Managing Transcripts in Radius

This guide will cover:

- Adding transcript data while creating or updating an education record in Radius.

Step One

To begin, use the global search to locate the contact record of the applicant.

![Search Bar]

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 the **Action** button then click **View**.

Step Three

Click the **Related Information** drop-down then select **Educations**.
Step Four

To create a new education record, click the **New Education** button.

**NOTE:** When editing an education record, click **Action** beside the appropriate record and select **Edit** from the drop-down. Some contact records may have existing education data when their record was created during the prospect and recruitment stage.

Step Five

Complete the school information section:

- **Contact Name:** Leave as default contact name.
- **School Name:** Type and search for the contact’s school.

**IMPORTANT:** Be sure to verify you are selecting the correct school by checking the city and state (or country for international schools).

*If the school is not found, enter “Unknown High School” or “Unknown College.”*

If using Unknown High School or College, use the “Other” fields to provide additional information for office administrators to research.

- **Transcript Received Date:** Select a date.
- **Education Type:** Select the education type based on what level of education is being entered (i.e. High School, Undergraduate or Graduate).
- **Transcript Pending:** This checkbox should be unselected when entering transcript data.
- **Transcript Received:** This checkbox should be selected when entering transcript data.

![School Information](image-url)
Step Six

Enter information related to GPA/Rank as necessary:

- **Self-Reported GPA:** Not for use with entering official transcript data.
- **Weighted GPA:** Check this box if the transcript indicates the GPA is weighted.
- **GPA:** The official cumulative GPA indicated on the transcript. Enter exactly as shown.
- **GPA Scale:** Select the scale used by the school in determining the GPA. A 4.0 scale is defaulted unless otherwise indicated.
- **Class Rank:** If provided, enter the Contact’s rank provided by the school.
- **Class Size:** If provided, enter the size of the class as indicated on the transcript.
- **Converted GPA:** This is a read-only field. If a non-4.0 scale is selected from the GPA Scale, a converted GPA will be calculated by Catalyst and populated here. This will occur when Catalyst updates Radius, so it will not be seen immediately.
- **Science GPA (BCPM):** Only used by College of Medicine.

<table>
<thead>
<tr>
<th>GPA/Rank</th>
<th>Transcript Received</th>
<th>GPA: 3.5</th>
<th>Weighted GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA Scale: 4.0</td>
<td>Class Rank: 50</td>
<td>Class Size: 200</td>
<td></td>
</tr>
<tr>
<td>Converted GPA:</td>
<td>Self-reported GPA:</td>
<td>Science GPA (BCPM):</td>
<td></td>
</tr>
</tbody>
</table>

Step Seven

Enter information related to attendance:

- **Start Date:** Select a date.
- **To Date:** Note that if the prospect or applicant is still in attendance, enter start date only.
- **Most Recently Attended School:** This checkbox should be selected if the education record being entered is the contact’s most recently attended school.
- **Graduation Year:** Enter the year only.
- **Graduation Date:** Enter the date indicated on the transcript.

**Note:** A graduation date that is indicated as a future/anticipated date is **NOT** considered a final transcript.

- **SSID (Statewide Student ID):** For Ohio schools only.
- **Final Transcript:** This checkbox should only be selected if the graduation date on the transcript is a past date.
**Step Eight**

Enter information related to the transcript summary as necessary:

- **Degree Earned**: Select from the dropdown the degree earned, if applicable.
- **Field of Study**: If specific degree earned is not available, detail here (Ex. Biological Sciences).
- **Anticipated Degree**: If no degree is earned, but degree program is included on transcript, select from drop-down the anticipated degree.
- **Undergraduate Classification**: Used by College of Medicine.
- **Credits Earned**: Enter the total number of earned course credits.
- **Credits Attempted**: Enter the total number of course credits attempted.
- **GPA Hours**: Enter the total number of hours counted towards the cumulative GPA.
- **Quality Points**: Enter the total earned quality points.
- **Term Type**: Select the institutional term type.
  - SEM = semester
  - QTR = quarter

**Step Nine**

Enter information related to a high school counselor as necessary:

- Counselor First Name
- Counselor Last Name
- Counselor Email
- Counselor Phone
**Step Ten**
Enter any notes about the education record and/or transcript data as necessary.

**Step Eleven**
Once all available information has been entered, click Save.

**Step Twelve**
When entering Transcript data, the requirements are not automatically updated for an associated application and therefore would have to be updated manually. To update the requirement, follow the full instructions outlined for Updating Requirements for an Application.