown Term, Bi...	Fall 2024, Engli...	Fall :
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Fall 2025, Biology, PhD, Application Reference ID - 640863715

Submitted June 27, 2024  
 Last updated November 1, 2024  
 Submitted Date (Pacific Time): June 27, 2024  
 Payment Date (Pacific Time): October 08, 2024  
 Response Deadline: December 01, 2024  
 Application Deadline: December 01, 2024  
 Staff Assigned:

Offered Admission  
 Status: Received

**Application Actions**

- [Response Deadline Extension](#)
- [Campus Visit Recruitment Support](#)
- [Graduate Studies Doctoral Award](#)
- [Lokey Graduate Science Award](#)

3. Submit the nomination.
4. Can't remember whether you submitted a nomination for a particular applicant? Navigate to their record and scroll to the activities section. You'll see the submission populate there alongside the date.

### Activities

Date ▲	Code	Subject
<a href="#">New Activity</a>		
11/01/2024	Source	Promising Scholar Award - Program Approval
10/25/2024	Received	Received: Unofficial Transcript (University of Maine)
10/09/2024	Source	Cancelled: Application Deferral Request (App) - Program Approval
10/09/2024	Source	Cancelled: Application Deferral Request (App) - Program Approval
10/08/2024	Source	Cancelled: Application Deferral Request (App) - Program Approval
10/08/2024	Source	Cancelled: Application Deferral Request (App) - Program Approval
10/08/2024	Source	Respond to Offer of Admission
10/08/2024	Payment	Payment Received: 70.00 USD
09/25/2024	Source	Lokey Graduate Science Award - Program Approval
09/05/2024	Payment	Payment Due: 70.00 USD
10/10/2022	Received	Received: Unofficial Transcript (University Of Kent)
07/26/2022	Received	Received: Unofficial Transcript (University of Oregon)

### Decision Process

1. Requests will be reviewed within 5 business days.
2. If approved by the Division, the applicant will receive an email from [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) offering them the award and outlining how to accept or decline.

3. If awarded, you will see the amount populate on the applicant’s application record. To view DGS recruitment awards that have been approved, click “Recruitment Funds” on the application menu.
4. If the applicant declines admission, the award will automatically be updated to show the award was declined.

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Applicant 711960822

<a href="#">Dashboard</a>	<a href="#">Timeline</a>	<b>Fall 2024, Plann...</b>	<a href="#">Fall 2023, Speci...</a>	<a href="#">Profile</a>	<a href="#">Materials</a>	<a href="#">Prospect   Inquiry Info</a>
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Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
Last updated December 5, 2023

Submitted Date (Pacific Time): December 05, 2023  
Payment Date (Pacific Time): December 05, 2023  
Application Deadline: January 15, 2024

No decision on file.

**Overview**

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Application Update](#)
- [Recruitment Funds](#)**

**Application Actions**

- [Withdraw Application](#)

5. How to view the Division’s decision:
  - You can opt in to receive email notifications about the Division’s decision on PSA nominations by navigating to your program management portal and clicking your name in the administrative notifications section.
  - Awarded funds will show in below the “Awarded Recruitment Funds” section on the applicant record.
  - You can run the “Lokey Award Recipients” query linked on your Slate homepage in the Reporting (Queries) section.

## Reporting (Queries)

- [Admission Offer Decisions](#)
- [Applicants With No Admission Decision](#)
- [Comprehensive Applicant Data](#)
- [Incoming Students](#)
- [In-Progress Applications](#)
- [International Need Based Fee Waivers](#)
- [Program Paid Fee Waivers](#)
- [Rating Form - All Data](#)
- [Rating Form - Average Scores](#)
- [Submitted and Paid Applications](#)

### Recruitment Award Queries

- [Campus Visit Fund Recipients](#)
- [Graduate Studies Doctoral Award Recipients](#)
- [Lokey Award Recipients](#)**
- [Promising Scholar Award Recipients](#)
- [Promising Scholar & Future Stewards Opt-In](#)

### *Reporting a Decline*

If a student declines their offer of admission these funds will automatically be listed as declined.

## Promising Scholar Awards Nomination Instructions

### *Overview*

The Promising Scholars Award is a recruitment award offered to highly qualified incoming graduate students who enhance and advance the research and scholarly excellence of the university through diverse perspectives and experiences.

### *As of Fall 2024:*

- College deans will allocate Promising Scholar Awards to programs. The Division of Graduate Studies will work with programs directly to identify awardees and facilitate offers.
- Prospective students may opt-in through Slate for consideration for nomination; programs may still nominate students who have not opted in.

### *Award Eligibility and Defining “Underrepresentation”*

To be eligible for the Promising Scholar Award, student’s experiences and contributions must be underrepresented in the program. Underrepresented experiences that shape diverse perspectives and contribute to excellence in graduate education may include:

- **Educational backgrounds** such as first-generation college, attendance at a historically Black college/university, community college, tribal school, multi-country education, single-gender college, etc.
- **Cultural backgrounds** refer to an intersectional and broad range of experiences that shape a candidate’s perspective, expertise, and academic contributions and may include a combination of race, ethnicity, gender, tribal membership, socioeconomic background, Veteran status, multi-racial backgrounds, sexual orientation, disability, citizenship and national origin, family background, etc. These backgrounds should be connected to and contextualized in multiple instances of academic contributions and merits.
- **Geographic backgrounds** do not solely refer to the location of where a candidate is from (or a candidate’s international student status) but the ways in which a candidate’s location shaped their educational experiences. This may include isolated or rural areas, areas affected by conflict, areas impacted by extreme environmental events, an area's history of treatment of a specific group, etc.

Visit the [Promising Scholar Award website](#) for full eligibility details.

### *How to check for applicant’s PSA opt-in*

**Option 1a** – for Admissions – Program Staff Access

\*\*This option will **only** work for people who have “Admissions – Program Staff” access for the program that the student applied for. If you only have “Admissions – Reader” access (default for most faculty), **use option 2.**

1. Log into Slate here. On your [Slate homepage](#), scroll to the Reporting (Queries) section and click “Promising Scholar and Future Steward Opt-In”

**Reporting (Queries)**

[Admission Offer Decisions](#)  
[Applicants With No Admission Decision](#)  
[Comprehensive Applicant Data](#)  
[Incoming Students](#)  
[In-Progress Applications](#)  
[Program Paid Fee Waivers](#)  
[Rating Form - All Data](#)  
[Rating Form - Average Scores](#)  
[Submitted and Paid Applications](#)

**Recruitment Award Queries**  
[Campus Visit Fund Decisions](#)  
[Graduate Studies Doctoral Awards Decisions](#)  
[Promising Scholar & Future Stewards Opt-In](#)

[Language Code Dictionary](#)

On the tabs above this table (Admission Offer Decisions, Enrollment Funnel, Reader Synopsis), there are some point-in-time reports that are specific to the application populations that you have access to. Please review the [Admissions Handbook](#) for details.

2. Select Fall 2024 in the pinned “GRAD Admission Term App” filter your program in the “GRAD Program App” filter. Then click “Run Query.”

### Promising Scholar and Future Steward Opt-In

Folder	Shared / Application By Population
User	<a href="#">Hannah Schneider-Lynch</a>
Base	Configurable Joins - Application by Population
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">GRAD Admission Term App</a> <b>PINNED</b> IN <a href="#">GRAD Program App</a> <b>PINNED</b> IN <a href="#">Submitted Status</a> = Submitted <a href="#">Not A Test Record</a> Not Exists Net Sum = 0
Matching Rows	0

**Run Query**

3. You can review the output on the screen that shows (pay attention to the fact that it only displays 100 records per page), and you can use the search functionality to search for a particular student. Or, you can export the spreadsheet and review in Excel.

All Queries > Promising Scholar and Future Steward Opt-In

Promising Scholar and Future Steward Opt-In

Output:

**Export**

Rows 1-100 of 186 Prev Next

UO ID	Application Reference ...	Preferred First Name	First Name	Middle Name	Last Name	Other Last Names Used	Opted in to Promising ...	Opted in to Future Ste...
							Yes	
							Yes	
							Yes	
							Yes	
							Yes	
							Yes	
							Yes	
							Yes	
							Yes	

**Option 1b** – for Admissions – Program Staff Access

\*\*This option will **only** work for people who have “Admissions – Program Staff” access for the program that the student applied for. If you only have “Admissions – Reader” access (default for most faculty), **use option 2.**

1. Log into Slate here. On your [Slate homepage](#), scroll to the Reporting (Queries) section and click “Comprehensive Applicant Data”

**Reporting (Queries)**

[Admission Offer Decisions](#)

[Applicants With No Admission Decision](#)

**[Comprehensive Applicant Data](#)**

[Incoming Students](#)

[In-Progress Applications](#)

[Program Paid Fee Waivers](#)

[Rating Form - All Data](#)

[Rating Form - Average Scores](#)

[Submitted and Paid Applications](#)

**Recruitment Award Queries**

[Campus Visit Fund Decisions](#)

[Graduate Studies Doctoral Awards Decisions](#)

[Promising Scholar & Future Stewards Opt-In](#)

[Language Code Dictionary](#)

On the tabs above this table (Admission Offer Decisions, Enrollment Funnel, Reader Synopsis), there are some point-in-time reports that are specific to the application populations that you have access to. Please review the [Admissions Handbook](#) for details.

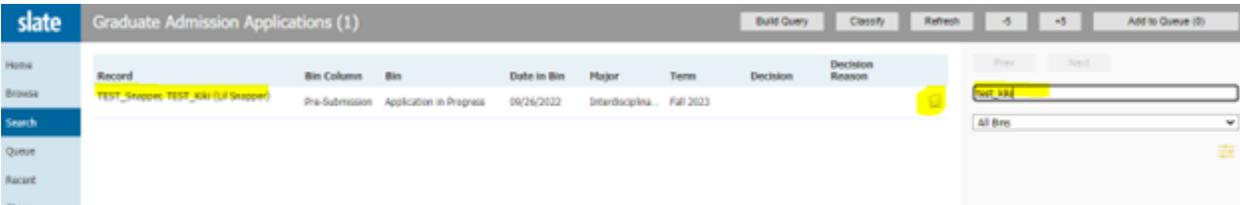
2. This will pull up a spreadsheet with two tabs. Click the Comprehensive Report Links tab and then select the link next to your program’s name.



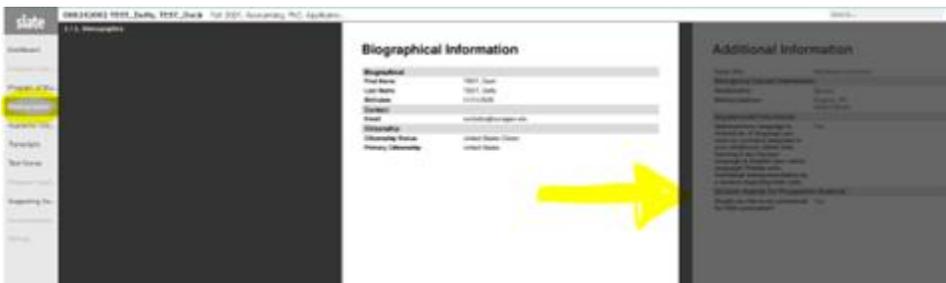
1. [Log into Slate here.](#) Click on the “Search” tab. On this page you’ll see the applications you have access to. Type the candidate’s name in the search bar.



2. Once you have located the application, click the icon on the right with the two papers. This will pull up the student’s application.



3. To locate the Application Reference ID, click “Demographics” and scroll to the Additional Information page. In the “Division Awards for Prospective Students” check whether there is a “yes” next to the question “Would you like to be considered for PSA nomination?”



**Division Awards for Prospective Students**  
 Would you like to be considered for PSA nomination? **Yes**

### How to Submit Nomination in Slate

Nominations are submitted via [Slate](#). Follow the steps below to request funds.

Eligibility: Awardees must be prospective doctoral students who have been offered admission.

### Nomination Instructions

1. Navigate to the applicant’s record in Slate. Click on the relevant term and program application tab.
2. Click on the “Promising Scholar Award” link in the Application Actions box.

Test\_Cat, Test\_Emme Rule execution successfully queued 0m ago. [Preview pending actions](#)

- Dashboard
- Timeline
- Fall 2024, Adver...
- Fall 2024, Biolo...
- Fall 2025, Biolo...
- Unknown Term, Bi...
- Fall 2024, Accou...
- Unknown Term, Bi...
- Fall 2024, Engli...
- Fall

Fall 2025, Biology, PhD, Application Reference ID - 640863715

Submitted June 27, 2024  
 Last updated October 31, 2024

Submitted Date (Pacific Time): June 27, 2024  
 Payment Date (Pacific Time): October 08, 2024  
 Response Deadline: December 01, 2024  
 Application Deadline: December 01, 2024  
 Staff Assigned:

Offered Admission  
 Status: Received

**Application Actions**

- [Response Deadline Extension](#)
- [Campus Visit Recruitment Support](#)
- [Graduate Studies Doctoral Award](#)
- [Promising Scholar Award](#)

Checklist

3. Submit the nomination.
4. Can't remember whether you submitted a nomination for a particular applicant? Navigate to their record and scroll to the activities section. You'll see the submission populate there alongside the date.

Activities

Date ▲	Code	Subject	User
<a href="#">New Activity</a>			
11/01/2024	Source	Promising Scholar Award – Program Approval	Hannah Schnei...
10/25/2024	Received	Received: Unofficial Transcript (University of Maine)	(=)

Decision Process

1. Requests will be reviewed within 5 business days.
2. If approved by the Division, the applicant will receive an email from [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) offering them the award and outlining how to accept or decline.
3. If awarded, you will see the amount populate on the applicant's application record. To view DGS recruitment awards that have been approved, click "Recruitment Funds" on the application menu.
4. If the applicant declines admission, the award will automatically be updated to show the award was declined.

TEST\_Snapper, TEST\_Kiki (Lil Snapper)

Applicant 711960822

- Dashboard
- Timeline
- Fall 2024, Plann...
- Fall 2023, Speci...
- Profile
- Materials
- Prospect | Inquiry Info

Fall 2024, Planning and Public Affairs, PhD, Application Reference ID - 796489284

Submitted December 5, 2023  
 Last updated December 5, 2023

Submitted Date (Pacific Time): December 05, 2023  
 Payment Date (Pacific Time): December 05, 2023  
 Application Deadline: January 15, 2024

No decision on file.

**Application Actions**

- [Withdraw Application](#)

**Overview**

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Application Update](#)
- [Recruitment Funds](#)

5. How to view the Division's decision:

- You can opt in to receive email notifications about the Division’s decision on PSA nominations by navigating to your program management portal and clicking your name in the administrative notifications section.
- Awarded funds will show in below the “Awarded Recruitment Funds” section on the applicant record:

Scholarship Name	Amount	Status	Category
Promising Scholar Award	\$8,000		DGS

- You can run the “Promising Scholar Award Recipients” query linked on you Slate homepage in the Reporting (Queries) section.

## Reporting (Queries)

[Admission Offer Decisions](#)  
[Applicants With No Admission Decision](#)  
[Comprehensive Applicant Data](#)  
[Incoming Students](#)  
[In-Progress Applications](#)  
[International Need Based Fee Waivers](#)  
[Program Paid Fee Waivers](#)  
[Rating Form - All Data](#)  
[Rating Form - Average Scores](#)  
[Submitted and Paid Applications](#)

### Recruitment Award Queries

[Campus Visit Fund Recipients](#)  
[Graduate Studies Doctoral Award Recipients](#)  
[Lokey Award Recipients](#)  
[Promising Scholar Award Recipients](#)  
[Promising Scholar & Future Stewards Opt-In](#)

### *Reporting a Decline*

If a student declines their offer of admission these funds will automatically be listed as declined.

## Appendix

### Appendix A: Admission Decision Letters by Applicant Status

These notices/letters show in the applicant's Slate status portal, which can be viewed by navigating to <https://insight.uoregon.edu/apply/>. Only one letter can display at a time for each application, so what the student sees will depend on their current status (Offered Admission, Accepted Offer, Declined, etc.).

The student can view the offer in their status portal and can download a PDF of the letter if they need it. The PDF will have the Division's letterhead on it.

#### Offered Admission

**Do not reproduce this letter.**

**Timing of decision letter display:** One business day after the Division has fully processed the applicant's recommendation for admission, the applicant receives an email indicating that there is a new decision on their portal. This is the letter that will show.

UO ID: {{uo\_id}}

Dear {{preferred}} {{last}},

We are delighted to inform you that you have been formally offered graduate admission to the University of Oregon. Congratulations! We hope that you choose to join our community of more than 3500 graduate students who are researching, learning, and exploring in more than 150 diverse programs.

As a graduate student at the University of Oregon, you will have the chance to work with internationally recognized faculty and participate in research projects at the forefront of your field. The Division of Graduate Studies is committed to promoting graduate education by fostering excellence, innovation, and inclusive communities. We encourage you to explore the many interdisciplinary, funding, professional development opportunities, and resources available at the University by visiting our website, where you will find [important information about next steps and resources](#).

We very much hope that you will join the academic community at the University of Oregon. The Division, along with the faculty and staff of your degree program, are here to support you throughout your academic journey. To view some of our major personal and professional resources offered to students, please visit our [Grad Student One Stop](#). Please do not hesitate to contact us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) with any questions.

To respond to your offer of admission, navigate to your status portal and click "Respond to Offer of Admission."

#### **Admission Details**

{% if {{intl}} != "0" %}Official Name of Record: {{legal\_name}}

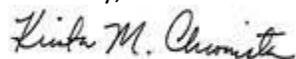
{% elseif {{intl}} == "0" %}{% endif %}Term of Admission: {{grad\_admission\_term}}\*

Major: {{grad\_program}}

**Student Type:** {{grad\_degree\_level}}  
**College:** {{grad\_college}}  
**Residency Status:** {{grad\_res\_status}}\*\*  
**Personal Access Code (PAC):** {{grad\_pac}}

**Official Transcripts:** You must submit official transcripts from all colleges or universities from which you received a bachelor's degree or higher. Students admitted with in-progress coursework or requirements for bachelor's level degrees must have their degree conferred prior to the beginning of their term of admission at UO. Applicants who do not meet this criteria will have their admission rescinded. If you choose to accept this offer of admission, we will notify you if there are any remaining transcripts required to complete your admission file. [Detailed instructions about submitting official transcripts are available here.](#)

Sincerely,



Krista M. Chronister, PhD  
Vice Provost for Graduate Studies, Division of Graduate Studies

*\*This admission is valid for the term indicated above only. If you do not enroll this term, and wish to enroll for a different term, you must work with your prospective program to discuss options for deferral or reapplication.*

*\*\*Residency status determines who qualifies to pay in-state vs out-of-state tuition. If you believe you are not correctly classified, contact the University of Oregon Residency Officer in the Office of Admissions - [admissions@uoregon.edu](mailto:admissions@uoregon.edu) or [\(541\) 346-1231](tel:5413461231).*

Offered Admission and Accepted Offer

**Do not reproduce this letter.**

**Timing of decision letter display:** Shows after the applicant has accepted their offer of admission using the Respond to Offer form in their status portal.

**Applicant Name:** {{preferred}} {{last}}

**UO ID:** {{uo\_id}}

{% if {{intl}} != "0" %}**Official Name of Record:** {{legal\_name}}  
{% elseif {{intl}} == "0" %}{% endif %}**Application Status:** Accepted Offer

**Term of Admission:** {{grad\_admission\_term}}

**Major:** {{grad\_program}}

**Student Type:** {{grad\_degree\_level}}

**College:** {{grad\_college}}

**Residency Status:** {{grad\_res\_status}}

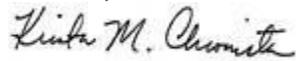
**Personal Access Code (PAC):** {{grad\_pac}}

**Registering for Coursework:** Students [register for classes through DuckWeb](#), an online tool available to all admitted students at the UO. To log in, you must [claim your Duck ID](#). To claim your Duck ID, you will need your UO ID number `{{uo_id}}` and access to the email you used to apply. *Please Note:* If you register for courses and later decide not to enroll, it is your responsibility to completely withdraw before the start date of your term of admission. [Read more here.](#)

**Official Transcripts:** You must submit official transcripts from all colleges or universities from which you received a bachelor's degree or higher. Students admitted with in-progress coursework or requirements for bachelor's level degrees must have their degree conferred prior to the beginning of their term of admission at UO. Applicants who do not meet this criteria will have their admission rescinded. We will notify you if there are any remaining transcripts required to complete your admission file. [Detailed instructions about submitting official transcripts are available here.](#)

We encourage you to be in touch with your new program in the days and weeks leading up to your start, as well as to review our website for [next steps for admitted students](#). Please do not hesitate to contact us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu) with any questions.

Sincerely,



Krista M. Chronister, PhD  
Vice Provost for Graduate Studies, Division of Graduate Studies

*\*This admission is valid for the term indicated above only. If you do not enroll this term, and wish to enroll for a different term, you must work with your prospective program to discuss options for deferral or reapplication.*

*\*\*Residency status determines who qualifies to pay in-state vs out-of-state tuition. If you believe you are not correctly classified, contact the University of Oregon Residency Officer in the Office of Admissions - [admissions@uoregon.edu](mailto:admissions@uoregon.edu) or [\(541\) 346-1231](tel:5413461231).*

Offered Admission and Declined Offer

**Do not reproduce this letter.**

**Timing of decision letter display:** Letter shows in student portal for applicants who have declined their offer of admission using the Respond to Offer form in their status portal.

**Applicant Name:** `{{preferred}} {{last}}`

**Application Status:** `{% if {{dec_reason}} == "Deferral" %}Deferred Offer{% elseif {{dec_reason}} != "Deferral" %}Declined Offer{% endif %}`

**Term of Admission:** `{{grad_admission_term}}`

**Major:** `{{grad_program}}`

**Student Type:** `{{grad_degree_level}}`

## Denied Admission

**Do not reproduce this letter. Letter shows in student portal for applicants the program has denied admission to.**

**Timing of decision letter display:** Letter shows in student portal one day after the program marks applicants as “Deny Admission” using the “Reader – Program Recommendation to the Division of Graduate Studies” form or the [batch denial process](#). Applicant will receive an email notifying them of the new decision on their status portal.

Dear {{preferred}} {{last}},

Thank you for applying for graduate studies at the University of Oregon.

Your prospective program has notified us that your application for the program listed below has been denied. We understand this might be a disappointing outcome. Please contact the program directly if you have any questions about this decision.

**Application Term:** {{grad\_admission\_term}}

**Major:** {{grad\_program}}

**Student Type:** {{grad\_degree\_level}}

**College:** {{grad\_college}}

We appreciate your interest in the University of Oregon and wish you the best in your future pursuits.

Sincerely,

Division of Graduate Studies

## Withdrawn Application (app had been submitted)

**Do not reproduce this letter.**

**Timing of decision letter display:** Letter shows in student portal one day after a [withdrawn application form](#) has been submitted by the program or division.

Dear {{preferred}} {{last}},

Your prospective program has notified us that you requested to have the following application withdrawn. If you believe this update was made in error, please contact your prospective program directly.

**Application Term:** {{grad\_admission\_term}}

**Program:** {{grad\_program}}

**Student Type:** {{grad\_degree\_level}}

We appreciate your interest in the University of Oregon and wish you the best in your future pursuits.

Sincerely,

Division of Graduate Studies

Withdrawn Application (app had not yet been submitted)

**Do not reproduce this letter.**

**Timing of decision letter display:** Letter shows in student portal for applicants who requested their in-progress application to be withdrawn.

Dear {{preferred}} {{last}},

Your prospective program has notified us that you requested to have the following application withdrawn. If you believe this update was made in error, please contact your prospective program directly.

**Application Term:** {{grad\_admission\_term}}

**Program:** {{grad\_program}}

**Student Type:** {{grad\_degree\_level}}

We appreciate your interest in the University of Oregon and wish you the best in your future pursuits.

Sincerely,

Division of Graduate Studies

## Appendix B: Slate Email Communications

The following emails are sent automatically to applicants at various points in their admission journey. They are included here for your reference and should not be duplicated.

### Admitted Students – Official Transcript Received

All students who have accepted their offer of admission and for whom we have received their official transcript will receive this email.

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** Action Required: Submit Official Transcripts to UO

**Body of Email:**

Hello {{pref}},

We are so pleased to welcome you to the University of Oregon as a new graduate student!

Thank you for submitting the following official transcripts:

Admission Information: {{term}}, {{program}}

<Shows information about transcript that we received.>

If you have any questions regarding this message, please feel free to contact us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu). We are happy to help.

Best,

Division of Graduate Studies

**Admitted Students – Official Transcripts Required**

This email is sent to applicants who have accepted their offer for admission. It sends 30 days prior to the term, and again any time we search for transcripts and find that they are still missing.

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** Action Required: Submit Official Transcripts to UO

**Body of Email:**

Hello {{preferred}},

We are so pleased to welcome you to the University of Oregon as a new graduate student!

University of Oregon policy requires that incoming graduate students submit official transcripts for all earned bachelor's degrees or higher by the end of their first term. Please see below for the status of outstanding official transcripts:

Admission Information: {{term}}, {{program}}

<Information about missing transcript and last date we checked for transcript shows here. Any transcript that is required but missing will show.>

[You can read about how to submit official transcripts here.](#)

Please note:

- Be sure to read the instructions linked above before submitting your official transcript(s).
- Each transcript must show the degree you earned, the date the degree was conferred and your coursework.
- Keep in mind that many institutions do not show a degree conferral date until approximately 30 days after graduation, so transcripts for recently completed degrees may not reflect your degree earned. Wait until your degree shows to send us your transcript.

- If your degree is from another country and a conferral date is not information that appears on your transcript, we may also need degree certificates and English translations if appropriate.

If you are unable to provide official transcripts by the end of your first term, your admission may be revoked and you may be required to repay any financial assistance received.

If you have any questions regarding this message, what to submit, or you want to discuss special circumstances that may be delaying your ability to submit, please feel free to contact us at [graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu). We are happy to help.

Best,

Division of Graduate Studies

#### Admitted International Students – Onboarding

Admitted international students who have accepted their offers of admission receive onboarding support from the Division of Graduate Studies (DGS) and International Student and Scholar Services (ISSS). DGS manages the [international onboarding portal](#), which includes information and guidance on [first steps](#) through [arrival](#). ISSS supports incoming international students with visa processing and beginning the [visa checklist](#). As of Fall 2023, [ISSS funnels all incoming international graduate students to the Division of Graduate Studies' international onboarding portal](#).

Programs should refer all visa-related question to ISSS and refrain from issuing any guidance on immigration-related topics. Programs are also encouraged to link any onboarding materials for incoming international students to the DGS [international onboarding portal](#), as the content is regularly maintained and kept up-to-date in coordination with multiple units across campus. Any questions regarding the onboarding portal can be sent to the [Director of Diversity and Inclusion](#).

The following emails are sent from the Division of Graduate Studies based on when admitted international students accept their offer:

#### *Campaign 1*

**Sent to:** Summer and Fall term acceptances of offers of admission from January through April 15

Email 1 – Welcome and First steps

**Timing:** 1 day after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Welcome and First Steps for Arriving at the University of Oregon

**Preheader:** Prepare for your life at UO

[Click to view email](#).

Email 2 – Health Requirements

**Timing:** 14 days after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}  
**Subject:** Prepare Your Health Requirements  
**Preheader:** International student arrival support  
[Click to view email.](#)

Email 3 – Finances

**Timing:** 21 days after offer acceptance  
**Sender:** "University of Oregon"  
**Recipient:** {{email}}  
**Subject:** Prepare Your Finances  
**Preheader:** International student arrival support  
[Click to view email.](#)

Email 4 – Social Connection

**Timing:** 28 days after offer acceptance  
**Sender:** "University of Oregon"  
**Recipient:** {{email}}  
**Subject:** Prepare Your Social Network  
**Preheader:** International student arrival support  
[Click to view email.](#)

Email 5 – Prepare for Travel

**Timing:** 35 days after offer acceptance  
**Sender:** "University of Oregon"  
**Recipient:** {{email}}  
**Subject:** Prepare for Travel to the University of Oregon  
**Preheader:** International student arrival support  
[Click to view email.](#)

Email 6 – Upon Arrival

**Timing:** 60 days after offer acceptance  
**Sender:** "University of Oregon"  
**Recipient:** {{email}}  
**Subject:** Upon Arrival at the University of Oregon  
**Preheader:** International student arrival support  
[Click to view email.](#)

*Campaign 2*

**Sent to:** Summer and Fall term acceptances of offers of admission from April 16 through June 15

Email 1 – Welcome and First steps

**Timing:** 1 day after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Welcome and First Steps for Arriving at the University of Oregon

**Preheader:** Prepare for your life at UO

[Click to view email.](#)

Email 2 – Health Requirements and Finances

**Timing:** 7 days after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Prepare Your Health and Financial Requirements

**Preheader:** International student arrival support

[Click to view email.](#)

Email 3 – Prepare for Travel

**Timing:** 14 days after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Prepare for Travel to the University of Oregon

**Preheader:** International student arrival support

[Click to view email.](#)

Email 4 – Upon Arrival

**Timing:** 60 days after offer acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Upon Arrival at the University of Oregon

**Preheader:** International student arrival support

[Click to view email.](#)

### *Campaign 3*

**Sent to:** Summer acceptances of offers of admission from April 16 through June 15; Fall acceptances from June 16 through September 1

Email 1 – Welcome and First steps

**Timing:** 1 day after acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Welcome and First Steps for Arriving at the University of Oregon

**Preheader:** Prepare for your life at UO

[Click to view email.](#)

Email 2 – Prepare for Travel

**Timing:** 5 days after acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Prepare for Travel to the University of Oregon

**Preheader:** International student arrival support

[Click to view email.](#)

Email 3 – Upon Arrival

**Timing:** 14 days after acceptance

**Sender:** "University of Oregon"

**Recipient:** {{email}}

**Subject:** Upon Arrival at the University of Oregon

**Preheader:** International student arrival support

[Click to view email.](#)

#### DGS Fee Waiver Request Approved

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Graduate Studies Fee Waiver Decision

**Body of Email:**

Hello {{pref}},

The Division of Graduate Studies has approved your request for {% if {{citz}} == "0" %}a {{amount}} {% elseif {{citz}} == "1" %}an {% endif %}application {{type}} for your application to the {{major}} program for the {{term}} term.

{% if {{type}} == "waiver" %}As your application fee has been waived, you should not be charged upon submission of your application. If it does say you owe a balance, please contact us.{% elseif {{type}} == "discount" %}Please note that this is only an application fee discount; you will be prompted to pay the remainder upon submission.{% endif %}

Best,

Division of Graduate Studies Signature & Contact Info

#### DGS Fee Waiver Request Denied

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Graduate Studies Fee Waiver Decision

**Body of Email:**

Hello {{pref}},

Our records show that you requested {% if {{citz}}== '0' %}a {{amount}}{% elseif {{citz}} != '0' %}an{% endif %} application {{type}} for your application to the {{major}} program for the {{term}} term. Your request has been denied for the reason outlined below:

{{reason for denial}}

[Please review our website for information about eligibility and the documentation we require.](#)

If you have new documentation or information that would resolve this denial, please resubmit your information through the 'Application Fee & Application Waiver/Discount' page of your application. We guarantee review of documentation within 5 business days, so it is important to submit qualifying documents at least 5 business days before your prospective program's application deadline.

Best,

Division of Graduate Studies Signature & Contact Info

**Document Upload Notification**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Application – Document Upload Required

**Body of Email:**

Dear {{name}},

The {{prog}} program has notified us that you need to upload a new {{document name}} for your {{term}} application.

{% if {{reason}} > '0' %} Your program has provided the following information about the document you originally submitted: {{reason}}

{% endif %} You can now upload a new {{original}} by clicking the link below.

[Login to Your Account](#)

Please reach out to your prospective program if you have any questions.

Best,

Division of Graduate Studies Signature & Contact Info

**International Need-Based Fee Waiver Decision**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Graduate Studies Fee Waiver Decision

**Body of Email:**

Hello {{Person-Preferred}},

The **{{form\_program}}** program has requested a need-based application fee waiver for your {{form\_term}} term application. The waiver has been approved by the Division of Graduate Studies.

As your application fee has been waived, you should not be charged upon submission of your application. If it does say you owe a balance, please contact us.

Your prospective program has provided us with the following information. Please [email us](#) if any of the information below is incorrect.

**Application Term:** {{form\_term}}

**Field of Study:** {{form\_program}}

**First Name:** {{form\_first}}

**Last Name:** {{form\_last}}

**Birthdate:** {{form\_dob}}

Best,

Division of Graduate Studies Signature & Contact Info

Notice of New Decision in Status Portal

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** Your Decision Status Has Been Updated

**Preheader:** Application Status Update

**Body of Email:**

Dear {{first}},

An update has been posted to your applicant status page.

You may access your status page here: [{{link}}](#)

Best,

Division of Graduate Studies Signature & Contact Info

Off-Cycle Term Update Confirmation

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Graduate Application Updated

**Body of Email:**

Dear {{Person-Preferred}},

The {{grad\_program}} program has requested an application for an off-cycle term on your behalf. Your application term has been updated to {{off\_cycle\_term}}. Your application deadline is {{application\_deadline}}.

You can now [log back in](#), finalize your application and submit it.

Please reach out to your prospective program if you have any questions.

Best,

Division of Graduate Studies Signature & Contact Info

**Offered Admission – Reminder to Accept Offer (one week)**

**This email is sent to any applicant who has been formally offered UO admission and has not yet accepted their offer. The email sends one week prior to their response deadline.**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** Reminder: Respond to Offer of Admission

**Body of Email:**

Hello {{name}},

Congratulations on your {{term}} offer of admission to {{program}}! This email serves as a courtesy reminder that the deadline to respond to your offer of admission is in **one week on {{day}}, {{response\_date}}**.

To respond to your offer of admission, please click the button below.

[Respond to Offer of Admission](#)

Please reach out to your prospective program if you have any questions.

Best,

Division of Graduate Studies

**Offered Admission – Reminder to Accept Offer (one day)**

**This email is sent to any applicant who has been formally offered UO admission and has not yet accepted their offer. The email sends one day prior to their response deadline.**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** Action Required: Respond to Offer Deadline is Tomorrow

**Body of Email:**

Hello {{name}},

Congratulations on your {{term}} offer of admission to {{program}}! This email serves as a courtesy reminder that the deadline to respond to your offer of admission is **tomorrow on {{day}}, {{response\_date}}**.

To respond to your offer of admission, please click the button below.

[Respond to Offer of Admission](#)

Please reach out to your prospective program if you have any questions.

Best,

Division of Graduate Studies

Program-Paid Fee Waiver Decision

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** UO Graduate Studies Fee Waiver Decision

**Body of Email:**

Hello {{Person-Preferred}},

The **{{form\_program}}** program has notified the Division of Graduate Studies that they will pay your application fee for the **{{form\_term}}** term.

As your application fee has been waived, you should not be charged upon submission of your application. If it does say you owe a balance, please contact us.

Your prospective program has provided us with the following information. Please [email us](#) if any of the information below is incorrect.

**Application Term:** {{form\_term}}

**Field of Study:** {{form\_program}}

**First Name:** {{form\_first}}

**Last Name:** {{form\_last}}

**Birthdate:** {{form\_dob}}

Best,

Division of Graduate Studies Signature & Contact Info

Slate Account Creation Confirmation

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** University of Oregon Graduate Application Account

**Body of Email:**

Thank you for creating a graduate application account with the University of Oregon.

To activate your account, please use the link below:

[Activate Account](#)

When requested for a password, enter the following temporary PIN:

{{pin}}

Best,

Division of Graduate Studies Signature & Contact Info

Slate Account Email Change

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** University of Oregon Graduate Application Change Email

**Body of Email:**

It was requested that the email address for this account be changed.

To complete the requested change, please use the link below:

[Complete Requested Change](#)

Upon logging in with your current credentials, the change will be completed.

Best,

Division of Graduate Studies Signature & Contact Info

Slate Account Password Reset

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** University of Oregon Graduate Application Password Reset

**Body of Email:**

It was requested that the password for this account be reset.

To access your account, please use the link below:

[Access Account](#)

When requested for a password, enter the following temporary, randomly-generated PIN:

{{pin}}

You will have an opportunity to change your password after authenticating.

Best,

Division of Graduate Studies Signature & Contact Info

**Recommendation Request (to Recommender)**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{reference\_email}}

**Subject:** Recommendation Request from {{name}} for the University of Oregon

**Body of Email:**

Dear {{reference\_name}}:

{{name}} is applying for admission to a graduate program at the University of Oregon and has requested that you submit a recommendation on their behalf. This applicant is applying for the following program:

**{{major}}**

To submit your recommendation, please use the link below. This link is unique to this recommendation and should not be shared or forwarded.

**Message from applicant:** {{personal\_message}} (Only shown if applicant provided one)

**Instructions from the program:** {{instructions}} (Only shown if the program provided custom instructions)

[Submit Recommendation](#)

Thank you for your time and consideration.

Division of Graduate Studies Signature & Contact Info

**Recommendation Submission Confirmation (to Recommender)**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{reference\_email}}

**Subject:** University of Oregon Recommendation Received

**Body of Email:**

Dear {{reference\_name}},

We have successfully received your letter of recommendation for {{first}} {{last}} for {{term}} admission to the {{program}} program.

Thank you for your time and consideration.

Best,

Division of Graduate Studies Signature & Contact Info

**Recommendation Submission Confirmation (to Applicant)**

**Sender:** "University of Oregon" <graduatestudies@uoregon.edu>

**Recipient:** {{email}}

**Subject:** University of Oregon Recommendation Received

**Body of Email:**

Dear {{preferred}},

We have successfully received your letter of recommendation from {{ref\_first}} {{ref\_last}} for your {{term}} application to {{program}}.

Best,

Division of Graduate Studies Signature & Contact Info

## Appendix C

### Deferral Letter Template

October 28, 2022

<First Name> <Last Name>

<Address>

Dear <First Name>:

<Program Name> has received your request to defer your offer of admission to the <Degree Type> program in <Program Major>.

<Program Name> grants a deferral to <New Term> of your admission to the <Degree Type> in <Program Name>.

[If the student was offered GE funding or any other scholarship offer, you must describe in detail whether this offer stands for the deferral term. Awards offered through the Division of Graduate Studies cannot be deferred.]

The deadline to respond to this offer of admission is [Insert deadline here.] If you do not respond by this deadline, your deferral offer will no longer be valid.

[Insert any relevant details here about how you are excited to have them attend next year and contact information if they have any questions.]

Sincerely,

<DGS Name (or Admissions Chair), Title, Signature>