School of Graduate Studies – Slate

Faculty instructions for reviewing and processing transfer credit requests

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.
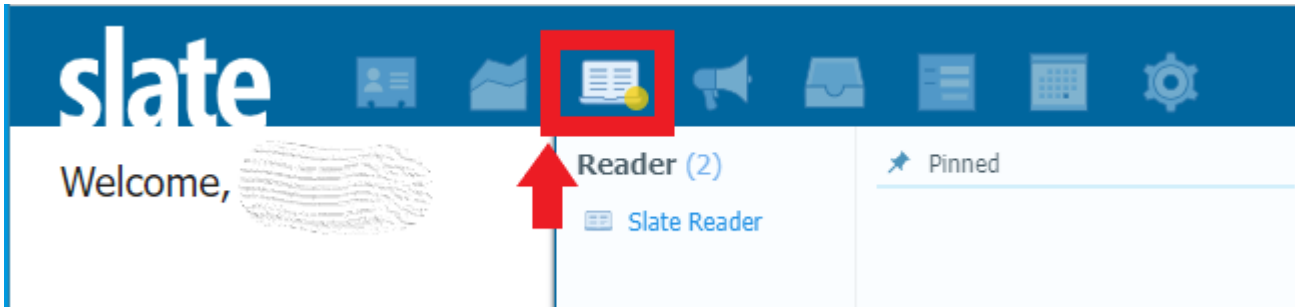

3. The Slate Reader page will display two tiles. The tile with the bell icon indicates what needs your attention – generally this will be "**GR Transfer Credits**."

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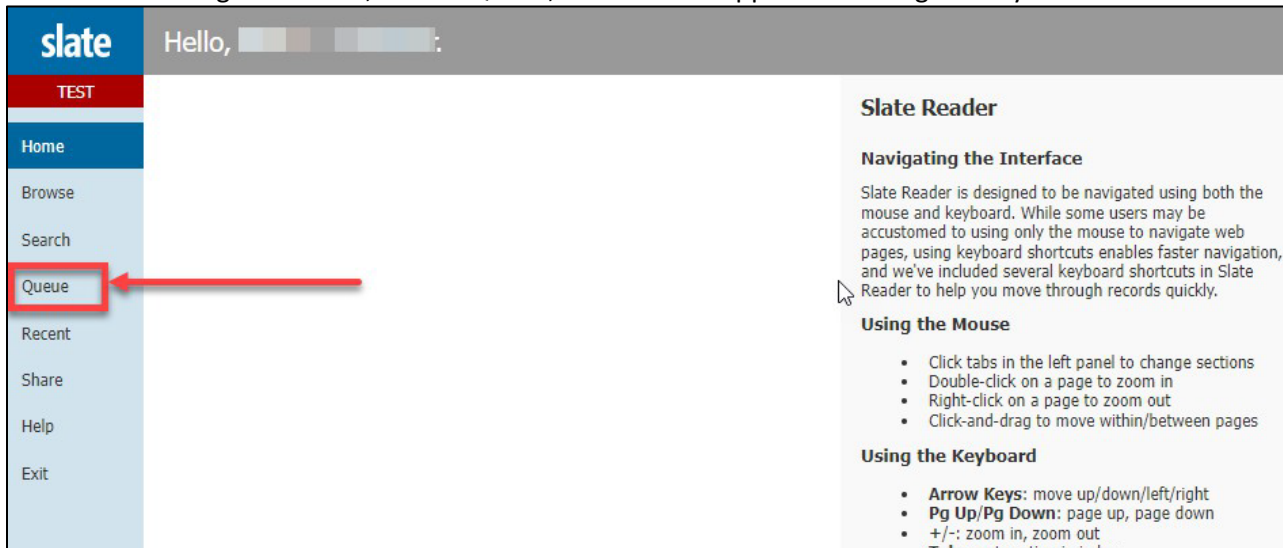
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5. From your "Queue," select the application you wish to review.

6. Begin at "**Reader Dashboard**" for an overview of the applicant.

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.

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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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).

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

      - 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

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 Foundatior	
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: Finace 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**

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.