

# SLATE ENROLLED STUDENT PROCESSING

## HOW TO GUIDES FOR REGISTRATION FORMS

### Credit / No Credit Request Forms

How to process a Credit / No Credit Request Form (CNC) in Slate

The CNC Tab View

The Dept CNC Review Form

### GC 599 Registration Request Forms

How to process a GC 599 Registration Request Form (599) in Slate

The GC 599 Tab View

The Dept GC 599 Review Form

### In Absentia Registration Request Forms

How to process a In Absentia Registration Request Form (IAR) in Slate

The IAR Tab View

The Dept IAR Review Form

### Late Registration Change Forms

How to process a Late Registration Change Form (LRC) in Slate

How to make a Late Registration Change Form (LRC) Incomplete in Slate

How to deny a Late Registration Change Form (LRC) in Slate

How to resubmit an Incomplete Late Registration Change Form (LRC) to the GC in Slate

The LRC Tab View

How to Access the LRC

The LRC Workflow – Reader Review Module View

The LRC Workflow – Queue and Review Forms

The LRC Workflow – Dept LRC Initial Review Form

The LRC Workflow – Dept Edit Bin/Queue Method for Assigning Multiple Instructors

The LRC Workflow – Faculty LRC Review Form

The LRC Workflow – Dept LRC Final Review Form

## HOW TO PROCESS A CREDIT/NO CREDIT REQUEST FORM (CNC) IN SLATE

*Screen shots for all steps available on the next two pages.*

When a student submits a new CNC, an email notification will be sent to the graduate program. You can click on the link in this email to access the CNC tab on the student's Slate record.

### **Program Review**

- Click on the Dept CNC Review form (right-hand column menu).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- In the Department Review section, complete the following:
  - Name
  - Role
  - Decision
  - Decision Date = today's date
  - Internal Comments = any comments you wish to include on the approval
- If your decision = Approve, just click Save and you are done!
- If your decision = Deny, add in Denial Comments (these will go in an automated email to the student), and click Save!
- If you need to make the form incomplete, you can select decision = Incomplete, add in Incomplete Email Comments (these will go in an automated email to the student), and click Save!

### **Graduate College Review**

The Graduate College will complete their review once the Dept CNC Form has been submitted with the approval information from the department.

If the CNC is made incomplete, an email will be sent to the program (with a copy to the student). The department can make any appropriate edits to the Dept CNC Form and then notify the Graduate College when it is ready to be re-reviewed by emailing [grad@illinois.edu](mailto:grad@illinois.edu).

Once the GC review is complete, an email will be sent to the student (with a copy to the department) that the request has been reviewed. If approved, the notice will let the student know that the request has been both approved and processed. If denied, it will include information as to why the request was denied.

# THE CNC TAB

You'll see some brief decision information about the Credit/No Credit (CNC) request. From this tab, you can download a PDF version of the CNC, view the Decision, and access the Dept CNC Review Form. If applicable, you can also add supporting documentation needed for a CNC in the Materials section.

TestSpark, TestElizabeth

Enrolled Student 135313935

- Dashboard
- Timeline
- 05/18/23 IAR Decided
- 05/18/23 599 Decided
- 05/18/23 CNC**
- 05/18/23 LRC
- Fall 2023 EPOL S...
- GC Schools
- Student

## 05/18/23 CNC

Decided  
Submitted May 18, 2023  
Last updated May 23, 2023

Graduate College Forms  
Reason: Approved and Processed  
Status: Confirmed

### Credit/No Credit Request Information:

**UIN:** 123456789  
**Program:** Education Policy, Organization and Leadership-PHD

**Dept Decision:** Approve  
**Date:** 05/22/2023

#### Comments:

**GC Decision:** Approved and Processed  
**Date:** 05/22/2023

#### Comments:

### Checklist

[Insert Requirement](#)

✓	Date	Description	Status	Action
✓	10/12/2022	Transcript (Parkland College)	Received Copy	▼
✗		Transcript (Purdue U All Campuses)	Awaiting	▼
✗		Transcript (University of Akron)	Awaiting	▼

### Materials

Date	Description	Record	User
	<a href="#">New Material</a>		
10/12/2022	Transcript (Copy) Parkland College	Folio	
05/17/2021	FER/PER External Member CV	Folio	Emily

### Decisions *click below to view a decision letter*

Effective ▲	Decision	Released	Received	User
05/22/2023	Graduate College Forms Approved and Processed	GC Registration Forms Decision Letter effect...		

#### Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Edit Application Details](#)
- [Dept CNC Review](#)

#### Download PDF

Format: Include headers and footers

Insert Part: Insert Part...

Parts:

- Insert Part...
- Insert All
- Aspire PDF
- Dashboard
- Graduate College Application PDF
- SROP & REU PDF
- GC Admission Letter PDF
- GC Evaluation
- SEVIS Report
- Unofficial Transcripts PDF
- Academic Statements of Purpose
- Personal Statements
- Program Essays
- Research Statements
- Resumes
- Passports
- GC App - No Test Score Info
- CNC PDF**
- GC 599 PDF
- IAR PDF

Download

# THE DEPT CNC REVIEW FORM

## IMPORTANT: PLEASE READ



The Credit/No Credit request deadline varies by part of term; please refer to the [Graduate College Calendar](#) for deadline information.

Graduate students in good standing may elect up to 4 hours of Credit/No Credit in a semester.

Please see the [Graduate College handbook](#) (Chapter 2, section 2.4) for the policies concerning the Credit/No Credit grading option.

### Department Review

#### Authorized Signatory Information:

Name:

Role:  Department Contact  
 Department Head or Executive Officer  
 Director of Graduate Studies

#### Department Decision Information:

Decision:  Approve  
 Deny  
 Incomplete

Decision Date:

Internal Comments:

Incomplete Email Comments:   
*(will be sent to student)*

Denial Comments:   
*(will be sent to student)*

### Student Request

Please first select an option below.

I ELECT to take this course on a Credit / No Credit basis.

**All fields in this section are required for submission.**

Term:  Summer 2023  
 Fall 2023

Course CRN:

Course Subject:

Course Number:

Course Section:

I NO LONGER ELECT to take this course on a Credit / No Credit basis.

**All fields in this section are required for submission.**

Term:  Summer 2023  
 Fall 2023

Course CRN:

Course Subject:

Course Number:

Course Section:

## HOW TO PROCESS A GC 599 REQUEST FORM (599) IN SLATE

*Screen shots for all steps available on the next two pages.*

When a student submits a new 599, an email notification will be sent to the graduate program. You can click on the link in this email to access the 599 tab on the student's Slate record.

### **Program Review**

- Click on the Dept 599 Review form (right-hand column menu).
- Review the student's request to make sure all information is correct and make any appropriate updates.

**IMPORTANT – PLEASE READ:** If you approve this form, you are confirming that the student will not be given a tuition waiver for the requested term, and that they have completed all Graduate College and departmental requirements for the degree except for defending and depositing the dissertation (or a mandatory internship).

- In the Department Review section, complete the following:
  - Name
  - Role
  - Decision
  - Decision Date = today's date
  - Internal Comments = any comments you wish to include on the approval
- If your decision = Approve, just click Save and you are done!
- If your decision = Deny, add in Denial Comments (these will go in an automated email to the student), and click Save!
- If you need to make the form incomplete, you can select decision = Incomplete, add in Incomplete Email Comments (these will go in an automated email to the student), and click Save!

### **Graduate College Review**

The Graduate College will complete their review once the Dept 599 Form has been submitted with the approval information from the department.

If the 599 is made incomplete, an email will be sent to the program (with a copy to the student). The department can make any appropriate edits to the Dept 599 Form and then notify the Graduate College when it is ready to be re-reviewed by emailing [grad@illinois.edu](mailto:grad@illinois.edu).

Once the GC review is complete, an email will be sent to the student (with a copy to the department) that the request has been reviewed. If approved, the notice will let the student know that the request has been both approved and processed. If denied, it will include information as to why the request was denied.

# THE 599 TAB

You'll see some brief decision information about the GC 599 (599) request. From this tab, you can download a PDF version of the 599, view the Decision, and access the Dept GC 599 Review Form. If applicable, you can also add supporting documentation needed for a 599 in the Materials section.

TestSpark, TestElizabeth

Enrolled Student 135313935

- Dashboard
- Timeline
- 05/18/23 IAR Decided
- 05/18/23 599 Decided**
- 05/18/23 CNC
- 05/18/23 LRC
- Fall 2023 EPOL S...
- GC Schools
- Student

05/18/23 599

Decided Graduate College Forms  
Submitted May 18, 2023 Reason: Approved and Processed  
Last updated May 23, 2023 Status: Confirmed

### GC 599 Registration Request Information:

**UIN:** 123456789  
**Program:** Education Policy, Organization and Leadership-PHD

**Dept Decision:** Approve  
**Date:** 05/22/2023  
**Comments:**

**GC Decision:** Approved and Processed  
**Date:** 05/22/2023  
**Comments:**

### Checklist

[Insert Requirement](#)

Status	Date	Description	Record	User
✓	10/12/2022	Transcript (Parkland College)	Received Copy	▼
✗		Transcript (Purdue U All Campuses)	Awaiting	▼
✗		Transcript (University of Akron)	Awaiting	▼

### Materials

Date ▲	Description	Record	User
<a href="#">New Material</a>			
10/12/2022	transcript (Copy) Parkland College	Folio	
05/17/2021	FER/PER External Member CV	Folio	Emily

### Decisions *click below to view a decision letter*

Effective ▲	Decision	Released	Received	User
05/22/2023	Graduate College Forms Approved and Processed	GC Registration Forms Decision Letter effect...		

- Overview
- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)
- [Read Application](#)
- [Download PDF](#)
- [Edit Application Details](#)
- [Dept GC 599 Review](#)

**Download PDF** [X]

Format: Include headers and footers [▼]

Insert Part: Insert Part... [▼]

Parts:

- Insert Part...
- Insert All
- Aspire PDF
- Dashboard
- Graduate College Application PDF
- SROP & REU PDF
- GC Admission Letter PDF
- GC Evaluation
- SEVIS Report
- Unofficial Transcripts PDF
- Academic Statements of Purpose
- Personal Statements
- Program Essays
- Research Statements
- Resumes
- Passports
- GC App - No Test Score Info
- CNC PDF
- GC 599 PDF**
- IAR PDF

Download

# THE DEPT GC 599 REVIEW FORM

## IMPORTANT: PLEASE READ



GC 599 is a 0 credit hour registration option for advanced doctoral students who do not have a tuition waiver and who must maintain full-time enrollment to defer student loans.

GC 599 requests should be submitted as soon as possible for the proposed term to avoid students moving to repayment status with their student loan companies.

Please see the [Graduate College handbook](#) (Chapter 2, section 2.4) for the policies concerning the GC 599 registration option.

### Department Review

#### Authorized Signatory Information:

Name:

Role:  Department Contact  
 Department Head or Executive Officer  
 Director of Graduate Studies

#### Department Decision Information:

Decision:  Approve  
 Deny  
 Incomplete

Decision Date:

Internal Comments:

Incomplete Email Comments:  
*(will be sent to student)*

Denial Comments:  
*(will be sent to student)*

### Student Request

#### Please complete the below information for your GC 599 request:

Term Requested:  Summer 2023  
 Fall 2023

*Students must have passed their Preliminary Exam prior to the above selected term to be eligible for GC 599.*

Prelim Exam Date:

I confirm that I have completed all Graduate College and departmental requirements for the degree except for defending and depositing my dissertation (or am required to complete a mandatory internship as part of my degree requirements).

I confirm that I have a student loan that would require immediate repayment if I am not registered for the minimum credit required by the lender to defer the loan, and acknowledge that I am not eligible for additional educational loans while enrolled in GC 599.

I confirm that I do not have any financial assistance (such as an assistantship or fellowship) that would cover my tuition and fees for the above selected term.

Save

Cancel

## HOW TO PROCESS AN IN-ABSENTIA REGISTRATION REQUEST FORM (IAR) IN SLATE

*Screen shots for all steps available on the next two pages.*

When a student submits a new IAR, an email notification will be sent to the graduate program. You can click on the link in this email to access the IAR tab on the student's Slate record.

### **Program Review**

- Click on the Dept IAR Review form (right-hand column menu).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- In the Department Review section, complete the following:
  - Name
  - Role
  - Decision
  - Decision Date = today's date
  - Internal Comments = any comments you wish to include on the approval
- If your decision = Approve, just click Save and you are done!
- If your decision = Deny, add in Denial Comments (these will go in an automated email to the student), and click Save!
- If you need to make the form incomplete, you can select decision = Incomplete, add in Incomplete Email Comments (these will go in an automated email to the student), and click Save!

### **Graduate College Review**

The Graduate College will complete their review once the Dept IAR Form has been submitted with the approval information from the department.

If the IAR is made incomplete, an email will be sent to the program (with a copy to the student). The department can make any appropriate edits to the Dept IAR Form and then notify the Graduate College when it is ready to be re-reviewed by emailing [grad@illinois.edu](mailto:grad@illinois.edu).

Once the GC review is complete, an email will be sent to the student (with a copy to the department) that the request has been reviewed. If approved, the notice will let the student know that the request has been approved and that their information has been sent to the Office of the Registrar for processing (and that once this processing is complete, their assessment will be updated). If denied, it will include information as to why the request was denied.



# THE IAR TAB

You'll see some brief decision information about the In Absentia Registration (IAR) request. From this tab, you can download a PDF version of the IAR, view the Decision, and access the Dept IAR Review Form. If applicable, you can also add supporting documentation needed for a IAR in the Materials section.

TestSpark, TestElizabeth

Enrolled Student 13531393!

- Dashboard
- Timeline
- 05/18/23 IAR Decided**
- 05/18/23 599 Decided
- 05/18/23 CNC
- 05/18/23 LRC
- Fall 2023 EPOL S...
- GC Schools
- Student

05/18/23 IAR

Decided  
Submitted May 18, 2023  
Last updated May 23, 2023

Graduate College Forms  
Reason: Approved and Sent to OR for Processing  
Status: Confirmed

### In Absentia Registration Request Information:

**UIN:** 123456789  
**Program:** Education Policy, Organization and Leadership-PHD

**Dept Decision:** Approve  
**Date:** 05/22/2023  
**Comments:**

**GC Decision:** Approved and Sent to OR for Processing  
**Date:** 05/22/2023  
**Comments:**

### Checklist

[Insert Requirement](#)

Status	Description	Record	User
✓	10/12/2022 Transcript (Parkland College)	Received Copy	▼
✗	Transcript (Purdue U All Campuses)	Awaiting	▼
✗	Transcript (University of Akron)	Awaiting	▼

### Materials

Date	Description	Record	User
<a href="#">New Material</a>			
10/12/2022	Transcript (Copy) Parkland College	Folio	
05/17/2021	FER/PER External Member CV	Folio	Emily

### Decisions *click below to view a decision letter*

Effective ▲	Decision	Released	Received	User
05/22/2023	Graduate College Forms	Approved and Sent to OR for Processing	GC Registration Forms Decis...	

#### Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)

[Read Application](#)

[Download PDF](#)

[Edit Application Details](#)

[Dept IAR Review](#)

#### Download PDF

Format

Insert Part

- Parts
- Insert Part...
- Insert All
- Aspire PDF
- Dashboard
- Graduate College Application PDF
- SROP & REU PDF
- GC Admission Letter PDF
- GC Evaluation
- SEVIS Report
- Unofficial Transcripts PDF
- Academic Statements of Purpose
- Personal Statements
- Program Essays
- Research Statements
- Resumes
- Passports
- GC App - No Test Score Info
- CNC PDF
- GC 599 PDF
- IAR PDF**

Download

# THE DEPT IAR REVIEW FORM

## IMPORTANT: PLEASE READ



The In Absentia request deadline is the 10th day of classes for the term; please refer to the [Graduate College Calendar](#) for specific term deadline dates.

Graduate students studying or doing research away from campus may be eligible for In Absentia Registration. Please see the [Graduate College handbook](#) (Chapter 2, section 2.4) for the policies concerning the In Absentia registration option.

Students approved for In Absentia registration are **NOT eligible for student health insurance** nor access to any of the fee supported services on campus. DO NOT submit this request if you need student health insurance.

Students must fully register for the term requested prior to submitting this form and must not be registered for any courses meeting on campus.

Tuition assessment for students approved for In Absentia registration will be based on the student's college and curriculum of enrollment, residency status, and the number of hours for which the student is registered. **There is no decrease in tuition** rates for students registered In Absentia.

The General Fee will be assessed for students if approved for In Absentia registration to allow access to university email and library services.

## Department Review

### Authorized Signatory Information:

Name:

Role:  Department Contact  
 Department Head or Executive Officer  
 Director of Graduate Studies

### Department Decision Information:

Decision:  Approve  
 Deny  
 Incomplete

Decision Date:

Internal Comments:

Incomplete Email Comments:  
*(will be sent to student)*

Denial Comments:  
*(will be sent to student)*

## Student Request

### Please complete the below information for your In Absentia request:

Term Requested:  Summer 2023  
 Fall 2023

Address where you will be studying away from campus:

I confirm that I do not wish to have student health insurance for the above selected term and acknowledge that I will not have access to any fee supported services on campus.

I confirm that I have fully registered for the above selected term and will not be registered for any courses meeting on campus.

I confirm that I will be studying/conducting research at least 50 miles away from campus for the duration of the semester.

Save

Cancel

## HOW TO PROCESS A LATE REGISTRATION FORM (LRC) IN SLATE

Screen shots for all steps available on at the end of these instructions.

When a student submits a new LRC, an email notification will be sent to the graduate program. You can click on the link in this email to access the LRC Workflow. Or you can access the workflow directly from Slate, just click on the Reader icon, and select the Late Registration Forms workflow.

### **Requests to Add or Change Credit for a Course:**

#### **Program Review**

- Access the LRC Workflow.
- Click on Browse.
- Click on the Program Review bin.
- On the student's row, click the pages icon to the far right to open the LRC and view the PDF.

*Use the following method if you will only need approval from 1 instructor:*

- Add the LRC to your queue (bottom left-hand corner of screen).
- Open the review form (bottom right-hand corner of screen).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- You will then need to route the form to the appropriate instructor(s) for approval.
- Navigate to the bottom of the review form and complete the following:
  - Faculty Comments = you can enter any comments you'd like the assigned faculty to review here *(if there are multiple requests on the form, we recommend telling Faculty which requests they need to review, for example, Professor Smith – please review request #2)*
  - Next Bin = Faculty Review
  - Next Reader = Assign appropriate faculty member(s)
  - Click Send!

*Use the following method if you will need approval from multiple instructors:*

- Add the LRC to your queue (bottom left-hand corner of screen).
- Open the review form (bottom right-hand corner of screen).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- You will then need to route the form to the appropriate instructor(s) for approval.
- Navigate to the bottom of the review form and complete the following:
  - Faculty Comments = you can enter any comments you'd like the assigned faculty to review here *(with multiple instructor approvals needed, we recommend telling Faculty which requests they need to review, for example, Professor Smith – please review request #1, Professor Jones – please review request #2)*
  - Next Bin = Program Review (current)
  - Click Send
- Click Browse, Program Review, and find the form again
- On the student's row, click the pages icon to the far right to open the LRC.
- Click on the student's name at the top left of the screen (bolded)
- Click Edit Bin/Queue
  - Bin = Program Review – Faculty Review
  - Add Reader = Assign first faculty member
  - Add Reader = Assign second faculty member (and so on)
  - Click Save

## Faculty Review

- Faculty will receive a notification that a new LRC has been added to their queue for review.
- They should click on the link in the email notification to take them directly to their queue.
- They can click on the student's name and then open the review form (bottom right-hand corner of screen).
- Faculty should review the request and provide the following information in the appropriate Instructor Approval section(s):
  - Net ID and Name
  - Decision and Decision Date (today's date)
- They can then navigate to the bottom of the review form and select Next Bin = Final Review (this bin is their only option) and click Send!

### Important Things to Note:

- *LRC forms may include up to 6 requests, and faculty may need to sign off on multiple requests within one form. Each request that requires approval will have its own Instructor Approval section.*
- *If the LRC form is in multiple faculty members' queues, when the first faculty member approves and clicks Send on the review form, the form will remain in the faculty review bin until all faculty listed in the queue have signed off on the form. The final faculty member who completes the review form will move it to the Final Review bin.*
- *Make sure to not assign anyone other than the instructor(s) when moving it to the Faculty Review bin. If the form is still also in your queue, it will not move to the Final Review bin.*

## Program Final Review

- When an LRC is placed in the Final Review bin, an email notification is sent to the program that the LRC needs to be reviewed again.
- If the LRC needs additional signatures, the Contact can move the LRC to the Faculty Review bin and assign the next reader.
- If the LRC Faculty review is complete, the Contact should navigate to the Program Approval section and complete the following information:
  - Name and Role
  - Decision and Decision Date (today's date)
  - Internal Comments = any comments you wish to include on the approval
- In the Send to Bin section, select Next Bin = GC Under Review



## **Requests to Drop a Course (before the no W deadline):**

### **Program Review**

- Access the LRC Workflow.
- Click on Browse.
- Click on the Program Review bin.
- On the student's row, click the pages icon to the far right to open the LRC and view the PDF.
- Add the LRC to your queue (bottom left-hand corner of screen).
- Open the review form (bottom right-hand corner of screen).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- Programs (and faculty) do not need to approve these forms!
- Navigate to the bottom of the review form and select Next Bin = GC Under Review and click Send!
- *If the request includes an add or credit change request in addition to the drop request, refer to the instructions in the above section for add/credit change requests.*

## **Requests to Drop a Course (after the no W deadline):**

### **Program Review**

- Access the LRC Workflow.
- Click on Browse.
- Click on the Program Review bin.
- On the student's row, click the pages icon to the far right to open the LRC and view the PDF.
- Add the LRC to your queue (bottom left-hand corner of screen).
- Open the review form (bottom right-hand corner of screen).
- Review the student's request to make sure all information is correct and make any appropriate updates.
- Only Programs (no faculty) need to approve these forms!
- Navigate to the Program Approval section and complete the following information:
  - Name
  - Role
  - Decision
  - Decision Date = today's date
  - Internal Comments = any comments you wish to include on the approval
- If your decision = Approve, then scroll to the bottom and select Next Bin = GC Under Review and click Send!
- If your decision = Deny, add in Denial Comments (these will go in an automated email to the student), scroll to the bottom and select Next Bin = Program Denied Forms and click Send!
- *If the request includes an add or credit change request in addition to the drop request, refer to the instructions in the above section for add/credit change requests.*

## **Graduate College Review – All Request Types**

The Graduate College will complete their review once the LRC has been placed in the GC Under Review bin.

If the LRC is made incomplete, an email will be sent to the program (with a copy to the student).

- The LRC will move to the GC Incomplete bin.
- If additional signatures are needed, the program can move the LRC back to the Faculty Review bin and assign it to the appropriate faculty member(s).
- If additional information is needed, the program can add the form to their queue, open the review form, make the appropriate edits, and resubmit to the GC Under Review bin.

Once the GC review is complete, the LRC will move to the appropriate bin (Approved or Denied) and an email notification will go to both the program and the student with the decision information.

## HOW TO MAKE A LATE REGISTRATION FORM (LRC) INCOMPLETE IN SLATE

When reviewing the LRC, if the information is incorrect or the program needs additional information, Program Contacts can make the LRC incomplete!

You'll need to follow the steps in the sections above to add the LRC to your queue and open the review form. Then you can navigate to the Program Approval section and complete the following:

- Name
- Role
- Decision = Incomplete
- Decision Date = today's date
- Internal Comments = enter in any comments you'd like to have on the record for yourself (these will not show to the student)
- Incomplete Email Comments = type in whatever information you want to send to the student (these will go out in an automated email to the student)

Then navigate to the Send to Bin section at the bottom and complete the following:

- Next Bin = Program Review (current)
- Click Send!

## HOW TO DENY A LATE REGISTRATION FORM (LRC) IN SLATE

If the department plans to deny the request, regardless of the instructor's approval/denial, you don't have to get instructor approval first.

You'll need to follow the steps in the sections above to add the LRC to your queue and open the review form. Then you can navigate to the Program Approval section and complete the following:

- Name
- Role
- Decision = Deny
- Decision Date = today's date
- Internal Comments = enter in any comments you'd like to have on the record for yourself (these will not show to the student)
- Denial Comments = type in your reasons for a denial (these will go out in an automated email to the student)

Then navigate to the Send to Bin section at the bottom and complete the following:

- Next Bin = Program Denied Forms
- Click Send!

If the department is denying the request after receiving feedback from the instructor, you can follow the same steps as above in the Program Final review bin.

## HOW TO RESUBMIT AN INCOMPLETE LATE REGISTRATION FORM (LRC) TO THE GC IN SLATE

If the Graduate College makes the LRC form incomplete, an email notification will be sent to the department (with a copy to the student) and the form will be placed in the GC Incomplete bin.

### Incomplete Forms – Missing Information

If we only need the program to provide additional or edited information, follow these steps:

- Access the LRC Workflow.
- Click Browse.
- Click the GC Incomplete bin, open the form, add it to your queue, edit/provide the information needed.
- On the student's row, click the pages icon to the far right to open the LRC and view the PDF.
- Add the form to your queue and open the review form.
- Edit/provide the information needed.
- Scroll to the Send to Bin section and select Next Bin = GC Under Review.
- Click Send!

### Incomplete Forms – Missing Instructor Approvals

If we need additional approvals, follow these steps:

- Access the LRC Workflow.
- Click Browse.
- Click the GC Incomplete bin, open the form.
- Click the student's name at the top left.
- Click Edit Bin/Queue.
  - Bin = Faculty Review
  - Add Reader = assign the instructor(s) that we are missing approval from
  - Click Save
- If you need to provide them with comments, you can also use the method of adding it to your queue, opening the review form, scrolling to the bottom to add comments, and assigning the faculty within the Send to Bin section.

# THE LRC TAB

You'll see some brief decision information about the Late Registration Change (LRC) form. From this tab, you can download a PDF version of the LRC, view the Decision, and access the LRC Workflow. If applicable, you can also add supporting documentation needed for a LRC in the Materials section.

TestSpark, TestElizabeth

Enrolled Student 135313935

- Dashboard
- Timeline
- 05/18/23 IAR Decided
- 05/18/23 599 Decided
- 05/18/23 CNC
- 05/18/23 LRC**
- Fall 2023 EPOL S...
- GC Schools
- Student

## 05/18/23 LRC

Decided  
Submitted May 18, 2023  
Last updated May 23, 2023

Graduate College Forms  
Reason: Approved and Processed  
Status: Confirmed

### Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)

- [Read Application](#)
- [Download PDF](#)
- [Edit Application Details](#)

### Late Registration Request Form Information:

**UIN:** 123456789  
**Program:** Education Policy, Organization and Leadership-PHD

**Dept Decision:** Approve  
**Date:** 05/22/2023

**Comments:**

**GC Decision:** Approved and Processed  
**Date:** 05/22/2023

**Comments:**

### Checklist

[Insert Requirement](#)

✓	Date	Description	Status	Action
✓	10/12/2022	Transcript (Parkland College)	Received Copy	▼
✗		Transcript (Purdue U All Campuses)	Awaiting	▼
✗		Transcript (University of Akron)	Awaiting	▼

### Materials

Date	Description	Record	User
	<a href="#">New Material</a>		
10/12/2022	Transcript (Copy) Parkland College	Folio	
05/17/2021	FER/PER External Member CV	Folio	Emily

Decisions *click below to view a decision letter*

Effective ▲	Decision	Released	Received	User
05/22/2023	Graduate College Forms Approved and Processed	GC Registration Forms Decision Letter effect...		

### Download PDF

Format: Include headers and footers

Insert Part: Insert Part...

Parts:

- SROP & REU PDF
- GC Admission Letter PDF
- GC Evaluation
- SEVIS Report
- Unofficial Transcripts PDF
- Academic Statements of Purpose
- Personal Statements
- Program Essays
- Research Statements
- Resumes
- Passports
- GC App - No Test Score Info
- CNC PDF
- GC 599 PDF
- IAR PDF
- LRC PDF**
- Petition PDF
- PER PDF
- FER PDF
- MS Thesis PDF

Download



# HOW TO ACCESS THE LRC

## Access the LRC via the Slate Notification Email

**Message**

Sender "Illinois Graduate College" <grad@illinois.edu>  
Recipient gradrecords@education.illinois.edu  
CC  
Subject New Late Registration Change Form Submitted - Please Review!



Dear Program Contact,

A new Late Registration Change (LRC) request form has been submitted.

**Form Submitted Date:** 05/18/2023

**Student UIN:** 123456789

**Student Name:** TestElizabeth TestSpark

**Degree Program:** Education Policy, Organization and Leadership-PHD

Please review this request in the Program Review bin in [Slate](#).

Sincerely,  
The Graduate College

## Access the LRC via the Slate Reader Workflow

The screenshot shows the Slate Reader interface. At the top, there is a blue navigation bar with the 'slate' logo and several icons. A red box highlights the notification icon. Below the navigation bar, there are three tabs: 'Reader', 'Workflow' (highlighted with a red box), and 'Workflow'. The 'Workflow' tab is active and shows 'Late Registration Forms'.

## Access the LRC via the LRC Tab

TestSpark, TestElizabeth Enrolled Student 1351313935

The screenshot shows the LRC tab in the system. At the top, there are several tabs: 'Dashboard', 'Timeline', '05/18/23 IAR Decided', '05/18/23 599 Decided', '05/18/23 CNC', '05/18/23 LRC' (highlighted), and 'Student'. Below the tabs, there is a section for '05/18/23 LRC' with details: 'Decided', 'Submitted May 18, 2023', 'Last updated May 23, 2023', 'Graduate College Forms', 'Reason: Approved and Processed', and 'Status: Confirmed'. To the right, there is an 'Overview' section with links: 'Financial Aid', 'Workflows', 'Portfolio', 'Populations', 'Read Application' (highlighted), 'Download PDF', and 'Edit Application Details'.

### Late Registration Request Form Information:

**UIN:** 123456789  
**Program:** Education Policy, Organization and Leadership-PHD

The screenshot shows the 'Open Record in Reader' dialog box. It has a 'Workflow' dropdown menu. Below the dropdown, there are three options: 'Default Workflow' (Program Access - Applications), 'Workflows' (Late Registration Forms (current bin: GC Approved & Notified) - highlighted), and 'Petitions'. At the bottom, there are 'Read' and 'Cancel' buttons.

# THE LRC WORKFLOW – READER REVIEW MODULE VIEW

Click on Browse, Click on Program Review

**slate** Browse

Home

**Browse**

Search

Queue

Recent

Share

Classify



Help

Exit

<b>Program Review</b> Program Review 3	<b>GC Incomplete Forms</b> GC Incomplete 0	<b>GC Review</b> GC Under Review 1
Faculty Review 0		GC Approved & Notified 2
Final Review 1		GC Denied & Notified 0
Program Denied Forms 0		

Click the Pages Icon to View/Open the LRC Request

**slate** Late Registration Forms Build Query Classify Refresh


Submitted	Name	Program	Term	Dept Decision	GC Review Status
4/3/2023	TestMullins, TestElaina	EPOL EDD	Spring 2023		
2/15/2023	TestMullins, TestElaina	EPOL EDD	Spring 2023		

# THE LRC WORKFLOW – QUEUE AND REVIEW FORMS

## Click on Add to Queue

slate 195788184 TestMullins, TestElaina Domestic Search... 1 / 2, LRC Form

LRC Form

 Graduate College  
UNIVERSITY OF ILLINOIS SPRINGFIELD

UIN: 653007991  
Last Name: TestMullins  
First Name: TestElaina  
Current Program: Education Policy, Organization and Leadership-EDD

**Late Registration Form Request** Term: Spring 2023

**Request #1**

Request Type: Add Instructor Name:  
CRN: 1234 Instructor Net ID: emullns  
Course: ENGL 101 Instructor Approval:  
Section: A Instructor Approval Date:  
Credit Hours: 3  
New Credit Hours:

**Request #2**

Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #3**

Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #4**


Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

Add to Queue    Displaying Copy    +    -

## Click on Review Form/Send to Bin

slate 195788184 TestMullins, TestElaina Domestic Search... 1 / 2, LRC Form

LRC Form

 Graduate College  
UNIVERSITY OF ILLINOIS SPRINGFIELD

UIN: 653007991  
Last Name: TestMullins  
First Name: TestElaina  
Current Program: Education Policy, Organization and Leadership-EDD

**Late Registration Form Request** Term: Spring 2023

**Request #1**

Request Type: Add Instructor Name:  
CRN: 1234 Instructor Net ID: emullns  
Course: ENGL 101 Instructor Approval:  
Section: A Instructor Approval Date:  
Credit Hours: 3  
New Credit Hours:

**Request #2**

Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #3**

Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #4**

Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

Remove from Queue    Annotations    +    -    Review Form / Send to Bin

# THE LRC WORKFLOW – DEPT LRC INITIAL REVIEW FORM

## Dept LRC Initial Review Form

### DEPARTMENT INITIAL REVIEW INSTRUCTIONS

Please review the student request(s) below and make any appropriate updates.

#### Add/Credit Change Requests:

You will need to first route the form to the appropriate instructor(s) for approval. You will navigate to the bottom of this form, add any comments you'd like faculty to review (in the Faculty Comments box), assign it to the appropriate faculty, and move it to the Faculty Review bin.

After the instructor(s) approve, the form will be routed to the Program Final Review bin. At that time, we will need an authorized program signatory to sign off on the request and then move the form into the GC Under Review bin.

#### Drop Requests:

For drop requests prior to the Drop without a W deadline, no approvals are required and you can route to the Graduate College for review by moving it to the GC Under Review bin.

For drop requests after the Drop without a W deadline, we will need an authorized program signatory to sign off and then route to the Graduate College. No instructor signatures are needed for drop requests. Navigate to the bottom of the request, complete the program approval section, and move it to the GC Under Review bin.

Note that this form is for current term registration only. Registration deadlines vary by part of term; please refer to the [Graduate College Calendar](#) for specific deadline dates.

## Student Request

Please select the term in which you are requesting registration changes to be made below.

- Summer 2023  
 Fall 2023

*All fields listed below are required for submission.*

### REQUEST #1

Request Type

- Add  
 Drop  
 Credit Change

Is this add/drop part of a section change?

- Yes  
 No

CRN:

(Course Reg #)

12345

Subject & Number:

(ex: Math 501)

EPOL 500

Section:

A

Credit Hours:

4

Do you have additional registration changes to request?

- Yes  
 No

### INSTRUCTOR APPROVAL NEEDED - ASSIGN TO THIS FACULTY

Instructor Net ID:

emullns

Instructor Name:

## Program Approval

### Authorized Signatory Information:

Name:

Role:

- Department Contact  
 Department Head or Executive Officer  
 Director of Graduate Studies

### Department Decision Information:

Decision:

- Approve  
 Deny  
 Incomplete

Decision Date:

Internal Comments:

Incomplete Email Comments:

(will be sent to student)

Denial Comments:

(will be sent to student)

Faculty Comments:

(these comments will be visible to the faculty you assign to review this form)

## Send to Bin

Current Bin  
Program Review

Next Bin (required)

Faculty Review

Faculty Review

Final Review

Program Denied Forms

GC Under Review

Send

Saving in 1s...

Review Form / Send to Bin

## Send to Bin

Current Bin  
Program Review

Next Bin (required)

Faculty Review

Next Reader (optional)

elaina

Elaina Mullins

emullns@illinois.edu

Send

Draft Saved

Review Form / Send to Bin

# THE LRC WORKFLOW – DEPT EDIT BIN/QUEUE METHOD FOR ASSIGNING MULTIPLE INSTRUCTORS

## Click on Student's Name at Top Left

slate 195788184 TestMullins, TestElaina 09/05/23 LRC Domestic Search...  
1 / 2, LRC Form

LRC Form

**Graduate College**  
UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN

UIN: 663054441  
Last Name: TestMullins  
First Name: TestElaina  
Current Program:

**Late Registration Form Request** Term: Fall 2023

**Request #1**  
Request Type: Add Instructor Name: Elaina Mullins  
CRN: 12345 Instructor Net ID: emullins  
Course: EPOL 500 Instructor Approval: Approve  
Section: A Instructor Approval Date: 9/20/2023  
Credit Hours: 3  
New Credit Hours:

**Request #2**  
Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #3**  
Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

**Request #4**  
Request Type: Instructor Name:  
CRN: Instructor Net ID:  
Course: Instructor Approval:  
Section: Instructor Approval Date:  
Credit Hours:  
New Credit Hours:

Add to Queue    Displaying Copy    +    -

## Click on Edit Bin/Queue

slate 195788184 TestMullins, TestElaina 09/05/23 LRC

LRC Form

**Contact Information**  
[mortbort@gmail.com](mailto:mortbort@gmail.com)  
+1 217-244-4637 (daytime)  
+1 580-357-0282 (evening)  
+1 405-614-3371 (mobile)

**Biographical Details**  
Sex: Other  
DOB: November 12, 1975 (Age 47)  
Citizenship: United States

**Active Address**  
2511 SW Latham Ave  
Lawton, OK 73505-8225  
United States

**Application Details**  
Status: Applicant  
Submitted: September 5, 2023

[Lookup Application](#)  
[Read Application in New Window](#)  
[Show New Materials Report](#)  
[Edit Bin/Queue](#)  
[Download PDF](#)

Timestamp	Reader	Bin	Form
09/21 10:07 AM	TestDept TestUser	Program Review	Dept LRC Initia...

## Select Faculty Review Bin and Add Readers (Instructors)

**Edit Bin/Queue** X

Bin: Program Review - Faculty Review ▼

Add Reader:

Queues: Elaina Mullins x  
Beth Spark x

Save    Cancel

# THE LRC WORKFLOW – FACULTY LRC REVIEW FORM

## Dept LRC Faculty Form

### FACULTY REVIEW INSTRUCTIONS:

Please review the student request(s) below and approve or deny the add or credit change request(s) identified with your Name or Net ID below.

When complete, please click Send at the bottom of this page.

Graduate Program Contact Comments:

## Student Request

Please select the term in which you are requesting registration changes to be made below.

- Summer 2023  
 Fall 2023

*All fields listed below are required for submission.*

### REQUEST #1

Request Type

- Add  
 Drop  
 Credit Change

Is this add/drop part of a section change?

- Yes  
 No

CRN:

(Course Reg #)

Subject & Number:

(ex: Math 501)

Section:

Credit Hours:

### INSTRUCTOR APPROVAL

Instructor Net ID:

Instructor Name:

Instructor Decision:

- Approve  
 Deny

Instructor Decision Date:

## Send to Bin

Current Bin

Faculty Review

Next Bin (required)

Next Reader (optional)

# THE LRC WORKFLOW – DEPT LRC FINAL REVIEW FORM

## Dept LRC Final Review Form

### PROGRAM FINAL REVIEW INSTRUCTIONS

Please do a final review of the student's request below and make any appropriate updates. Please make sure all appropriate faculty members have signed off on this request, complete the program approval section, and submit to the GC Under Review bin. You may also return it to the Faculty Review bin and assign it to additional faculty members if needed.

### PLEASE NOTE:

Note that this form is for current term registration only. Registration deadlines vary by part of term; please refer to the [Graduate College Calendar](#) for specific deadline dates.

For requests to add a course or change credit for a course after the posted deadline (10th day for full semester courses), approvals are required from the instructor(s) and an authorized program signatory.

For drop requests prior to the Drop without a W deadline, no approvals are required and you can route to the Graduate College for review. For drop requests after this deadline, we will need an authorized program signatory to sign off and then route to the Graduate College. No instructor signatures are needed for drop requests.

## Student Request

Please select the term in which you are requesting registration changes to be made below.

- Summer 2023  
 Fall 2023

All fields listed below are required for submission.

### REQUEST #1

Request Type

- Add  
 Drop  
 Credit Change

Is this add/drop part of a section change?

- Yes  
 No

CRN:

(Course Reg #)

12345

Subject & Number:

(ex: Math 501)

EPOL 500

Section:

A

Credit Hours:

4

Do you have additional registration changes to request?

- Yes  
 No

### INSTRUCTOR APPROVAL

Instructor Net ID:

emullins

Instructor Name:

Elaina Mullins

Instructor Decision:

- Approve  
 Deny

Instructor Decision Date:

5/18/2023

## Program Approval

### Authorized Signatory Information:

Name:

Linda Stimson

Role:

- Department Contact  
 Department Head or Executive Officer  
 Director of Graduate Studies

### Department Decision Information:

Decision:

- Approve  
 Deny  
 Incomplete

Decision Date:

5/18/2023

Internal Comments:

Incomplete Email Comments:

(will be sent to student)

Denial Comments:

(will be sent to student)

Faculty Comments:

(these comments will be visible to the faculty you assign to review this form)

## Send to Bin

Current Bin  
Final Review

Next Bin (required)

GC Under Review

Next Reader (optional)

Send

Saving in 12s...