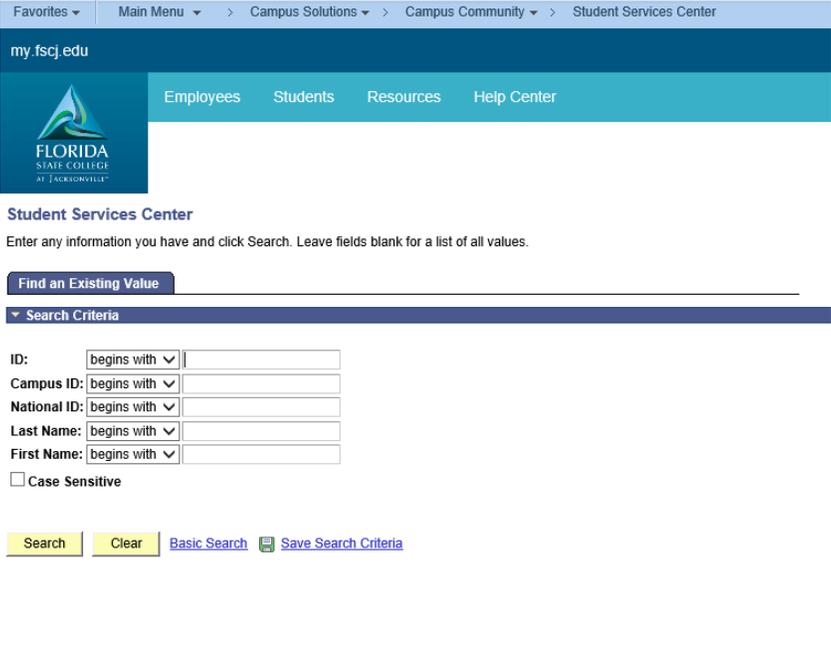
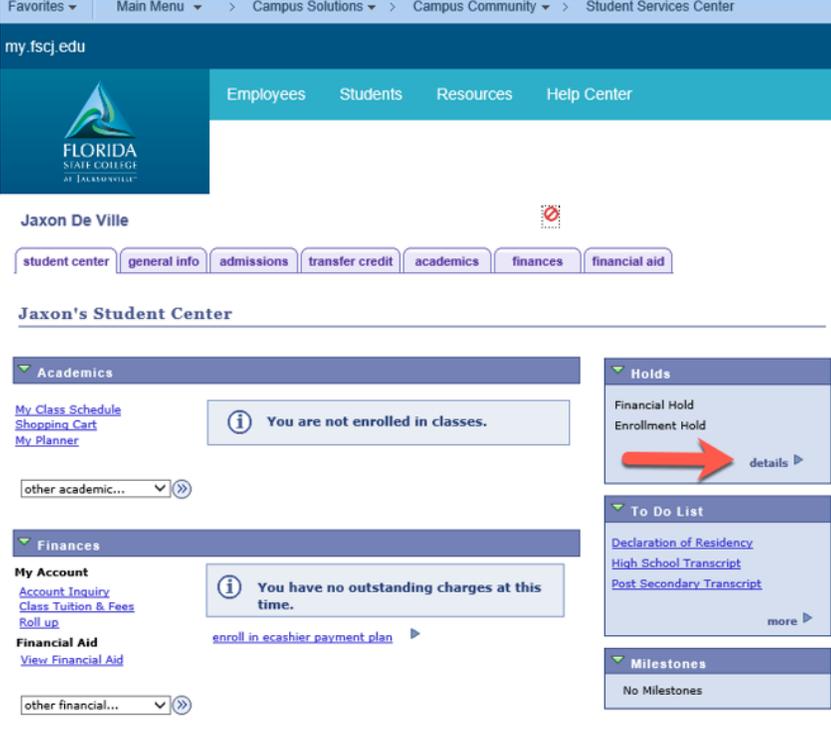


Viewing Service Indicators and Checklists for Selective Admissions

It is important to identify and communicate to students any holds (also known as negative service indicators) that exist on their account, in order to expedite the enrollment process. Additionally, the “Selective/Limited Access- ASELCT” To Do List item (also known as a checklist item) will need to be removed from the student’s account.

<p>1. In myFSCJ navigate to: Main Menu > Campus Solutions > Campus Community > Student Services Center. Then enter EMPL ID to search for the student.</p>	
<p>2. In the Holds area, click on Details.</p>	

3. Click the **Hold Item** link to see further information about the hold.
NOTE: You will not have security to remove holds (service indicators).

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Jaxon De Ville

Your Holds

Below is a list of current Holds on your records. To filter your list of Holds, change the options below and click Go.

View your Holds by

Institution

Term

Department

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
Enrollment Hold	USD	FSCJ1	Begin Term - Srvc Indicatr Use		04/25/2017		CW Student Records & Admission
Financial Hold	USD	FSCJ1	Begin Term - Srvc Indicatr Use		04/24/2017		Student Account

4. Review the **Reason** for the hold so that you can communicate this to the student. Click **Return** and then **Cancel** to return to the Student Services Center.

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FLORIDA STATE COLLEGE AT JACKSONVILLE

Your Holds

Hold Item

Jaxon De Ville

Enrollment Hold

Reason and Contact

Description: FSCJ1

Start Term: Begin Term - Srvc Indicatr Use

Start Date: 04/25/2017

Reason: Missing College Transcript

Department: CW Student Records & Admission

Contact:

Instructions

Please provide official college transcript .

5. For ALL applicants, clear the “Selective/Limited Access- ASELCT” checklist item. Click on the **General Info** tab.

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Jaxon De Ville ID: [redacted]

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

Jaxon's Student Center

Academics
[My Class Schedule](#)
[Shopping Cart](#)
[My Planner](#)
 other academic... [dropdown]

Finances
My Account
[Account Inquiry](#)
[Class Tuition & Fees](#)
[Roll up](#)
Financial Aid
[View Financial Aid](#)
 other financial... [dropdown]

Holdings
 Financial Hold
 Enrollment Hold
 details ▶

To Do List
[Declaration of Residency](#)
[High School Transcript](#)
[Selective/Limited Access](#)
 more ▶

Milestones
 No Milestones

6. Scroll down to the **Initiated Checklists** and click on the “ASELCT- Selective Access Program” link.

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Initiated Checklists [review checklist summary](#)

Filter data by [dropdown] Operator [dropdown] Value [input]
 [dropdown] [dropdown] [input]
 filter show all

Function	Checklist	Institution	Variable Data
ADMP	APSTRN - Post Secondary Transcript	FSCJ1	Academic Career: CRED Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0
▶ Checklist Items			
ADMP	ASELCT - Selective Access Program	FSCJ1	Academic Career: CRED Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0
▶ Checklist Items			
ADMP	ARESI - Declaration of Residency	FSCJ1	Academic Career: CRED Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0

7. Click the **Checklist Management 2** tab

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Checklist Management 1 | Checklist Management 2

Jaxon De Ville ID:

Checklist Date Time: 02/22/2017 2:45:41PM Variable Data

*Administrative Function: ADMP Admissions Program

*Academic Institution: FSCJ1

*Checklist Code: ASELECT Selective Access Program

*Status: Initiated Status Date: 02/22/2017

Due Date: 02/22/2018

Due Amount: Currency Code

Comments:

OK Cancel Apply

[Checklist Management 1](#) | [Checklist Management 2](#)

8. In the **Status** drop down select **Completed**.

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Checklist Management 1 | Checklist Management 2

Jaxon De Ville

Checklist Date Time: 02/22/2017 2:45:41PM

Administrative Function: Admissions Program Status: Completed

Academic Institution: FSCJ1 Status Date: 06/20/2017

Checklist Code: Selective Access Program Due Date: 02/22/2018

Checklist Item Table

*Sequence	*Item	*Status	*Status Date	*Due Date
100	ASELECT ASELECT	Completed	06/20/2017	02/22/2018

Responsible ID: 3500915 Name: .,Office of Admissions

OK Cancel Apply

[Checklist Management 1](#) | [Checklist Management 2](#)

7. Click **Apply**.

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Checklist Management 1 Checklist Management 2

Jaxon De Ville

Checklist Date Time: 02/22/2017 2:45:41PM

Administrative Function: Admissions Program Status: Completed

Academic Institution: FSCJ1 Status Date: 06/20/2017

Checklist Code: Selective Access Program Due Date: 02/22/2018

*Sequence	*Item	*Status	*Status Date	*Due Date
100	ASELCT	Completed	06/20/2017	02/22/2018

Responsible ID: 3500915 Name: .Office of Admissions

OK Cancel **Apply**

[Checklist Management 1](#) | [Checklist Management 2](#)

8. Click the **Checklist Management 1** tab.

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Checklist Management 1 Checklist Management 2

Jaxon De Ville

Checklist Date Time: 02/22/2017 2:45:41PM **Variable Data**

*Administrative Function: ADMP Admissions Program

*Academic Institution: FSCJ1

*Checklist Code: ASELCT Selective Access Program

*Status: Initiated Status Date: 02/22/2017

Due Date: 02/22/2018

Due Amount: Currency Code

Comments:

OK Cancel **Apply**

[Checklist Management 1](#) | [Checklist Management 2](#)

9. In the **Status** drop down select **Completed** and click **Ok**.

Favorites ▾ Main Menu ▾ > Campus Solutions ▾ > Campus Community ▾ > Student Services Center

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Checklist Management 1 Checklist Management 2

Jaxon De Ville 

Checklist Date Time: 02/22/2017 2:45:41PM Variable Data

*Administrative Function: ADMP Admissions Program

*Academic Institution: FSCJ1

*Checklist Code: ASELECT Selective Access Program

*Status:  Completed Status Date: 06/20/2017

Due Date: 02/22/2018

Due Amount: Currency Code

Comments:



OK Cancel Apply

[Checklist Management 1](#) | [Checklist Management 2](#)