Fall 2018 Cycle Admissions Overhaul
Slate Implementation

Office of Admissions & Office of Student Systems Services (OSSS)
• This presentation is intended to provide a basic overview of the Slate system for attendees.

• Subsequent in-depth meetings will be scheduled with the Graduate College and program staff to iron out and fine-tune the process for the first term – Fall 2018.

• Screenshots included in this presentation are intended as examples only and may not necessarily reflect the final build.
Background

- **Until 2012**, the graduate application process was paper-based.

- **September 2012**: We implemented document upload for Fall 2013+ applications.
  - Document upload was built into the existing Banner application system as a means to accept documents online until a better system was acquired or developed.
  - It was a more convenient process for applicants, provided earlier access to materials by program staff, and enabled tracking for program requirements.

- After each cycle, we made tweaks and updates where possible to iron out wrinkles, improve the system, and work with program staff to address issues as they arose.

- **May 2014**: The University of Illinois published a Request for Proposals (RFP) for a new Customer Relationship Management (CRM) tool.
  - A number of vendor solutions were evaluated by a committee comprised of members from all three UI campuses.
  - **Summer 2015**: A contract with Technolutions for Slate was finalized.

- **November 2015**: OSSS and Admissions began planning development and implementation.

- **June 2016**: Undergraduate Recruitment went live in Slate.

- **September 2016**: Undergraduate Admissions went live in Slate.
Why did UIC pursue a new platform?

- Banner Relationship Management (BRM), through which recruitment and application emails were sent, was no longer being supported by the vendor.

- The baseline Banner application system has not had a major update in many years.

- The application system and BRM were not robust enough to fulfill the needs of the university.

- Local system modifications take a considerable amount of resources to develop and maintain. They can only take us so far.

- We have had to rely on multiple systems, tools and stopgap measures to organize and maintain the admissions process.

- Campus staff spoke out for the need for something better.
What is Slate?

Comprehensive CRM platform used by over 400 institutions for management and review of:

- Interactions
- Communications
- Relationships
- Events
- Trips
- Test Scores
- Applications
- Materials
- Decisions

A couple Slate features:

- Timeline
- Inbox
- Form Builder
- Reader
- Queries/Reports
- Portals
Things We Really Like about Slate

- Focused on higher education admissions.
- Cloud-based online system accessible via desktop, tablet, and mobile phone. PC and MAC.
- Established & evolving. Routinely updated with enhancements and new features.
- Institution-branded from the prospect/applicant perspective.
- We have our own database, separate from UIUC and UIS.
- Includes interaction tracking to note applicant logins, opening email, email link clicks, email responses, etc.
- Reporting and queries are based on current, real-time data.
- Applicants can upload materials and initiate reference requests within the application, without waiting for an overnight process.
- The application can accept different kinds of documents, as well as pre-recorded video files and live video capture.
- The forms are dynamic, so questions can populate based on a response to another field such as Intended Program or Residency.
- It includes a Reader review system that compiles application information and materials.
- We have flexibility in designing the process.
What will be done in Slate?

- Communications with prospects and applicants
  - In campaigns based on application information
  - Receiving and responding to inquiries
- Graduate College recruitment efforts
- Application form, fees, & requirements submission
  - Supplemental application for programs that use a centralized application service (SOPHAS, OTCAS, etc.)
- Reader review system
  - Admissions review
  - Department review & decision/recommendation
  - Graduate College approval review
- Admissions Decision
- Intent to Enroll(?)
- OIS Financial Document Submission for Visa Processing
Impact on Banner/BDM/EDW Reporting

- Banner will still be the system of record for the university. It’s not going away.

- Application data will be exported to Banner from Slate at key points
  - At application submission
  - When a decision is made and confirmed by the Admissions
  - Intent to Enroll

- Documents will be pushed to BDM for admits at the point of admission decision

- Application information exported to Banner will be basic information needed to create a student record and facilitate institutional reporting.
  - All Slate information will not be accessible in the EDW for reporting such as responses to questions.

- Certain updates after an admission decision is posted may need to be done manually in Banner.
Challenges

• The process and terminology will be different from what we’re accustomed to with the Banner application system.
  • We will have training sessions and will provide tutorial documents/guides.

• Since we’re going live for Fall 2018 applications, there will be a transition period where we operate under two different processes.
  • Spring and Summer 2018 will still be under the current Banner-based process.

• Keeping each cycle stable without major mid-cycle changes.

• Slate requires a lot of configuration and building of components. Prioritization will be important.
  • Setup to incorporate graduate admissions will take some time due to the number of programs, various requirements & deadlines, supplemental forms, staff access, etc.
  • Special requests will be prioritized appropriately.
  • Certain features will be “next cycle” items.
  • The goal is replace current functionality and as many additional features within the tight timeline.
Slate Applicant Login

APPLICATION MANAGEMENT

RETURNING USERS:
Log in to continue an application.

FIRST-TIME USERS:
Create an account to start a new application.

Note: To protect the privacy and security of your application, you must register your email address. Once created, you may access your account at any time, using your registered email and self-selected password.

Office of Admissions
1200 West Harrison Street
Chicago, IL 60607-7161.
Phone: (312) 996-4350
TDD General: (312) 355-0379
Contact Us

Quick Links
Privacy Statement
Accessibility
UIC Home
Admissions

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# Applicant Information

## PERSONAL BACKGROUND

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>First (Given)</td>
<td>Jason</td>
</tr>
<tr>
<td>Middle</td>
<td></td>
</tr>
<tr>
<td>Last (Family)</td>
<td>Grad Test</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
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</table>

### Addresses

#### Permanent Address

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

#### Mailing Address

Same as permanent

<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
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<tbody>
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<td>City</td>
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</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

### Email Address

Current Email: sskowal5@uic.edu

### Telephone Numbers (include +country code)

Daytime

Evening

Mobile

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**Academic History**

- Applicants report academic history and in-progress/planned courses.

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**ACADEMIC HISTORY**

Please report all post-secondary schooling that you have completed or intend to complete prior to your intended term.

Also, list any courses in which you are currently enrolled or planning to enroll prior to your intended term.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loyola Univ Chicago</td>
<td></td>
<td>01/2015-05/2017</td>
</tr>
<tr>
<td>Univ Illinois Chicago</td>
<td>Bachelor's, 12/2016</td>
<td>01/2014-12/2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Start</th>
<th>Institution</th>
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</thead>
<tbody>
<tr>
<td>KINE 152</td>
<td>01/2017</td>
<td>Loyola Univ Chicago</td>
</tr>
</tbody>
</table>

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**Continue**
## Letters of Recommendation

- Applicants indicate recommenders for recommendation requests.

### LETTERS OF RECOMMENDATION

Please indicate your recommenders below to initiate requests for letters of recommendation.

For each recommendation, you will be asked whether or not you waive access to review letters of recommendation, in accordance with the Family Education Rights and Privacy Act (FERPA). This choice will not affect eligibility for admission, however, recommenders are likely to provide a more candid, sincere letter when access rights are waived. Some recommenders may not feel comfortable submitting a letter if access rights are not waived.

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Anjali</td>
<td>Sent to recommender on August 31</td>
<td></td>
</tr>
<tr>
<td>Test, Annette</td>
<td>Sent to recommender on August 31</td>
<td></td>
</tr>
<tr>
<td>Test, Jim</td>
<td>Sent to recommender on August 31</td>
<td></td>
</tr>
</tbody>
</table>

[Continue]
Initiating Requests

LETTERS OF RECOMMENDATION

Add Recommender

Prefix
First Name
Last Name
Organization
Position/Title
Relationship
Telephone
Email

Note: Use your recommender’s institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

The Family Education Rights and Privacy Act of 1974 (FERPA) gives students the right to access letters of recommendation submitted on their behalf unless they choose to waive their right of inspection and review.

- I waive my right to access this report.
- I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision.
Recommender Submission Page

- Upon submission by the recommender, the system automatically emails both the recommender and the applicant to note receipt of the recommendation.
Recommender Submission Page

- Depending on how the application is configured, a recommendation document can be uploaded or the content of the recommendation can be pasted into the textbox.
Recommender Submission Form

• Or the recommender can be presented with a fillable form.
Portfolio

- Slate accepts submission of video, audio, image and document Portfolio materials.

### Upload Instructions

1. To upload media to your digital portfolio, add the files using the "Add files" button below and click "Start upload." Uploading may take anywhere from seconds to several hours depending upon the size of the media file and your connection speed. If your file is large, we recommend that you upload from a wired connection.

2. Once your file has been processed and compression, minutes or hours do remain on this page, independently.

3. You may re-order your personal information and media information as you like.

4. Should you experience difficulties uploading your file, please ensure that you're using a modern web browser (Chrome, Firefox, or Safari) on the fastest wired Internet connection available. An intermittent or slow Internet connection can cause uploads to timeout.

### File Sizes and Types

Although we technically support media files as large as 5 GB, please be advised that larger files will take longer to upload from your Internet connection and may stall if you are on a wireless connection or one that cannot sustain a connection for the necessary period of time. Uploaded documents may contain no more than 75 pages. We support the following file formats:

- **Video**: .avi, .flv, .m1v, .m2v, .m4v, .mkv, .mov, .mpeg, .mpg, .mp4, .webm, .wmv
- **Audio**: .aac, .aif, .aiff, .iff, .fla, .m4a, .mpa, .mp3, .ra, .wav, .wma
- **Slide**: .bmp, .gif, .jpg, .jpeg, .png, .tif, .tiff
- **Document**: .doc, .docx, .odg, .odp, .odt, .pdf, .ppt, .pptx, .rtf, .wpd
Video Essays

- For video essays, applicants are provided with a prompt to answer on camera within a given time limit.
- Video Essays can offer a deeper perspective into the personality/fit of a candidate as applicable to the program, or potentially be used as a supplement to get a grasp on English proficiency for borderline test score cases.
- This will be a Phase II feature.
Administrative Dashboard Page

• The dashboard provides an overview of the applicant for staff.
Application Tab

- We can also see the information for a given application, along with the checklist, decisions and activities.
Reader Bins

- In the Reader, applications are separated into Bins which group applications based on their current status in the process or some other set of criteria. The current Bin structure for Undergrad Admissions is depicted below.

- For program staff, the bins will reflect the applications for their programs.

- Staff can further filter contents of bins using the Filter tool on the right side of the page.
Reader Bin Lists

- Clicking on a bin brings up a list of applications in that bin.
- We will no longer need external reports to track applications that need to be reviewed.
For each applicant, the application information and materials are gathered in the Reader.
Reader

- Including letters of recommendation.
Reader

- And video essays.

270248502 Grad Test, Jason

Why are you interested in this field?

- **Start**: September 30, 2016 at 02:25:42 PM
- **Stop**: September 30, 2016 at 02:26:05 PM
- **Duration**: 00:00:03
- **Attempt**: 1
Reader Review Forms - Admissions

- Within the Reader, a form would display so that Admissions review information can be entered. We can then also move the record to another bin and/or designate another reviewer.
Reader Review Forms - Department

- There will also be a similar form for departmental review notes, comments, and recommended decision.
Reader Review Forms - Compiled

- Content of review form submissions by Admissions and department staff will be compiled and accessible via the Review Forms Reader Tab.
Applicant Status Page

- Applicants are able to see their checklist online and upload/submit any additional missing requirements.
- They will also see updates when a decision is placed.

![Application Status for Jason Grad Test](image)

**Application Status for Jason Grad Test**

**Upload Materials**
To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

- Transcript Loyola Univ Chicago
- Transcript Univ Illinois Chicago

<table>
<thead>
<tr>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
</table>
| ✗ Awaiting | Recommendation from Anjali Test, Abbot Labs  
Sent to recommender on 08/31/2016.
| ✓ Received | Recommendation from Annette Test, Americorps  
Submitted on 09/21/2016. |
| ✓ Received | Recommendation from Dominic Test, Google  
Submitted on 09/21/2016. |
| ✓ Received | Recommendation from Jim Test, UIUC  
Submitted on 09/21/2016. |
| ✗ Awaiting | Transcript for Loyola Univ Chicago  
Dates Attended: 1/2015 to 5/2017 |
| ✗ Awaiting | Transcript for Univ Illinois Chicago  
Dates Attended: 1/2014 to 12/2016, Degree: Bachelor's, Confirmed: 12/2016 |

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".
Notes & Tentative Timeline

• OSSS will be working with Admissions to manage the project; provide technical expertise for Slate; work on configuration issues; and prevent scope creep.

• We will be coordinating with the Graduate College to start regular meetings soon with a committee comprised of program staff for steering and feedback.

• February-March 2017: We will be reaching out to all programs to confirm or update requirements.
  • We will also follow up with programs that currently have supplemental application forms.

• Application Go-Live
  • June 1, 2017 – August 1, 2017
    • Basic application for DMD, DPT & PharmD for Fall 2018
  • September 1, 2017
    • Application for all other graduate and professional programs for Fall 2018, Spring 2019 & Summer 2019 (unless programs open later).
COMMENTS / QUESTIONS?

Admissions: Steve Kowal skowal5@uic.edu

OSSS: Mike Kamowski mikek@uic.edu