

Comments should be entered into Campus Solutions to capture the transactional interactions that you have with students, such as receiving or processing documents. While comments cannot be seen by students directly through PeopleSoft, they should be clear, complete, and professional.

In Campus Solutions you will be prompted to select an Administrative Function and Comment Category for each of your comments. By accurately categorizing comments, the College to be able to run queries on particular comment categories and obtain information quickly and efficiently.

To add a comment:

Step	Action
1.	<p>Begin by navigating to the <b>Person Comment Entry</b>.</p> <p>Click the <b>Main Menu &gt; Campus Solutions &gt; Campus Community &gt; Comments – Person &gt; Person Comment Entry</b></p> <p><b>OR</b> from the myFSCJ landing page after logging in with your credentials: Click <b>Student Services &gt; Comments</b>. This link automatically opens to <b>Person Comment Entry</b>.</p>

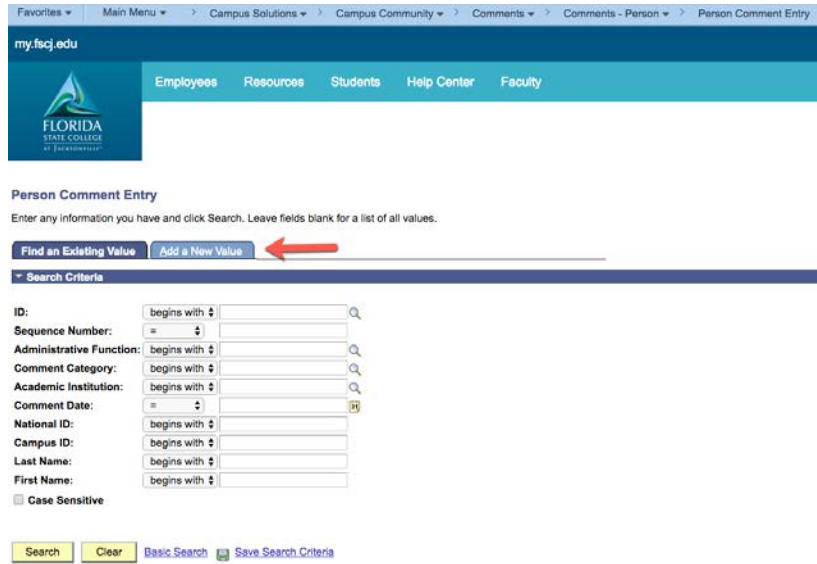
The screenshot shows the 'Person Comment Entry' search page on the myFSCJ website. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Campus Solutions > Campus Community > Comments > Comments < Person > Person Comment Entry'. The page title is 'Person Comment Entry' with the instruction 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search criteria section with the following fields:

- ID: begins with [ ]
- Sequence Number: [ ]
- Administrative Function: begins with [ ]
- Comment Category: begins with [ ]
- Academic Institution: begins with [ ]
- Comment Date: [ ]
- National ID: begins with [ ]
- Campus ID: begins with [ ]
- Last Name: begins with [ ]
- First Name: begins with [ ]

There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

# Adding Comments

Step	Action
2.	Click <b>Add a New Value</b> .



Person Comment Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

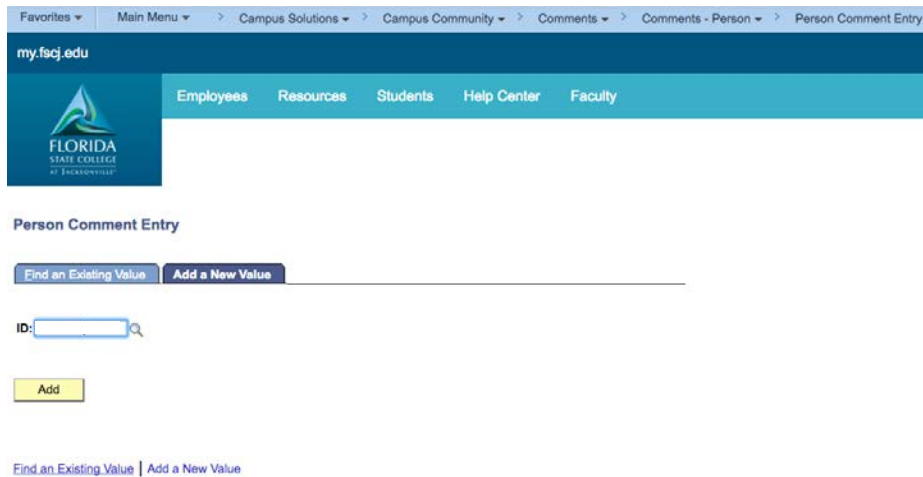
[Find an Existing Value](#)
[Add a New Value](#)

Search Criteria

ID:  begins with    
 Sequence Number:  =   
 Administrative Function:  begins with    
 Comment Category:  begins with    
 Academic Institution:  begins with    
 Comment Date:  =    
 National ID:  begins with   
 Campus ID:  begins with   
 Last Name:  begins with   
 First Name:  begins with   
 Case Sensitive

[Basic Search](#)

Step	Action
3.	Enter the student's ID.



Person Comment Entry

[Find an Existing Value](#)
[Add a New Value](#)



ID:

[Find an Existing Value](#) | [Add a New Value](#)


Step	Action
4.	Enter the Administrative Function. You can click the magnifying glass to view the list of administrative functions. Currently, the College is utilizing ADMP (Admissions Processing), SENR (Student Enrollment), and FINA (Financial Aid).

Person Comment Entry


Comment DateTime: 04/19/2017 3:59:02PM


\*Administrative Function:   

\*Academic Institution: FSCJ1

\*Comment Category:   Variable Data

**Comment Data**

Comment ID:  

Department:  

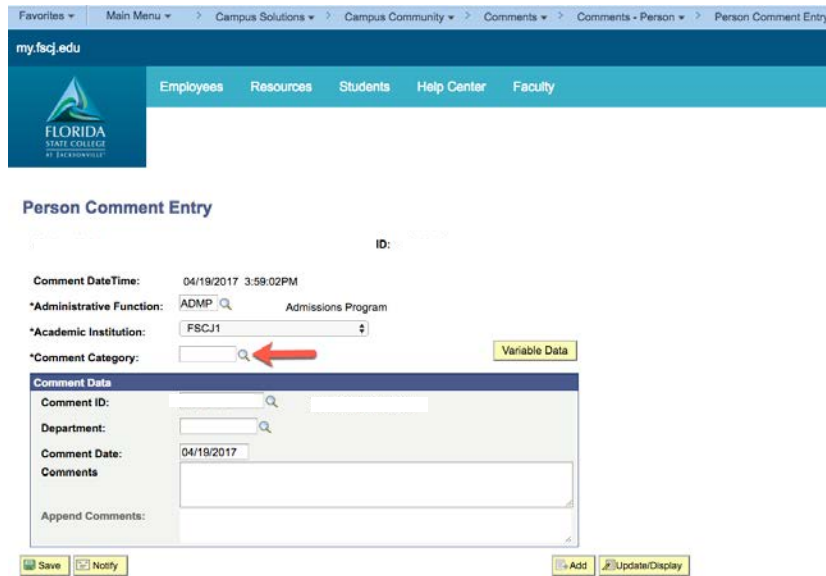
Comment Date: 04/19/2017

Comments:

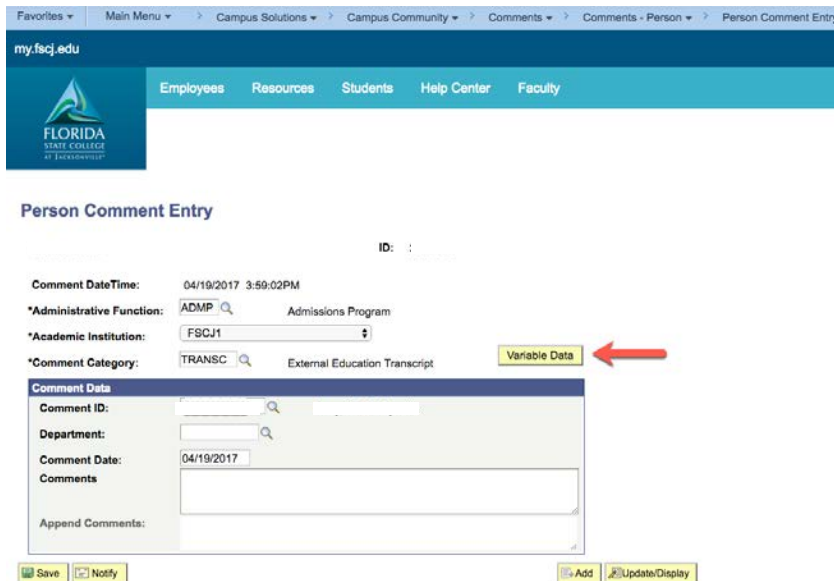
Append Comments:

# Adding Comments

Step	Action
5.	Enter the Comment Category. You can click the magnifying glass to view the list of comment categories that are available for a particular administrative functions. See the Appendix for more details on the comment categories.



Step	Action
6.	Click on Variable Data.





Step	Action
7.	Enter the Academic Career. You can click the magnifying glass to view the Academic Careers for which the student is eligible. The other fields do not need to be completed. Click <b>Ok</b> .


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Employees Resources Students


FLORIDA STATE COLLEGE AT JACKSONVILLE

**Variable Data**

Academic Career:   

Student Career Nbr:  

Application Nbr:  

Application Program Nbr:  

OK Cancel

Step	Action
8.	Enter the Comment.


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Employees Resources Students Help Center Faculty


FLORIDA STATE COLLEGE AT JACKSONVILLE

**Person Comment Entry**


Comment Date: 04/19/2017 3:59:02PM


\*Administrative Function: ADMP  Admissions Program

\*Academic Institution: FSCJ1 


\*Comment Category: TRANSC  External Education Transcript Variable Data

**Comment Data**

Comment ID:  

Department:  

Comment Date: 04/19/2017

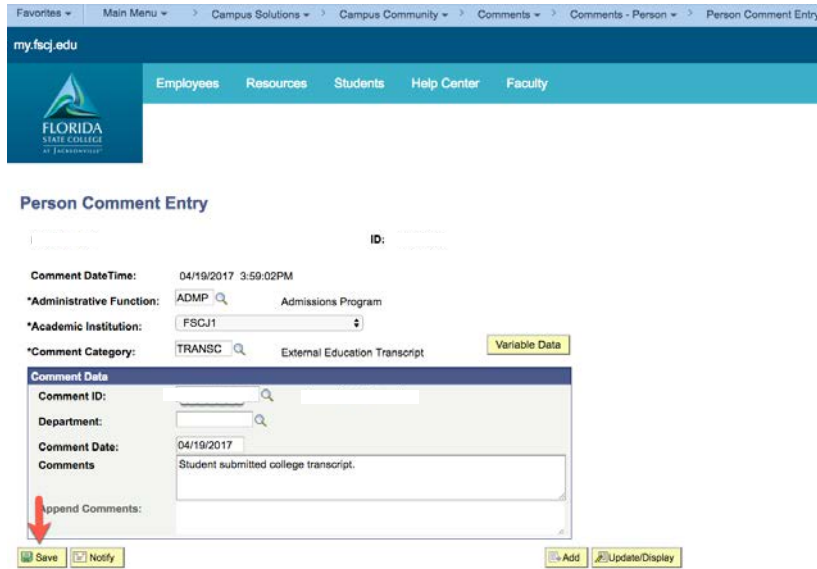
Comments: Student submitted college transcript. 

Append Comments:

Save Notify Add Update/Display

# Adding Comments

Step	Action
9.	Click <b>Save</b> .



Step	Action
	End of procedure.

**APPENDIX**

<b>Administrative Function</b>	<b>Comment Category</b>	<b>Description</b>
ADMP (Admissions Program)	RESID	Florida Residency
	CTZNP	Citizenship/Immigration
	TRANSC	External Education
	SB1720	SB1720
SENR (Student Enrollment)	BIODEM	Biodemo Change
	RECLAS	Residency Reclassification
	ENRVF	Enrollment Verification
	APPEAL	Academic Appeals
	PPC	Program Plan Change
	EXCEPT	Student Exceptions
	GRAD	Graduation
	EVALS	Transcript Evaluation
	DSTRCT	District Processes