

Denial Process for Selective Admissions

1. In myFSCJ navigate to: **Main Menu > Campus Solutions > Campus Community > Student Services Center**. Then enter EMPL ID to search for the student.

The screenshot shows the top navigation bar with 'Student Services Center' selected. Below the navigation is the Florida State College logo and a search bar. The search criteria section includes dropdown menus for ID, Campus ID, National ID, Last Name, and First Name, all set to 'begins with'. There are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

2. Click the **Admissions** tab.

The screenshot shows the 'Jaxon De Ville' student center. A red arrow points to the 'admissions' tab in the navigation bar. The page displays various sections: 'Academics' with a message 'You are not enrolled in classes.', 'Finances' with a message 'You have no outstanding charges at this time.', 'Holds' with 'Financial Hold' and 'Enrollment Hold', 'To Do List' with 'Declaration of Residency', 'High School Transcript', and 'Selective/Limited Access', and 'Milestones' with 'No Milestones'.

3. Click **Edit Application Data**.

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Jaxon De Ville

student center general info admissions transfer credit academics finances financial aid

Institution / Career / Application Nbr / Program  edit application data

- FSCJ1 - FSCJ1
 - CRED - College Credit
 - 00186409
 - 2YFA - Associate Degree

Application Nbr: 00186409
 Program Nbr: 0
 Program Status: Applicant as of 01/30/2017
 Program: 2YFA Associate Degree
 Plan: 2163 Radiation Therapy

Last School Attended:
 City:
 State:
 Graduation Date:

Financial Aid Interest:
 Housing Interest:

4. Click **Application Program Data** tab.

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FLORIDA STATE COLLEGE AT JACKSONVILLE

Jaxon De Ville

Biographical Details Addresses Regional **Application Program Data** Application Data

Person Information

Date of Birth: 10/01/1991 Birth Information Campus ID:

Biographical History

*Effective Date: 01/04/2017
 *Marital Status: Unknown As of: 01/04/2017
 *Gender: Male

National ID

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

Contact Information

Addresses

Address Type: Mailing (Student)
 Effective Date: 01/04/2017
 Status: Active
 Country: USA

Phone

*Type	*Phone	Ext	Country	Preferred
Cell Stndt				<input checked="" type="checkbox"/>
Home Std				<input type="checkbox"/>

Add

5. Click the **plus sign (+)** to the right.

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

Jaxon De Ville
Academic Institution: FSCJ1 Application Number: 00186409
Academic Career: College Credit Career Number: 0

Program Data Find | View All First 1 of 1 Last
*Program Number: 0 *Effective Date: 01/30/2017
*Admit Term: 2178 Fall 2017 Effective Sequence: 1
*Academic Program: 2YFA 2YFA Expected Graduation Term:
*Academic Load: Full-Time *Campus: COLL 01
 Joint Program

Program Status
Status: Applicant Action Date: 01/30/2017
*Program Action: APPL Application Action Reason: OCNV Orion Conversion
Last Updated On: 01/30/2017 2:18:16PM By: 1002743 Evaluation

Plan Data Find | View All First 1 of 1 Last
*Academic Plan: 2163 Radiation Therapy Limited AS
Sub-Plan Data Find | View All First 1 of 1 Last

6. Click on the **Program Action** magnifying glass to and choose **DENY**.

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

Anna Donaldson 3503865
Academic Institution: FSCJ1 Application Number: 00195942
Academic Career: College Credit Career Number: 0

Program Data Find | View All First 1 of 2 Last
*Program Number: 0 *Effective Date: 06/27/2017
*Admit Term: 2178 Fall 2017 Effective Sequence: 1
*Academic Program: 2YFA 2YFA Expected Graduation Term:
*Academic Load: Full-Time *Campus: COLL 01
 Joint Program

Program Status
Status: Applicant Action Date: 05/23/2017
*Program Action: Action Reason:
Last Updated On: 05/23/2017 12:28:31PM By: fscjoaa428785197327431s Evaluation

Plan Data Find | View All First 1 of 1 Last
*Academic Plan: 2125 Cardiovascular/Cardiopulmonary Limited AS
Sub-Plan Data Find | View All First 1 of 1 Last
*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Additional Details

7. Click the magnifying glass next to **Action Reason**.

Favorites ▾ Main Menu ▾ > Campus Solutions ▾ > Student Admissions ▾ > Application Maintenance ▾ > Maintain Applications

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FLORIDA STATE COLLEGE AT JACKSONVILLE

Employees Students Resources Help Center

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

Anna Donaldson 3503865
Academic Institution: FSCJ1 Application Number: 00195942
Academic Career: College Credit Career Number: 0

Program Data Find | View All First 1 of 2 Last
*Program Number: 0 *Effective Date: 06/27/2017
*Admit Term: 2178 Fall 2017 Effective Sequence: 1
*Academic Program: 2YFA 2YFA Expected Graduation Term:
*Academic Load: Full-Time *Campus: COLL 01
 Joint Program

Program Status
Status: Cancelled Action Date: 06/27/2017
*Program Action: DENY Deny Action Reason: 
Last Updated On: 05/23/2017 12:28:31PM By: fscjoaa428785197327431s Evaluation

Plan Data Find | View All First 1 of 1 Last
*Academic Plan: 2125 Cardiovascular/Cardiopulmonary Limited AS

Sub-Plan Data Find | View All First 1 of 1 Last
*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History

[Biographical Details](#) | [Addresses](#) | [Regional](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Application Student Response](#)

8. For the Denial Process you will **only** choose between APRE and PRRE Action Reasons.

Select **APRE-Application Requirements** if the student was required to submit a paper application to the Department but did not.

Select **PRRE-Program Requirements** if the student does not have the required prerequisite coursework, test scores, and/or GPA .

Look Up Action Reason ✕ [Help](#)

SetID: FSCJ1
Program Action: Deny
Action Reason: begins with
Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-8 of 8 Last

Action Reason	Description
APRE	Application Requirements
DCTZ	Citizenship (Immigration)
DINT	Denied F1 Admission
DSO1	Safety and Security-SO
EDLV	Educational Level
GEDL	GPA and Edu Level
GPA	GPA
PRRE	Program Requirements

9. Choose your **Action Reason** and click **Save** at the bottom.

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Employees Students Resources Help Center

Program Number: 0 *Effective Date: 06/27/2017
*Admit Term: 2178 Fall 2017 Effective Sequence: 1
*Academic Program: 2YFA 2YFA Expected Graduation Term:
*Academic Load: Full-Time *Campus: COLL 01
 Joint Program

Program Status
Status: Cancelled Action Date: 06/27/2017
*Program Action: DENY Deny Action Reason: PRRE Program Requirements
Last Updated On: 06/27/2017 6:07:52PM By: Admissions Evaluation

Plan Data
*Academic Plan: 2125 Cardiovascular/Cardiopulmonary Limited AS
Sub-Plan Data
*Sub-Plan:

Program Number: 0 *Effective Date: 05/23/2017
*Admit Term: 2178 Fall 2017 Effective Sequence: 1
*Academic Program: 2YFA 2YFA Expected Graduation Term:
*Academic Load: Full-Time *Campus: COLL 01
 Joint Program

Program Status
Status: Applicant Action Date: 05/23/2017
*Program Action: APPL Application Action Reason: APP1 Application Received-OAA
Last Updated On: 05/23/2017 12:28:31PM By: fscjoaa428785197327431s Evaluation

Plan Data
*Academic Plan: 2125 Cardiovascular/Cardiopulmonary Limited AS
Sub-Plan Data
*Sub-Plan:

To: Education Go

Save Return to Search Notify Refresh Update/Display Include History