

RELEASING DECISIONS

This guide will be most valuable after you have viewed the MyAdmissions Introduction and Login video, the MyAdmissions Reader video, and the HR Toolkit.

The Office of Admissions is reviewing applications concurrently with the colleges and departments. Once the college/department has determined the application should be admitted, denied, or cancelled, and assigns the decisions, then the decision is considered a recommended decision.

A recommended decision of Cancel or Deny will automatically move the application into the appropriate bin. Admit recommendations will move into the Admit bin only upon the completion of the Office of Admission’s eligibility review. Within 24 hours of entering the bin, the decision will be marked as confirmed, and the college/department may release the decision, making it final.

This guide will walk you through the process of releasing a decision once it is confirmed. When you release decisions, those records will be sent to Campus Solutions as admitted applicants. Two days after the release, the Affiliation for that applicant will be changed to Newly Admitted and campus partners such as the Dean of Students Office and the Division of Housing will be notified of the applicant’s admissions status.

NAVIGATION

After logging into myUFL, use the following navigation path to reach the Reader Bins:

myUFL > NavBar > Main Menu > Quick Links > MyAdmissions > Release Decisions

Below is an image of the landing page. Note the numbers shown in the table cover decisions across the university – they are not all related to your work.

The screenshot shows the 'Release Decisions' page in the Slate system. At the top, there is a search bar and a notification: 'You are accessing a TEST ENVIRONMENT of Slate that is for testing purposes only.' Below this, the page title 'Release Decisions' is followed by a table of decision bins. The table lists various bins and their corresponding counts. To the right of the table, there is a 'Refresh' link and an 'Overview' section with several links. An orange arrow points to the 'Overview' link.

Bin	Count
Awaiting Confirmation	1116
Awaiting Release	46
Queued for Release	1
Released Past Week	17
Received	0
Received Past 5 mins	0
Received Past 10 mins	0
Received Past 15 mins	0
Received Past 30 mins	0
Received Past 60 mins	0
Logins Past 5 mins	0
Logins Past 10 mins	0
Logins Past 15 mins	0
Logins Past 30 mins	0
Logins Past 60 mins	0

PROCESS

1. Awaiting Confirmation

Completed by the Office of Admissions. Records with a recommended decision and complete Admissions review are marked with confirmed decisions.

2. Awaiting Assignment

Completed by the Office of Admissions. Decision letters are assigned for Transfer, Post Bac, Certificate, and UF Online applications once a decision is confirmed. This letter is displayed on the applicant's Application Status page.

3. Awaiting Release

View records with a confirmed, unreleased decision. Schedule the date and time you want your decisions to be released. Remember, based on current policy other university systems will not be notified of the decision for two days after the release.

4. Queued for Release

View records that have decisions that are scheduled for future release.

5. Recently Released

View records that have already had a decision released.

- Awaiting Confirmation. This step is automated, and you do not need to confirm your decision.
- Awaiting Assignment. This step is automated, and you do not need to assign letter to your decision.
- Awaiting Release. Decisions are now ready for the final step, Release. Awaiting Release link on the right-side.



The groups listed are available for release. Any combination of application types and decisions can be released at one time. Select the groups and click the Display button.

The screenshot shows the Slate application interface. At the top, there is a navigation bar with the 'slate' logo and various icons. Below the navigation bar, a red banner indicates that the user is accessing a TEST ENVIRONMENT. The main content area is titled 'Awaiting Release' and contains a list of decision groups. The first group is '2019-20 Graduate Application, Admit (1)' with one applicant, Williams, Devon. The second group is '2018-19 Transfer Application, Admit (6)' with six applicants: Alvarez, Alexander; Dean, Erika; Hernandez, Tabiana Eliss; Kitada, Sayuri; Perry, Ashlyn Elizabeth; and Wieand, Melissa Addie. Each applicant row includes columns for 'Applicant', 'Prerequisite', 'Pages', and 'Date'. At the bottom of the interface, there are input fields for 'Release Date' and 'Expiration Date (optional)', both with 'Time (Eastern Time)' fields, and a 'Release' button.

All the applications within that group are now displayed. When ready, select all applications that you wish to schedule for release.

Towards the bottom of the page, you must select the date and time for release. This can be anytime in the future, but the system recommends scheduling at least two or more hours into the future.

After scheduling the date and time, click the release button. A popup will come up asking if you are sure that you want to release the selected decisions. When you are sure, select OK.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of Admissions
352-392-1365
my-admissions@ufl.edu