

Viewing Application Data 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 my.fscj.edu website. The breadcrumb trail is: Favorites > Main Menu > Campus Solutions > Campus Community > Student Services Center. The page title is "Student Services Center". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a search bar with a "Find an Existing Value" button. Below the search bar is a "Search Criteria" section with several dropdown menus: ID (begins with), Campus ID (begins with), National ID (begins with), Last Name (begins with), and First Name (begins with). There is also a checkbox for "Case Sensitive". At the bottom of the search criteria section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

2. Click the **Admissions** tab.

The screenshot shows the my.fscj.edu website. The breadcrumb trail is: Favorites > Main Menu > Campus Solutions > Campus Community > Student Services Center. The page title is "my.fscj.edu". Below the title, it says "Jaxon De Ville" and "ID:". There is a red arrow pointing to the "admissions" tab in the navigation bar. The navigation bar includes tabs for "student center", "general info", "admissions", "transfer credit", "academics", "finances", and "financial aid". Below the navigation bar is the "Jaxon's Student Center" section. It has several tabs: "Academics", "Holds", "To Do List", and "Milestones". The "Academics" tab is active and shows "My Class Schedule", "Shopping Cart", and "My Planner". Below these are links for "other academic...". The "Holds" tab shows "Financial Hold" and "Enrollment Hold". The "To Do List" tab shows "Declaration of Residency", "High School Transcript", and "Selective/Limited Access". The "Milestones" tab shows "No Milestones".

3. Click **Edit Application Data.**

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

my.fscj.edu

Employees Students Resources Help Center

FLORIDA STATE COLLEGE AT JACKSONVILLE

Jaxon De Ville ID:

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:

No recruiters associated with this application.

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

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FLORIDA STATE COLLEGE AT JACKSONVILLE

Jaxon De Ville ID:

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

Person Information

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

Biographical History Find | View All First 1 of 1 Last

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

National ID Personalize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	082-84-1786	<input checked="" type="checkbox"/>

Contact Information

Addresses Find | View All First 1 of 1 Last

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

Phone

*Type	*Phone	Ext	Country	Preferred
Cell Stndt	352 2843910			<input checked="" type="checkbox"/>
Home Std	352 3747276			<input type="checkbox"/>

5. Verify the following:
Admit Term (Ex. 2178),
Status (Applicant),
Program Action (APPL),
Academic Plan (This should reflect the plan for which you are admitting)

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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
 Program Number: 0
 Admit Term: 2178 Fall 2017
 *Academic Program: 2YFA 2YFA
 *Academic Load: Full-Time
 *Effective Date: 01/30/2017
 Effective Sequence: 1
 Expected Graduation Term:
 *Campus: COLL 01

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

Plan Data
 *Academic Plan: 2163 Radiation Therapy
 Limited AS

6. At the bottom of the screen, click **Cancel** to return to the Student Services Center.

*Academic Program: 2YFA 2YFA
 *Academic Load: Full-Time
 *Expected Graduation Term:
 *Campus: COLL 01

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

Plan Data
 *Academic Plan: 2163 Radiation Therapy
 Limited AS

Sub-Plan Data
 *Sub-Plan:

Transfer To: Education Go

OK Cancel Apply Refresh

7. Scroll down to the **External Education** area and click the green arrows next to each institution.

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

my.fscj.edu

Employees Students Resources Help Center

Prospect	Applicant	Student
Institution	Institution	Institution
Admit Type	Admit Type	Requirement Term
Admit Term	Admit Term	Admit Term
Recruiting Status	Program Status	Program Status
Status Date	Program Action	Program Action
Referral Source	Action Reason	Action Reason
Source Date	Action Date	Action Date

External Education edit education data

▶ 1505091 - GAINESVILLE HIGH SCHOOL

▶ 1532823 - FLORIDA STATE UNIVERSITY

▶ 1532843 - SANTA FE COLLEGE

Test Summary edit student tests

No tests found.

8. For each institution, view the **Transcript Status** to see if they are incomplete or final, and the **Action** to see if the transcript has been received.

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

my.fscj.edu

Employees Students Resources Help Center

External Education edit education data

▶ 1505091 - GAINESVILLE HIGH SCHOOL

Transcript Information					
External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received
High Schl	1	Unofficial	Incomplete	Received	

Education Summary						
External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA
High Schl	1	Unknown	Undergraduate Overall			

[External Courses](#) [External Degrees](#)

▶ 1532823 - FLORIDA STATE UNIVERSITY

Transcript Information					
External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received
Undergrad	1	Official	Final	Received	01/06/2017

Education Summary						
External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA
Undergrad	1	Post-Secondary	Undergraduate Overall			

[External Courses](#) [External Degrees](#)

9. Scroll down to the **Test Summary** area. If the program requires test scores, you will see them displayed here. (**NOTE:** GED test scores will not be in PeopleSoft. Please view in OnBase.)

[Favorites](#) > [Main Menu](#) > [Campus Solutions](#) > [Campus Community](#) > [Student Services Center](#)

my.fscj.edu

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[1505206 - TERRY PARKER HIGH SCHOOL](#)
[1508703 - KIRBY-SMITH MIDDLE SCHOOL](#)

Test Summary [edit student tests](#)

Filter data by Operator Value

[filter](#) [show all](#)

Test Results		Personalize View All   First <input checked="" type="checkbox"/> 1-4 of 4 <input type="checkbox"/> Last						
Test ID	Test Component	Test Score	Letter Score	Percentile	Test Date	Acad Level	Data Source	Date Loaded
HESIA2-RN1	AP	94.00			06/05/2017	Freshman	SCH	06/19/2017
PERT	MATH	100.00			01/29/2016	12th Grade	E	01/29/2016
PERT	MATH	88.00			07/22/2015	12th Grade	E	07/22/2015
PERT	MATH	90.00			01/14/2015	12th Grade	E	01/14/2015

[Student Center](#) [General Info](#) [Admissions](#) [Transfer Credit](#) [Academics](#) [Finances](#) [Financial Aid](#)