**GR - INTERNAL INQUIRY FORM: Guidelines for Use**

Grad Program URLs:

MES: <https://evergreenstatecollege.radiusbycampusmgmt.com/ssc/iform/KC686Rc0kk0kx6700oB00l.ssc>

MiT: <https://evergreenstatecollege.radiusbycampusmgmt.com/ssc/iform/N78671Kzzx6G0x670GA71.ssc>

MPA:

<https://evergreenstatecollege.radiusbycampusmgmt.com/ssc/iform/x6880mN7S7020x670270A71.ssc>

MPA-Tribal:

<https://evergreenstatecollege.radiusbycampusmgmt.com/ssc/iform/C8k03Gd7B03m0x670270A71.ssc>

1. Search Radius in the Global Search field to see if record already exists. Search by any of the following:
	1. Enter the full name using first then last (Jane Smith). It may be necessary to search by partial name using the wild card symbol of \*. (For ex: William; Bill; Will; or Jennifer; Jenn; or Pamela; Pam)
	2. Enter the email address (copy and paste is preferred)
	3. Enter the Banner A# if known.
2. Select student record by clicking on record
	1. Be aware of parent records with similar names
	2. If there is a student ID, parent records will have an A# with .1, .2, etc
3. Review the Application Module for UG application(s) and/or GR application. Click on the Application tab to access the Application Module. Verify that the application is not a CURRENT UG application.
4. If no Radius record exists, follow these steps for key fields to be entered. Required fields are noted.
	1. First and Last Name (required)
	2. Middle Name or Middle Initial (if known)
	3. Preferred Name (if known)
	4. Date of Birth (if known) – this greatly helps to reduce duplicates
	5. Email Address (required if mailing address unknown)
	6. Full mailing address (required if email address unknown)
	7. Start Term (required – defaulted to Fall or Spring for MiT 2021)
	8. Start Year (required)
		1. If the prospect is unsure, select the earliest year for this field and add additional years to the field “GR Multiple INQ Years” on the Contact module; Graduate Continued section.
	9. GR Initial Program Contact Source (required)
	10. GR Initial Program Contact Date (required) This field will NOT auto-populate.
5. Mailing Address hints
	1. Follow Banner address standards
	2. A few examples:
		1. Enter house number, street name, apt # on Line 1
		2. Do NOT use punctuation
		3. Abbreviate street directions (NW, SW, E, N, etc.)
		4. Abbreviate such items as: Dr for Drive; St for Street; Pkwy for Parkway; Ste for Suite; Apt for Apartment
		5. Spell out the name of the city or town.
		6. If there is an A#, update the address in both the CRM and Banner.
6. Phone Number hints
7. Use the following format for phone and mobile numbers:
	1. Area Code followed by a space then the 7 digit phone number XXX xxxxxxx
	2. International number field is a free form field. This field will only be in the CRM and not moved to Banner.
8. Degree Institution
	1. This section is optional. Add the name of the schools if known
	2. To add more than one school, click on “Add Another Response” at the bottom of the section.
	3. If more than one school/institution is added, check the box for “Most Recently Attended School” to indicate the last school attended.
9. The form has been designed to return you to the form after you click “Submit”. Once you have completed adding new inquiries to the CRM simply close the form.