



PeopleSoft Campus Solutions

# Viewing Admissions Data

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# Admissions Data

Student Services Center (Employee View of Pre-Matriculated Student's)

Navigation: **Main Menu**>**Campus Solutions**>**Campus Community**>**Student Services Center**

The Student Services Center is used to view an applicant data prior to matriculation.

- Enter the **Student ID** and click **Search**
- Use the **Student Center** page to see a quick view of the student's Personal Information, Service Indicators (Holds), To Do List (Checklist Items), Academics and Admissions status.

my.fscj.edu

Employees Faculty Students Resources Help Center

Blue Wave ID: 9999001

student center general info admissions transfer credit academics finances financial aid

### Blue's Student Center

**Academics**  
My Class Schedule Shopping Cart My Planner  
You are not enrolled in classes.  
other academic... >>

**Finances**  
My Account Account Inquiry Class Tuition & Fees Roll up  
You have no outstanding charges at this time.  
Financial Aid enroll in ecashier payment plan View Financial Aid  
other financial... >>

**Personal Information**  
Demographic Data Emergency Contact  
Contact Information  
Home: 601 State Street West, Jacksonville, FL 32202  
Home Phone: 904/777-7777  
Mailing: None  
Personal Email: blue@aol.com

**Admissions**  
Apply for Admission Incomplete  
My Applications  
FSCJ1 Bachelor Degree Fall 2017 View Status

**Holds**  
No Holds.

**To Do List**  
Post Secondary Transcript Selective/Limited Access more >

**Milestones**  
No Milestones

**Enrollment Dates**  
Open Enrollment Dates

**FSCJ Quick Links**  
FSCJ Connections Blackboard

**Community**  
FSCJ Artists Series Google Athletics

**Student Resources**  
Student Assistance Program Library & Learning Commons Student Life

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

- Use the **General Info** page to see an expanded view of the student's Personal Information, Service Indicators, Student Groups (Special Designators) To Do List (Checklist Items).

**Note:** Edit options are only available based on security.

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Employees Faculty Students Resources Help Center

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student center **general info** admissions transfer credit academics finances financial aid

[Service Indicators](#)
[Initiated Checklists](#)  
[Student Groups](#)
[Personal Data](#)  
[National ID](#)
[Names](#)  
[Addresses](#)
[Phones](#)  
[Email Addresses](#)

COLLAPSE ALL  
EXPAND ALL

Service Indicators- Edit Option based on security.

Service Indicators [edit service indicators](#)

No service indicators found.

[Go to top](#)

Initiated Checklists [review checklist summary](#)

Checklists View All First 1-2 of 2 Last

Function	Checklist	Institution	Variable Data
ADMP	<a href="#">ASELCT - Selective Access Program</a>	FSCJ1	Academic Career: CRED Student Career Nbr: 0 Application Nbr: 00196095 Application Program Nbr: 0
<a href="#">Checklist Items</a>			
Function	Checklist	Institution	Variable Data
ADMP	<a href="#">APSTRN - Post Secondary Transcript</a>	FSCJ1	Academic Career: CRED Student Career Nbr: 0 Application Nbr: 00196095 Application Program Nbr: 0
<a href="#">Checklist Items</a>			

[Go to top](#)

Student Groups [edit student groups](#)

No student groups found.

[Go to top](#)

Student Groups= Special Designators in Orion.

Checklist Items.

- Use the **Admissions** page to view Application Data, External Education and Test Scores.
- Select the **Edit Application Data** button to view the admissions application. This page is also referred to as the Maintain Applications Page and can also be accessed by navigating to Main Menu>Campus Solutions>Students Admissions>Application Maintenance>Maintain Applications. Remember to [Add Favorites](#) to create shortcuts to frequently viewed pages.

**Note:** Edit options are only available based on security.

The screenshot shows the 'my.fscj.edu' application maintenance interface. The breadcrumb trail is: Favorites > Main Menu > Campus Solutions > Campus Community > Student Services Center. The user is logged in as 'Blue Wave' with ID 9999001. The 'admissions' tab is selected. The application details for application number 00196095 are shown, including program information (BACH - Bachelor Degree) and applicant status (Applicant as of 05/25/2017). A table titled 'Applicant Progression' shows the applicant's history. Below this, the 'External Education' section is expanded to show '1505196 - FIRST COAST HIGH SCHOOL', including transcript information and an education summary table. At the bottom, the 'Test Summary' section is visible.

**Callouts:**

- View Application:** Points to the 'edit application data' button.
- Quickly View Admission Status:** Points to the 'Program Status' field.
- Quick View of External Education:** Points to the 'External Education' section header.
- Quick View of Test Scores:** Points to the 'Test Summary' section header.

## Application Data (Maintain Applications Page)

- The **Biographical Details** page includes the name, address, phone, email and citizenship status.
- Click the **Citizenship and Visa/Permit Data** links to view citizenship/immigration status or documentation.
  - Review [Campus Community Personal Information](#) training documentation under Admissions for instructions on how to enter or update citizenship/immigration.

my.fscj.edu

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Blue Wave 9999001

Person Information

Date of Birth: 01/01/1970 Birth Information Campus ID:

Biographical History

\*Effective Date: 05/25/2017

\*Marital Status: Unknown As of: 05/25/2017

\*Gender: Female

National ID

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>

Contact Information

Addresses

Address Type	Effective Date	Status	Country	Preferred
Home (Student)	05/25/2017	Active	USA	<input checked="" type="checkbox"/>

Address: 601 State Street West  
Jacksonville, FL 32202

Phone

*Type	*Phone	Ext	Country	Preferred
Cell Stdnt	9045555555			<input checked="" type="checkbox"/>
Home Std	904777-7777			<input type="checkbox"/>

Email

*Type	*Email Address	Preferred
Personal	blue@aol.com	<input checked="" type="checkbox"/>

OK Cancel Apply

Visa/Permit Data Citizenship

Refresh

- The **Addresses** page displays an expanded view of the address detail.

my.fscj.edu

Biographical Details | Addresses | Regional | Application Program Data | Application Data

Blue Wave 9999001

Current Addresses

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home (Student)	601 State Street West Jacksonville, FL 32202	05/25/2017	Active	Rosalind Dexter- Harris	05/25/2017 3:23:36AM	Edit/View Address Detail

Add Address

Effective Date: 05/25/2017 Status: Active

Country: USA United States

Address: [Edit Address](#) [Address Linkage](#)

Submit Reset

Add Address Types

- Home
- Mailing
- Business
- Check
- Billing
- Other 2
- Permanent
- ISIR Address
- Passport Address
- Home (Student)
- Mailing (Student)

\* Active address exists  
[Explain](#)

- The **Regional** page displays the following:
  - Ethnicity and racial identity
  - Military Information reported on application

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Employees Faculty Students Resources Help Center

Biographical Details Addresses **Regional** Application Program Data Application Data Application School/Recruiting

Blue Wave 9999001

USA

**Ethnicity**

Person is Hispanic or Latino If Yes, Select Ethnic Group

*Regulatory Region	*Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	ASIAN	Asian	Asian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
USA	WHITE	White	White	<input type="checkbox"/>	<input type="checkbox"/>	

History

\*Effective Date: 05/25/2017 Military Status: Active Duty Officer

Disabled  Disabled Veteran  VA Benefit

- The **Application Program Data** page displays the following:
  - Admit Term
  - Academic Program
  - Program Action
  - Action Reason
  - Academic Plan

my.fscj.edu

Employees Faculty Students Resources Help Center

Biographical Details Addresses Regional **Application Program Data** Application Data Application School/Recruiting

Blue Wave 9999001

Academic Institution: FSCJ1 Application Number: 00196095

Academic Career: College Credit Career Number: 0

**Program Data**

Program Number: 0 \*Effective Date: 05/25/2017

\*Admit Term: 2178 Fall 2017 Effective Sequence: 1

\*Academic Program: BACH BACH Expected Graduation Term:

\*Academic Load: Full-Time \*Campus: COLL 01

Joint Program

**Program Status**

Status: Applicant Action Date: 05/25/2017

\*Program Action: APPL Application Action Reason: APP2 Application Received-Admin

Last Updated On: 05/25/2017 3:23:35AM By: 1002743 Evaluation

**Plan Data**

\*Academic Plan: S100 Supervision and Management Provision BAS

Sub-Plan Data

\*Sub-Plan:

Transfer To: Education Go

- The **Application Data** page displays the following:
  - **Admit Type**
  - **Application Date**
  - **Application Method**

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Employees Faculty Students Resources Help Center

Biographical Details Addresses Regional Application Program Data **Application Data** Application School/Recruiting

Blue Wave 9999001  
 Academic Institution: FSCJ1  
 Academic Career: College Credit Application Number: 00196095

**Application Data**

\*Application Center: FSCJ1 All-X Intl \*Admit Type: FSCJ LD  
 \*Application Date: 05/25/2017 Academic Level: [v]  
 \*Created On: 05/25/2017 \*Notification Plan: Regular  
 Prior Application Application Method: Hard Copy  
 Previous Attendance From Date: To Date:  
 Graduated early?  
 Not Currently Attending School  
 Electronic Signature  
 Criminal Conviction

**Additional Information**

Housing Interest: [v]  Financial Aid Interest

**File Information** **Application Fee Information**

Complete:  Date: [v] Status: Pending Calculate Application Fees  
 External Application Nbr: [v] Fee Type: Standard Transaction Summary  
 Display Errors / Warnings

File Attachments Personalize | Find | View All | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

### Viewing/Adding Comments

- Use the Comment Icon at the top of the page to navigate to the **Person Comment Entry** page. The page will open in a new window.

Biographical Details Addresses Regional Application Program Data **Application Data** Application School/Recruiting

Blue Wave 9999001  
 Academic Institution: FSCJ1  
 Academic Career: College Credit Application Number: 00195599

Application Data

Enter the following comments (if applicable):

- General Admissions Comments (GENADM)- Administrative Function=ADMP
- Florida Residency Declaration (RESID) -Administrative Function=ADMP. This requires posting a comment before updating the residency data.
- Citizenship/Immigration (CTZNP)- Administrative Function=ADMP
- Safety and Security- ASAFINN, ASAFNR, ASAFSO, ASAFSP

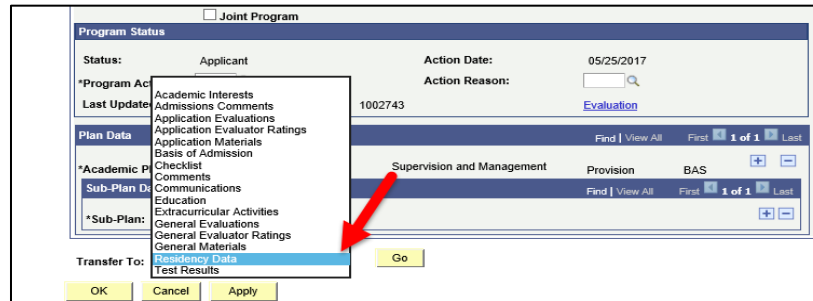
Review [Adding Comments](#) training documentation under Introduction for instructions on how to enter or update comments.

- Close the **Person Comment Entry** page.



## Viewing Residency

- Use the **Transfer To Menu** at the bottom of the page to navigate to the **Residency** page.



The screenshot shows a web application interface for a program. At the top, there is a 'Program Status' section with 'Status: Applicant' and 'Action Date: 05/25/2017'. Below this, there is a 'Transfer To:' dropdown menu that is open, showing a list of options: Academic Interests, Admissions Comments, Application Evaluations, Application Evaluator Ratings, Application Materials, Basis of Admission, Checklist, Comments, Communications, Education, Extracurricular Activities, General Evaluations, General Evaluator Ratings, General Materials, Residency Data (highlighted in blue), and Test Results. A red arrow points to the 'Residency Data' option. Other visible elements include 'Last Update: 1002743', 'Action Reason: Evaluation', and a 'Go' button.

- Review [Entering Residency Data](#) training documentation under Admissions for instructions on how to enter or update residency.

**Note:** If the applicant did not provide residency documentation with the current application, residency will default to Out-of-State for the corresponding term until documentation is received.

- Click the Student Services Center navigation at the top of the page to return to the Student Services Center.

