Application
Review Management

Radius and App Review Training

8/28/2015
Introductions

Tell us a bit about yourself
– Name and department/role
– How long have you been at UC?
– Tell us the most interesting place you’ve traveled to

OR your favorite restaurant
Introductions

Training Team

✓ Matt Robinson – Training Specialist
✓ Jordan Menefield – Training Specialist
✓ Leah Kobayashi – Training Consultant Lead
✓ Colleen Hartner – Training Consultant
✓ Pankaj Patel – Training Consultant
Help

• Online Help and Resources
  uc.edu/catalyst/training
• Technical Support
  UCIT helpdesk 513-556-4357
• Business Procedures
  Email us at catalysttraining@uc.edu
Course Learning Objectives

✓ Managing submitted applications and requirements
✓ Creating Application Invoices
✓ Logging Payments and Fee Waivers
✓ Managing Transcripts
✓ Managing Test Scores
Course Learning Objectives

✓ Identifying applications for App Review
✓ Creating a bundle of applications in App Review
✓ Making a decision in Radius
✓ Program changes, referrals, deferrals and withdrawals
✓ New system terminology [uc.edu/catalyst/radius-glossary](uc.edu/catalyst/radius-glossary)
Sends final recommended decision to Radius

Catalyst and Radius will share data back and forth with one another once application is submitted.

Catalyst will become student’s system of record at point of matriculation.
Each application is tied to an iteration which is a term-driven version of an application form. (e.g. The Common Application-Domestic Freshman-2016 Fall)

Iterations define:
- Program
- Campus
- Academic term
- Amount and type of requirements
- Application Deadline
- Application fee
- Student type (Freshman vs Transfer)
- Citizenship
Managing Submitted Applications & Requirements

- The application status will update automatically based on actions taken by the applicant or manually if any administrative actions are needed.
- Some common application statuses include:
  - Applied
  - Applied – Fee Not Paid
  - Admit
  - Deny
  - Matriculation
Accessing Radius

1. Using Mozilla Firefox or Google Chrome, go to catalyst.uc.edu
2. Login with your Central Service Logon: Username (6+2) and Password
3. Click the Radius link

Please note: when working remotely off campus, you will need to use the VPN (Virtual Private Network)
Application Management Review

Exercise: Creating an Application (manually)

Exercise: Managing Requirements
Invoices, Fee Payments and Waivers

- When application forms are submitted online, an invoice is created automatically (based on iteration)
- Only one invoice can be created per application
- Additional fee lines can be added and invoices may be re-opened, if necessary
Invoices, Fee Payments and Waivers

Exercise:  Creating an Application Invoice

Exercise:  Logging a Payment

Exercise:  Logging a Fee Waiver
Applications Marked for Review

Decision Recommendations

Identifying Applications for App Review

• App Review is the review system in which application reviewers will record admission decision recommendations

• In order to quickly identify applications that are ready for the review process, a customized list view should be created to find applications with the defined requirements met
  – Note: Each department is responsible for defining what it means for an application to be ready for review

• Completed applications (requirements met, invoices closed) are sent from Radius into the App Review database where a coordinator will assign applicants and reviewers into a bundle
Application Management Review

Exercise: Identifying Applications for AppReview (Custom List View)
Questions?

We learned:
– How data will travel between Radius, AppReview and Catalyst
– How to manage applications and requirements
– How to manage application invoices and process fee payments and waivers
– How to use list views and customized widgets to identify applications ready for review
Application Management Review

Exercise: Identifying Applications for AppReview (Custom List View)

Exercise (Demo): Marking Applications to Send to AppReview

Exercise (Demo): Creating a Bundle of Applications in AppReview
Program Changes and Status Updates

A status change for a submitted application can take the form of:

• **Iteration changes** – an applicant is being updated to another application iteration without having to reapply.

• **Program changes** – an applicant no longer wishes to be considered for the program choice(s) originally selected with the original application.

• **Deferrals** – an applicant has expressed an interest in deferring their application or decision to another academic term. This requires the addition of a new Iteration to place the applicant into, in order for the new term to be represented.
A status change for a submitted application can take the form of:

- **Withdrawals**
  - *Administrative withdrawals* are used when administrators in charge of managing applications must make changes that the applicant cannot do themselves. Iteration changes and deferrals are examples of when to use an administrative withdrawal.
  - *Applicant withdrawals* are initiated by the applicant, and typically result from notification that they no longer wish to be considered for admission to the university. If a decision to admit has already been posted, applicants can decline the offer by accessing the Radius Self-Service Center.
Application Management Review

Exercise: Creating a Decision on an Application in Radius

Exercise: Cloning an Application to Process a Deferral
Questions?

We learned:
– How to mark applications to send to App Review
– How to create a review bundle in App Review
– How to create a decision on an application in Radius
– How to clone an application
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