



Decisions

Decisions are the official outcomes you record for a student. They are used to communicate the result of an application or a student success case.

Decisions keep your processes organized and your students informed—every step of the way.



DIFFICULTY

Beginner

ESTIMATED TIME

6 minutes

CATEGORY

Admissions / Student Success

1. Why this matters

Decisions tell students where they stand in the process—and what happens next.

They trigger decision letters, update statuses, and help you manage next steps with clarity and confidence.

Great decisions = great communication + great experience.



2. Think of it like...

Decisions are like milestones on a journey.

Each milestone tells the student what happened, what it means, and what their next step is.

They keep the path clear for both you and your students.



3. The Big Picture

- Decisions move a student forward, communicate the outcome, and keep your records organized.



Result: Students are informed, next steps are clear, and your process stays organized.



4. Common Misconceptions

- Decisions are just for admissions. (They're also used in student success cases, enrollment, and other areas.)
- Once a decision is made, it can't be changed. (You can update decisions as appropriate—Slate tracks the history.)
- The decision letter is manual. (Most are automated and sent from Slate.)
- Students won't see the decision right away. (Once delivered, it appears in their portal immediately.)



5. Key Takeaways

- ✓ Decisions are the official outcomes for applications and cases.
- ✓ They trigger decision letters that notify students.
- ✓ Students see decisions in their portal.
- ✓ Decisions keep your process organized and easy to track.
- ✓ Use decisions to drive the next steps in the student journey.



Decision Types

Admissions Examples:

- ✓ Admitted
- ✓ Denied
- ✓ Waitlisted
- ✓ Deferred
- ✓ Withdrawn
- ✓ Conditional Admission
- ✓ And more!

Student Success Examples:

- ✓ Enrolled
- ✓ Not Registered
- ✓ Good Standing
- ✓ Probation
- ✓ Dismissed
- ✓ And more!



What Decisions Do

- ✉ Deliver decision letters to students
- 👤 Update application or case status
- ☰ Drive next steps and workflows
- 📁 Keep records organized
- 📊 Provide visibility at a glance



Best Practices

- ✓ Use clear, consistent decision names.
- ✓ Attach the right decision letter to each decision.
- ✓ Review decision history when needed.
- ✓ Keep decision options up to date.
- ✓ Communicate promptly and clearly.



Next Concepts

- ➔ Decision Letters
- ➔ Statuses
- ➔ Workflow
- ➔ Portals
- ➔ Student Success

