

## Student Advising in Orion and Campus Solutions

During the late Spring and Summer terms students will need to be advised using both Orion and Campus Solutions in order to access all of their student data.

- Spring term enrollment through C session will be in Campus Solutions, but Spring term grades and completion records will not be brought into Campus Solutions until after the completion of the term.
- Summer enrollment, class schedules and current degree audit information will still be accessed in Connections, My Advisor and Orion.
- Fall enrollment will be completed in Campus Solutions.

This will be a little challenging, however, this is necessary as we transition into MyFSCJ.

A few basic questions at the beginning of your advising sessions will be helpful:

When did you start at FSCJ?

- Fall – You will use MyFSCJ:
  - Have you applied yet?
    - No, guide to Apply.
    - Yes, check application status and To Do or Checklist items are completed. Review with students and guide to complete items. Advise that after all of the To Do items have been completed and transcripts have been evaluated, they will be able to be admitted and enroll in Fall classes.
  - Complete EDP so that students will have a plan in place for enrollment.
  - Review the class schedule to identify the classes they would like to take and be ready to select through their Academic Requirements.
- Summer or earlier – Orion. Start with what you know.
  - Students registering for Summer will continue as usual in Connections.
  - Students enrolling for Fall:
    - Review Spring and Summer registration, POS, ADP, etc., in Connections, My Advisor, and Orion.

- Review Residency, Program and Plan, and Academic Requirements in MyFSCJ for accuracy. Report any discrepancies by submitting a ticket to help.fscj.edu.
- At this point, it would be very helpful for students to use the EDP to identify courses in Spring and Summer that may be prerequisites for Fall courses that they are planning.
- Students can search for classes in the public class search or in their Academic Requirements in Campus Solutions. If there are prerequisites that students are taking in Spring and Summer, they will need advisor assistance enrolling and being provided an override into these classes.

At the end of Summer term, enrollments, grades, and completions will be brought into Campus Solutions. A Post Enrollment Requisite Checking (PERC) process will be run in Campus Solutions to ensure students have successfully completed any prerequisites that they took in prior terms. They will be dropped from courses that prerequisites were not met.