

Pre-Screen Procedures for Performance Faculty

If your studio has a pre-screen level for admissions, here's what to do:

- 1) Check your email regularly in the days after the admissions deadline (December 10). Monica will send you a list of everyone who applied to your studio.
- 2) Review their pre-screen recordings on Slate. **Note:** Just review the recordings. Don't move anything around in Slate.
- 3) Email Monica with a list of applicants who passed the pre-screen, and a list of those who did not pass the pre-screen.
- 4) Monica will notify applicants of their pre-screen results via Slate. **Note:** Neither you nor your TA should communicate the results to applicants. Here's what happens:
 - For those that passed the pre-screen, Monica sends an email notification to them via Slate.
 - For those that did not pass the pre-screen, we upload a general letter letting them know that they didn't pass to Slate. The Graduate School releases this, typically within 24 hours of us uploading the letter.
- 5) Monica will notify you that notifications have been made to all applicants.
- 6) Once you've heard from Monica that notifications have been sent out, and not before, you and/or your TA can contact applicants who passed their pre-screen to set up their audition day/time.