Making a Final Decision in Radius

This guide will cover:

- Creating a final decision on the application in Radius.
- How to make a final decision available to the applicant by selecting the appropriate decision letter.

**Step One**

Use the global search to locate the contact record of the applicant.

REMEMBER: You can search for a contact by using one of the following fields:
- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

TIP: Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

Once found, click then View to access their contact record.

**Step Three**

If necessary, add the Applications related information tab. Click the Related information drop-down, then select Applications.
Step Four

Click the Action associated with the application (for which the decision is being made) and click View.

Step Five

On Application tab of the record:

- The Application Review Status field will display as Decision Recommended (meaning the App Review process is complete).
- The Application Review Recommendation field will display the final recommended decision sent from App Review along with the date and time.
**Step Six**

Within the application record, click the **Decisions** tab from the **Related Information** drop-down.

![Related Information dropdown with Decisions highlighted]

**Step Seven**

Click the **New Decision** button. The decision owner and application fields will pre-populate. The decision owner will always default to the user creating the decision. Update this as needed.

![Decision Information table]

**TIP**: Be sure to verify that the application field is displaying the contact and application status (applied).

**Step Eight**

Edit the following fields:

- **Decision Status**: Select the appropriate status.
- **Decision Factor**: Select if applicable.
- **Academic Program**: Select the program which the decision applies.
- **Admitted Program**: Select the program which the decision applies.
- **Publish Status**: Select the appropriate status.
- **Decision Notes**: Add any notes about the decision, if necessary.

**IMPORTANT**: Do not select Published until you are ready to inform the applicant of the decision. Once this status is saved as Published, it cannot be changed.
Step Nine

If publishing a decision letter with the decision, edit the following fields:

- **Decision Letter**: Search for or type in the name of the letter in the field.
- **Decision Letter Date**: Select the date for the letter.
- **Admitted College**: Select the appropriate college.
- **Admitted Term**: Select the appropriate term.

<table>
<thead>
<tr>
<th>Decision Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Decision Owner: Matthew Robinson</td>
</tr>
<tr>
<td>* Decision Status: Admitted</td>
</tr>
<tr>
<td>* Academic Program: LSBAC</td>
</tr>
<tr>
<td>Admitted Program: Political Science [IA Main Campus]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: Training Exercise</td>
</tr>
</tbody>
</table>

Step Ten (FOR OFFERS ONLY. If not offering, skip to Step Eleven)

Select an Enrollment Form to be published along with the decision. Submission of an enrollment form with the intent to enroll drives additional functionality used to assist the applicant in becoming a student at the university. Type in or search for the enrollment form associated with the application.

<table>
<thead>
<tr>
<th>Enrollment Information</th>
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</thead>
<tbody>
<tr>
<td>Enrollment Form: UC Standard Confirmation Form</td>
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</table>

Step Eleven

Click Save to complete the process.