

SLATE LATE REGISTRATION FORMS FACULTY QUICK GUIDE

How to Access Late Registration Forms:

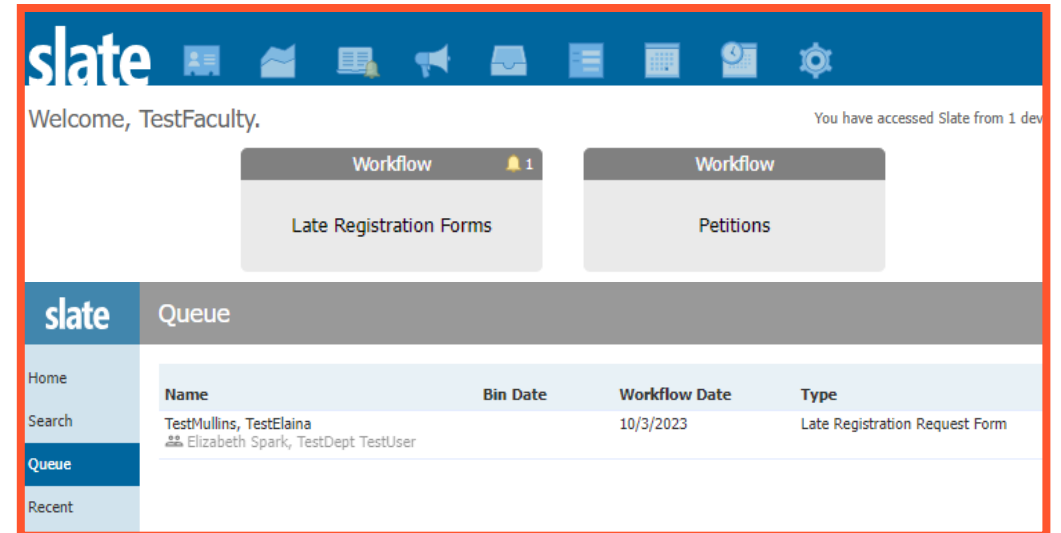
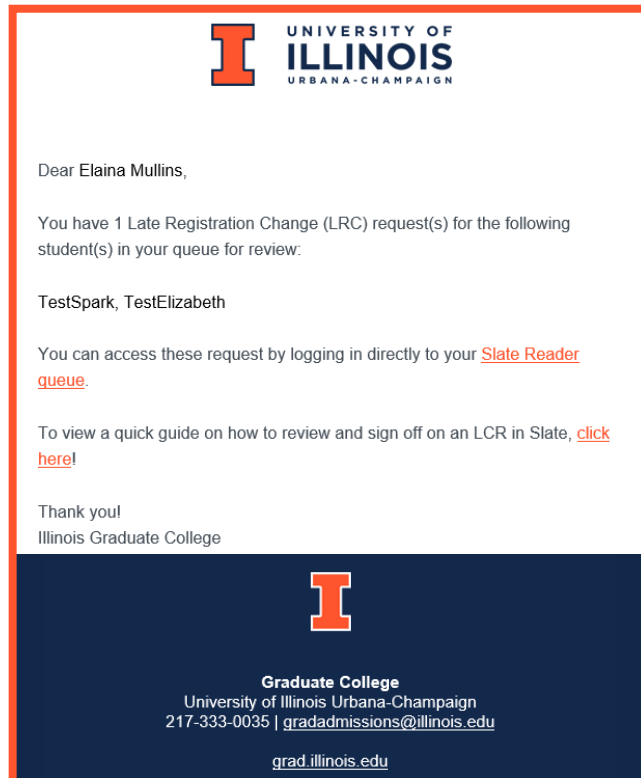
Daily Registration Form Review Method:

- You will receive a daily notice of how many late registration forms are currently in your queue to review.
- This email will include a direct link to your forms queue within Slate Reader.
- Click on the Link and login with your Net ID and password.
- You will also be prompted to 2FA.

OR

Access Slate Directly:

- Log in at <https://choose.illinois.edu/reader> with your Net ID & Password.
- If prompted with multiple workflows, click the Late Registration Forms Workflow.
- Click on Queue.



See the next page for review form instructions!

How to Review Late Registration Forms:

1. Click on the first student listed
2. Review the request
3. Click on the “Review Form / Send to Bin” link (bottom righthand corner)

The screenshot shows the Slate LRC Form interface. At the top, it displays the user's name '195788184 TestMullins, TestElaina' and the status 'Domestic'. Below this, the 'Graduate College' logo and UIN '653007991' are visible. The current program is 'Education Policy, Organization and Leadership-EDD'. The form is titled 'Late Registration Form Request' for the 'Term: Spring 2023'. There are four requests listed, each with fields for Request Type, CRN, Course, Section, Credit Hours, and New Credit Hours. The 'Review Form / Send to Bin' button is highlighted in a red box at the bottom right of the form area.

Complete the LRC Faculty Review Form:

1. Review any comments at the top provided by the department contact.
2. Review the form to find where your name or Net ID has been listed in the Instructor Approval section (you may have more than one request per form to approve).
3. Complete the Instructor Decision and Decision Date.
4. Click Send at the bottom of the page (in the Send to Bin section).

The screenshot shows the LRC Faculty Review Form. The 'Dept LRC Faculty Form' section contains 'FACULTY REVIEW INSTRUCTIONS' and a text area for 'Graduate Program Contact Comments'. The 'Student Request' section includes a dropdown for 'Please select the term in which you are requesting registration changes to be made below.' (Fall 2023 is selected), a text area for 'All fields listed below are required for submission.', and a 'REQUEST #1' section with fields for Request Type (Add selected), 'Is this add/drop part of a section change?' (No selected), CRN (12345), Subject & Number (EPOL 500), Section (A), and Credit Hours (4). The 'Instructor Approval' section, highlighted in a red box, contains fields for Instructor Net ID (emullins), Instructor Name (Elaina Mullins), Instructor Decision (Approve selected), and Instructor Decision Date.