

A large, teal-colored arrow graphic pointing to the right, positioned on the left side of the page.

# Correct the Admission Year for a New Student

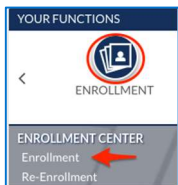
# Correct the Admission Year

A student can be listed in the incorrect Enrollment year if Ravenna has advanced the Admission Season for *next year* applicants and the student is entering the *current academic year*. Often referred to as a Rolling Admission.

When this occurs, it is easy to fix in Radius AE.

1. Go to ENROLLMENT search Screen

## ENROLLMENT CENTER | Enrollment



2. In Quick Search field enter the Student Name

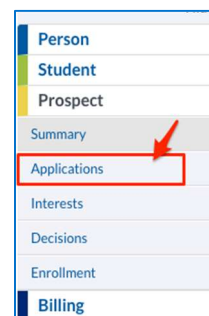
3. Click on the Student's Name in the list (blue text indicates a hyperlink!)

4. Click on the [View Full Record](#) (below the child's name)

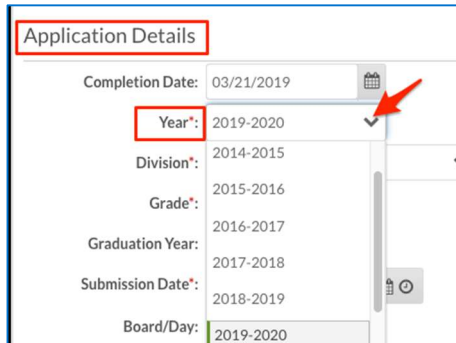


5. Select Applications from Prospect menu

6. Turn Editing ON.



7. Under Application Details, change the entry in the Year field (using the drop-down menu) to the correct Admission Year.



The screenshot shows a form titled "Application Details" with several fields. The "Year\*" field is highlighted with a red box, and its dropdown menu is open, showing a list of year ranges from 2019-2020 to 2019-2020. A red arrow points to the checkmark next to the selected option. Other fields include "Completion Date" (03/21/2019), "Division\*", "Grade\*", "Graduation Year", "Submission Date\*", and "Board/Day".

Field	Value
Completion Date:	03/21/2019
Year*:	2019-2020
Division*:	2014-2015
Grade*:	2015-2016
Graduation Year:	2016-2017
Submission Date*:	2017-2018
Submission Date*:	2018-2019
Board/Day:	2019-2020

8. Select Save