Confidentiality

• Before you proceed, please note that all documents appearing in Radius are protected by all LSU policies and procedures regarding rules of confidentiality, computer access, and applicable laws.

• You are NEVER authorized to enter your own record.

• Please refer questions to your supervisor or computer security authority.
Communication between SIS and RADIUS is ~24 hours in each direction.

Communication between SIS and NOLIJ is real time.
Radius

- Receives data from student input
  - Contact information
  - Application information
- Receives data from LSU SIS
  - Test scores
  - Transcripts
  - Evaluations
  - Decisions
LSU SIS (Mainframe)

- The ruling authority on student information.
- Data only
- Viewable only
- Receives data from
  - Radius
  - Nolij
LSU Nolij

• Receives data from LSU SIS (mainframe)
  • Transcript updates
  • Admission Code updates

• Sends data to LSU SIS (mainframe)
Radius LSU GS: General Facts:

- Query is now known as Target
  - Many target groups have already been compiled
  - You may create targets
    - Everyone can run your targets
- Iteration
  - Each entry point (term) has an iteration
  - Each applicant type has an iteration (domestic, international, LSU Online)
  - Each degree type has an iteration (degree, non-degree)
  - Each online major has an iteration
- Contact Record:
  - Contains biographical data
  - Contains education record
- Application:
  - Lists all applications submitted or started by a student
Radius LSU GS: Relationships between Modules

• Hierarchy:
  • Contact (Parent)
    • Each individual has a unique contact record
      • Unique Radius ID (15 numbers starting with 9)
      • Unique LSU ID (9 numbers starting with 89)
  • Application (child)
    • Each application has a distinct iteration name which refers to a specific application term.
    • Each application has a distinct admit (deferred term) term which can be different than the application term, same as HAY
Radius LSU GS access

- Campus staff has received credentials through email from Hobson’s.
  - View only access available.
- Additional access can be accommodated, same as HAY. Requires approval of department head/director.
All current applicants for future terms and in progress applicants were notified.

References
- that have been submitted are being migrated (1/20/2015)
- Referees that had not submitted letters were notified. Because students had not created new accounts in Radius, many recommenders received a dead link. These recommenders have been invited to submit letters to gradsvcs@lsu.edu. As letters are received, they are being sent to appropriate departments. They will not be loaded to Radius by GS.

Student will have up to three ids:
- LSU 89 (9 digits)
- Radius ID (15 digits)
- HAY ID (only for imported apps)
CA

• Use manual form which has been provided to you. The link is on the departmental forms page.
• Future plans include adding this as an automated function in Nolij.
LSU CONTACTS:

• Student Information/graduate admission processes:
  • Maddie Robison (mrobison@lsu.edu)

• Radius System Administrator:
  • Marie Hamilton (mhamil3@lsu.edu)

• Technical Problems (passwords, locked accounts)
  • Refer to “Support” tab on Radius LSU Graduate School homepage.
    • LSU cannot reset your password.
Logging in

- Go to: [https://crm.orionondemand.com/crm/login.sas](https://crm.orionondemand.com/crm/login.sas)
- Enter your Radius ID (supplied to you in an email.)
- Enter your password (also supplied to you; change immediately on first log in.
- If you forget your password, click on the forgot password button.
- Email with the password was sent from radius support.
Your home screen will change as you begin to use Radius. Please be sure that your screen shows Louisiana State University Graduate School.

Undergraduate Admissions also has a tenant in Radius. You can change the screen to appear with the items you wish. More about that later.
Navigation and Tool Menus
Finding a Student through CONTACTS

On the blue menu bar at the top of the page, click on “Contacts”.
See All Contacts
Search for a specific contact

You may search for specific names in two places.
Select the name you wish to view

<table>
<thead>
<tr>
<th>#</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lynch</td>
<td>Betsy</td>
</tr>
<tr>
<td>2</td>
<td>Betz</td>
<td>Brian</td>
</tr>
<tr>
<td>3</td>
<td>Betz</td>
<td>Emily</td>
</tr>
</tbody>
</table>
Student Record Appears

You may select various pieces of information here. Application information is on the application record.
Application Records

To search for a specific application select “applications” and then “applications” from the drop down.
Searching Applications

1. To search through all applications select all applications from the dropdown box. You may also select a defined view here (more about views following).

2. To search for a specific student type in their name in the search box.
Views

1. Views can be generic, predefined lists of information.
2. You may create custom views which provide the specific data you need to see.
Defining the View

• Any **data** field within the Radius system can be part of a view. Each module (contacts, applications) has separate views.

• If you are interested in obtaining instructions for more advanced custom views, please contact the Graduate School.

• Remember to be courteous to other users; restrict who can see your views. (Instructions to follow)
Creating Views

Within the applications display click the view button and then click create.

Type the name you want your custom view to display as in View Name. If you check the Set as default box, the view you are creating will display by default when you are in the application system. The Criteria Type should always be left as “Dynamic”.

[Image of the application display with view creation options]

[Image of the CREATE CUSTOM VIEW window with fields for View Name, Set as default, Criteria Type, Join, Module, Field, Comparator, Value, and buttons for Save and Cancel]
Leave the Module as Applications and change the Field to CURRIC_CODE. Leave the Comparator set to “is”.

<table>
<thead>
<tr>
<th>View Name:</th>
<th>Program query</th>
</tr>
</thead>
<tbody>
<tr>
<td>Join</td>
<td>Applications</td>
</tr>
<tr>
<td>Field</td>
<td>CURRIC_CODE</td>
</tr>
<tr>
<td>Comparator</td>
<td>Is</td>
</tr>
<tr>
<td>Value</td>
<td></td>
</tr>
</tbody>
</table>
Defining the View range

Select the programs or programs you want to display via the Value box. Click Save when finished.

You may click multiple programs.
Restricting who can see your created Views

• By default anyone can see a created view. Restrict your view to keep your workspace clean and to also help others by not cluttering the landscape.

• Administrators can see all queries so help is always available if you need assistance with your views.

Click the Home Icon and then click Views.

Select My Views from the dropdown
Sharing your views

1. Click on the name of your view.
2. Click View, then Share.
If you want to limit the view to yourself, select *Show this Custom View only to me*. If you want other users in your department to see your query, select *Allow the following users to view this Custom View* and then type in the Users names in the Users Box. Email accounts will show up and you can add names to share your view.
### Viewing Applications

- **Louisiana State University Graduate School**

**Applications**

<table>
<thead>
<tr>
<th>#</th>
<th>Contact</th>
<th>Iteration Name</th>
<th>Application Status</th>
<th>ORIG_APPL_TERM_YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yuanjian Xue</td>
<td>LSU Graduate Application</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>2</td>
<td>Jeffrey Lentz</td>
<td>Domestic Fall 2015</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>3</td>
<td>Cihan Aydiner</td>
<td>International Fall 2015</td>
<td>Application Form Submitted - F</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>4</td>
<td>Colin Hanley</td>
<td>International Fall 2015</td>
<td>Application Form Submitted - F</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>5</td>
<td>Inga Kastrone</td>
<td>International Fall 2015</td>
<td>Application Form Submitted - F</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>6</td>
<td>Briana Pocatsky</td>
<td>Domestic Fall 2015</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>7</td>
<td>Kendra Clark</td>
<td>Domestic Fall 2015</td>
<td>Application Form Submitted - F</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>8</td>
<td>Raffy-Owen Clemens</td>
<td>Domestic Fall 2015</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>9</td>
<td>Jared Beasley</td>
<td>Domestic Fall 2015</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>10</td>
<td>Cristian Nunez</td>
<td>LSU Graduate Application</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>11</td>
<td>Alyssa Depew</td>
<td>LSU Graduate Application</td>
<td>Application Form Submitted - Fee R</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>
Application Status

You may view applications regardless of the Application Status.

Be aware that you may only recommend admission for those students whose status is “Application Form Submitted – Fee Received.”

You may contact any student who has a contact record and has indicated interest in LSU.
<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Alqahtani</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>11/12/1987</td>
<td></td>
</tr>
<tr>
<td>Contact Type:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifecycle Role/Stage:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Birth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship:</td>
<td>United States of America</td>
<td></td>
</tr>
<tr>
<td>Permanent US Resident:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Asma</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Modified Time:</td>
<td>01/06/2015 09:04 AM</td>
<td></td>
</tr>
<tr>
<td>Preferred Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Level:</td>
<td></td>
<td></td>
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<td>Ethnicity:</td>
<td></td>
<td></td>
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<tr>
<td>Race:</td>
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<td></td>
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<tr>
<td>Contact Preferences:</td>
<td></td>
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</tr>
<tr>
<td>Student ID:</td>
<td></td>
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</tr>
<tr>
<td>Mobile:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:asma22-80@hotmail.com">asma22-80@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Created By:</td>
<td>Marie Hamilton</td>
<td></td>
</tr>
<tr>
<td>Created Time:</td>
<td>12/08/2014 08:11 PM</td>
<td></td>
</tr>
<tr>
<td>US Residency Grad:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expand Selection of Items

1. Click *Related Information*:

2. Additional items can be selected to appear as tabs on the student record.
View Application Detail

Click on the Application Status link.
Note that additional tabs can be added from the Related Information menu.

Tabs can be removed by clicking the “x” beside each.
Print Application Form

You may view a pdf version of the application only by selecting “Print Application Form”. This provides the information the student completed on the application form but does not include any uploaded documents the student may have provided.
Print Registration Record

Select “Print Registration” to view all parts of the application file including student submitted documents, recommendations submitted through Radius, etc.
Print Registration Selection

You may check or uncheck items to include in the pdf document.

Select “Print” to view the pdf file.
Registration Document

• The registration pdf file contains the application, a page for each recommender and any other files loaded to the application record.
Items on the tabs

The recommendations tabs shows the list of recommenders plus the status of each recommendation.
Notes

Notes may be entered to reference actions taken on the record, information for other decision makers, or for any action that needs to be recorded.

Notes are available to all users.

Notes print in the “Print Registration” file and are part of the student’s final archived application.

You may delete your own note but not that the notes of others.

Notes may be on the contact record, the application record, or in other areas.
# Requirements: Global View

<table>
<thead>
<tr>
<th>#</th>
<th>Application</th>
<th>Contact</th>
<th>Application Submitted</th>
<th>CURRIC_CODE</th>
<th>ORIG_APPL_TER</th>
<th>LSU 89</th>
<th>Modified Time</th>
<th>Requirement %</th>
<th>Admit Code</th>
<th>Recon</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Application Form Submitted - Fee Received</td>
<td>Gustavo Agosto-DaFoi</td>
<td>Spring 2015</td>
<td>8960709</td>
<td>01/06/2015 09:41</td>
<td>100%</td>
<td>99-Non Degree</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Application Form Submitted - Fee Received</td>
<td>Tyler Fane</td>
<td>Fall 2014</td>
<td>894912199</td>
<td>12/18/2014 01:47 P</td>
<td>50%</td>
<td>52-Missing Doc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Application Form</td>
<td>Angela White</td>
<td>Summer 2014</td>
<td>8920051</td>
<td>12/18/2014 01:0</td>
<td>0%</td>
<td>52-Missing Doc</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Requirements

## Table

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Requirement Name</th>
<th>Iteration Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>GRE OR GMAT</td>
<td>International Fall 2015</td>
<td>Not Received</td>
</tr>
<tr>
<td>2</td>
<td>General</td>
<td>IELTS/PTE/TOEFL</td>
<td>International Fall 2015</td>
<td>Not Received</td>
</tr>
<tr>
<td>3</td>
<td>Transcript</td>
<td>Univ of Wisconsin Oshkosh</td>
<td>International Fall 2015</td>
<td>Not Received</td>
</tr>
<tr>
<td>4</td>
<td>Transcript</td>
<td>Univ of Wisconsin Center Richland</td>
<td>International Fall 2015</td>
<td>Not Received</td>
</tr>
</tbody>
</table>
Communicate with students

Within the student record either click send email or click on their email address.
Recommending Admission

• Complete the CA form found on the departmental forms website, obtain appropriate signatures and forward to the Graduate School program officer for your college.

• You may scan and email these forms or deliver paper copies.
HAY SUNSET: Quick Facts

• HAY closed for student updates 4 pm Sunday, December 7, 2014.

• HAY applications remain available for view until further notice.

• Final data update from LSU SIS (aka mainframe) was delivered the evening of 12/8/2014.

• No further materials can be loaded to HAY.
HAY Sunset: LSU Department Staff perspective:

• Departments may continue to log into HAY and see application materials submitted therein, including recommendation letters.
  • Recommendation letters for students who started but did not complete a HAY application may be available in HAY.

• No further materials have been/will be loaded to HAY since 12/4 (transcripts, letters, emails, etc.).

• Transcripts, test scores, etc. will be loaded to Nolij
  • Departmental staff (approximately two per department) have access to Nolij. These individuals have received credentials and preliminary training materials.
  • GS Program Officers will assist departmental personnel in finding documents in Nolij.
Hay Sunset:
Student Applicant Perspective

- All HAY submitted applications for future terms were moved to Radius.
- Students were notified via email 12/8/2014 to create their account in Radius which will then associate with their migrated application.
- HAY applications which were not submitted by 8:00 a.m. CST 12/8/2014
  - were NOT moved
  - Students will need to create a completely new application at gradapply.lsu.edu
- Application fee process:
  - Same process as HAY
  - Chemistry/Physics fee waivers in place
  - Special fee waivers will be manually applied as they were in HAY