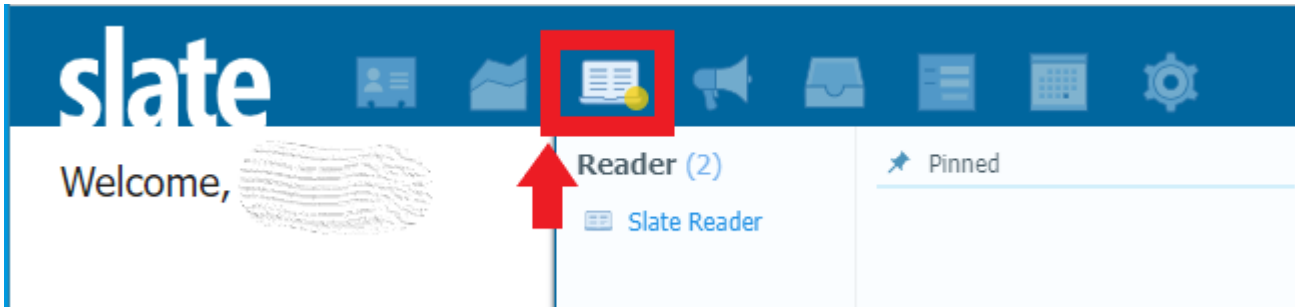


Processing Transfer Credit Requests

1. Log in to [Slate](#) using your uww.edu Net-ID and password along with Duo for MFA.
2. When applications are in your queue, you will see a yellow bell on the “Reader” icon. Select the “Reader” icon to get started. When you hover over this icon, it will tell you how many applications are available for review in parentheses.



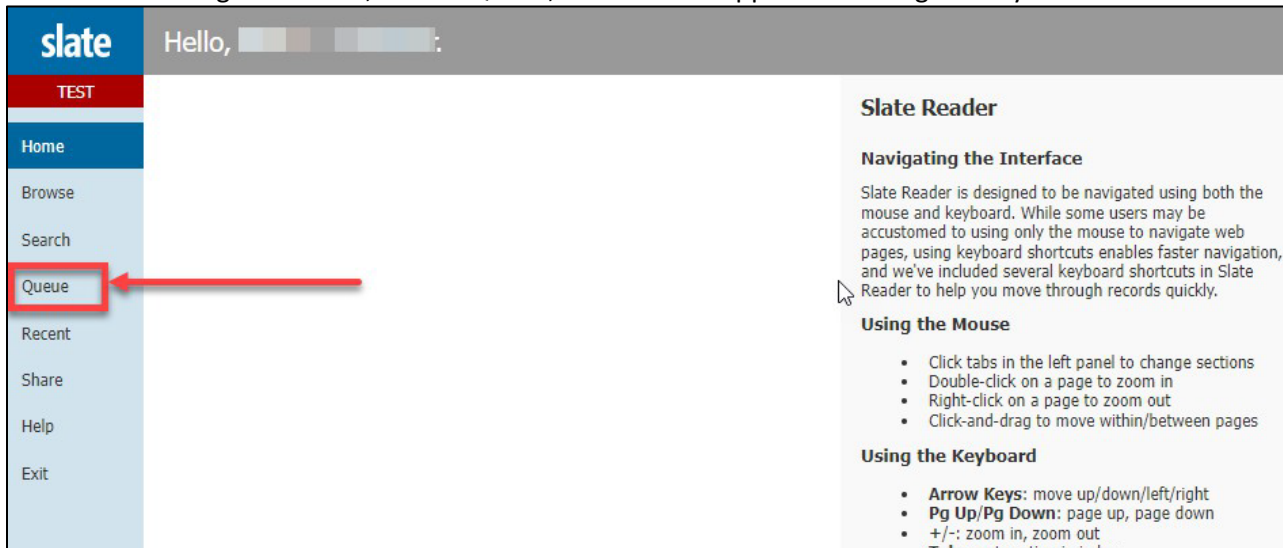
3. The Slate Reader page will display two tiles. The tile with the bell icon indicates what needs your attention – generally this will be “GR Transfer Credits.”

Select the “GR Transfer Credits” tile to begin reviewing.



4. Review the keyboard shortcuts on the Slate Reader homepage as these will prove useful for moving through applications quickly.

From the left navigation menu, select “Queue,” which holds applications assigned to you.



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5. From your “Queue,” select the application you wish to review.

Queue (2) Build Query Classify Refresh Remove from Queue (0)

Record	Bin
TES [REDACTED]	Examine TC Application
W [REDACTED]	Program Coordinator Review

Search...
All Bins
Default

6. Begin at “Reader Dashboard” for an overview of the applicant.

0606 [REDACTED] TEST [REDACTED] International Student Test Record Veteran Search...

Student Info

Name:	[REDACTED]
Preferred Name:	[REDACTED]
Birthdate:	0 [REDACTED]
Phone:	+1 9 [REDACTED] 59
Email:	[REDACTED]@uww.edu
City:	Ca [REDACTED] a
State:	WI
Country:	United States
Geomarket:	WI-01 Madison and Janesville
Student ID:	
Academic Plan:	Reading Instruction and Dyslexia Intervention (MSE) (OL)
Academic Sub-plan:	

Transfer Credit Request

Form Submission Date:	8/29/2024
Number of transfer courses requested:	3

Institution	Course	Term	Credit Earned	Grade
University of Wisconsin-Stevens Point	FIN 735: Business Validation	Fall 2023	3	A
University of Wisconsin-Stevens Point	FIN 736: Finance Validation	Fall 2023	3	A
University of Wisconsin-Stevens Point	Acct 736: Accounting	Spring 2025	3	Not taken yet. Seeking approval first.

Program Coordinator Review

There is no data to display.

7. Review applicant materials by moving through the categories accessed by the left navigation, like “GR Transfer Credit Application,” “Review Forms,” “Course Syllabus,” etc. This is where the keyboard shortcuts like the arrow keys and others will come in handy.

1 / 2, GR Transfer Credit Application

UWW Graduate Transfer Credit Request Form

Form Title UWW Graduate Transfer Credit Request Form
Form Submitted 08/29/2024

Please provide your information below.

Preferred Name [REDACTED]
First Name [REDACTED]
Last Name [REDACTED]
Email [REDACTED]@uww.edu

8. When ready to decide on applicant next steps, select “Review Form” from bottom right or use the keyboard shortcut “R.” You can be in any of the materials on the left side to access this form.

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The screenshot shows the Slate system interface for reviewing a transfer credit request. The top navigation bar includes 'International Student', 'Test Record', and 'Veteran'. The main content area is divided into several sections:

- Student Info:** Fields for Name, Preferred Name, Birthdate, Phone, Email, City, State, Country, Geomarket, Student ID, Academic Plan, and Academic Sub-plan.
- Transfer Credit Request:** Form Submission Date (8/29/2024), Number of transfer courses requested (3), and a table of courses.
- Program Coordinator Review:** A section for providing details of approved and not approved courses, with a 'Send to Bin' button.
- Transcripts:** A table listing transcript materials, created dates, schools, and memos.
- Schools:** A table listing schools, CEEB codes, locations, major 1, GPA, and categories.

A red arrow points to the 'Review Form / Send to Bin' button at the bottom right of the interface.

9. “GR Transfer Credit – Program Coordinator Review Form” fields:

Decide if the course is approved or not approved.

a. Approved Courses:

- Click “**Add Another Course**” (even if it’s the first course) under Courses Approved for Transfer (Required).

This screenshot shows the 'GR Transfer Credit - Program Coordinator Review' form. The 'Courses Approved for Transfer' section is highlighted. Below the heading, there is a text prompt: 'Please provide the details of all the courses approved for transfer for this student.' A red arrow points to the 'Add Another Course' link.

- Transfer Course 1: Add “**Course number and name from application**” – you can view on the dashboard - left and under transfer credit request

This screenshot shows the 'Transfer Credit Request' and 'Program Coordinator Review' sections. The 'Transfer Credit Request' section includes a table of courses. The 'Program Coordinator Review' section includes a text prompt: 'Please provide the details of all the courses approved for transfer for this student.' A red arrow points to the 'Add Another Course' link.

- Add “**Equivalent course at UWW**” – this is the course you approve for transfer credits.
- Add “**Number of UWW credits course courts for**” – this is the number of credits you are allowing transfer.
- Click to “**Add Another Course**” for all the courses you approved that the applicant

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submitted.

b. **Denied Courses:**

- Click **“Add Another Course”** (even if it’s the first course) under Courses Not Approved for Transfer.
- Add **“Course number and name from application”** – you can view on the dashboard – left and under transfer credit request.

c. **“Notes for Graduate School”** comments will appear on the review form but **should not be relied upon** as a communication channel. Communication channels will be covered in next steps.

Transfer Course 2 [Delete](#)

Course number and name from application: ACCT 736: Accounting

Equivalent course at UWW: ACCOUNT 701: Accounting Foundator

Number of UWW credits courses counts for: 2

[Add Another Course](#)

Courses Not Approved for Transfer

Please provide the name/number of all the courses that will **not** transfer for this student.

Unapproved Course 1 [Delete](#)

Course number and name from application: FIN 736: Finance Validation

[Add Another Course](#)

Notes for Graduate School:
Accounting course is equivalent to only 2 UWW credits.

10. **“Send to Bin”** actions

- a. **“Next Bin – Final Decision”** Required.
- b. **“Next Reader:”** Required.
 - **Type: “Ruth Peterson”**
 - **Select name/email as it auto fills.**

Send to Bin

Current Bin
Program Coordinator Review

Next Bin (required)
Final Decision

Next Reader (optional)
ru

Ruth Peterson
petersr@uww.edu

Send Saving in 6s...

11. After selecting the “Next Reader” you will be prompted to add **“Next Reader Notes,”** an optional field that will be used for communication. Use this field to draw attention to “see comments” if you placed comments in the **“Gr**

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Transfer Credit – Program Coordinator Review” or if there is anything else to note. These will be seen as a note to the next reviewer.

12. Select **“Send”** to move the application along to the next step.
13. You will be brought back to your **“Queue”** and will no longer see that application in your list.