SUMMER/FALL 2022 ORIENTATION

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Advisor Portal:

https://admissions.unco.edu/portal/advising

Info on website that everyone sees:

- **Table "Confirms vs Orientation Registrations by Program": How** many total confirmed students there are verses how many of those are registered (or attended) for an Orientation session.

- **Table "Orientation Registration by Date":** How many students are registered/attended/cancelled for each Orientation date. Also includes info about registered students: did they tell UNC they are First-Generation and what is their admission type.

- **4 Queries**: English Placement, Attended NSO-No Registration, Enrolled but did not attend NSO, List of Attended and Registered.

Info on website that is college-specific:

- **Table "Orientation Registrations**" that shows breakdown of registered students in your college by Orientation date. Further breakdown shows program also. Also shows if students are first-gen and their admission type.

- **Query "Orientation Registered Student Query":** shows you info on all the registered students from your college.
    - Click to open query, Click on "Run Query"
    - In Output Dropdown, select "Excel Spreadsheet" and hit Export
    - An excel spreadsheet will download to your computer. Click on it to open and click "Enable Editing" from the top.
    - Column A shows the Orientation date (already sorted) so if you just want to see students registered for a certain date, just delete the other rows with the other dates.
    - *Note: you want to pull this excel spreadsheet each time to view it—that will ensure you get any new students that have registered since the last time you pulled it. (Registration closes 5 days before each Orientation date)*
    - Scores:
        - IB Scores are not listed in Slate
        - On the spreadsheet a Yes or No will show if student has any AP Scores. To view student scores, you'll need to go into the student's Slate record (instructions further down in this document).

- **Query "Sum/Fall 2022 Confirmed Students List":** shows you all confirmed students from your college.
    - Click to open query
    - Click on "Run Query"
    - In Output Dropdown, select "Excel Spreadsheet" and hit Export
    - An excel spreadsheet will download to your computer. Click on it to open and click "Enable Editing" from the top.

Info on website that is other-specific:

- Query "CHE Advising Query" (CHE)
- Query "ASL Placement Query" (EBS) (Kathleen Beilmann)
- Query "Athletics" (Student Success)
- Query "Bears First" (Soar) (Student Success)
- Query "Japanese Placement"
- Query "Immunization"

Find Student's Record in Slate

If you want to see AP Scores, high school transcripts, math placement test scores or view a student's application. *Only certain folks have this access.

1. Log into Slate using your first.last@unco.edu
2. Type the student's name into the search box in the upper right-hand corner:

3. Click on the name when it appears in the dropdown right below it and you are now in the student's Slate record!
4. There are several tabs of info at the top of the record, click on their application tab (typically the 3rd one from the right and starts with "2022").

5. There you can see their program and their current status:

slate

Jennifer Rehnberg

Search...

Displaying row #5 in 2022 EBS Event Query - CJs

Prev

Orton, Teryn Faith

Applicant 0919597

Dashboard | Timeline | 2022 UG - Admit/... Decided | Profile | Materials | Details | Banner Load Status

2022 UG - Admit/Confirm

Decided
Submitted October 19, 2021
Last updated May 18, 2022

Admit/Confirm
Status: Received

Music Workflow:

Bear ID: **801926076**
Bear Email: **orto3707@bears.unco.edu**
DOB: **3/18/2004**
Pronouns: She/Her/Hers
Responsible Office: Undergraduate Admissions (1-2881)
Staff Assigned: Jonathan Mires
Admission Type: First Time Freshman
Student Type: First-year Student
Application Rank: 1
Application Term: 2022 Fall (August)
Program: Elementary Education: Teacher Licensure (Education New Literacies) B.A. (Greeley)
Site: Greeley
Double Major:
License:
UG Tag:
Tag:

Checklist

Insert Requirement

11/14/2021	Transcript (Arapahoe Community College)		Waived		
11/05/2021	Transcript (Eaglecrest High School)		Received		
03/05/2022	Activate your UNC Student Account (Ursa)	Admitted	Received		Edit
	Join the Admitted Student Facebook Community	Admitted	Awaiting		Edit
	UNC Honors Program - Invitation to Apply!	Admitted	Awaiting		Edit
04/20/2022	Final Financial Aid Offer Awarded (Check Student Ursa Account)	Cost and Financial Aid	Received		Edit
02/24/2022	Submit FAFSA to UNC (required for need-based financial assistance)	Cost and Financial Aid	Received		Edit
	Complete the UNC Foundation Scholarship Application	Admitted	Awaiting		Edit

Overview
Financial Aid
Workflows
Portfolio
Populations
Read Application
Download PDF
Impersonate > Applications
Impersonate > Status Page
Edit Application Details
Details
Residency
UG Cost & Aid
GR Details Tab
CIE Details Tab
Theatre Details Tab
Art Details Tab
Music Details Tab
NDV Details
Crime Check
UG Details
Yield Details

TEST SCORES:

If you click on the “Profile” tab and then click on “Scores” from the right side, you can find their AP, English Placement and Math Placement scores (if they have them):

VIEWING APPLICATION:

If you click “Read Application” on the right side, their application (and any transcripts) will open up for you to view:

NOTE: please disregard the GPA that shows in the application view, use the GPA that shows on your Orientation Registered Student Query (on the Advisor Portal) instead.

When looking at the student's Application, use the arrow keys to flip thru pages. When you want to exit, click the "Slate" in the upper left-hand corner and click "exit".