

# FSCJ

Florida State College  
at Jacksonville

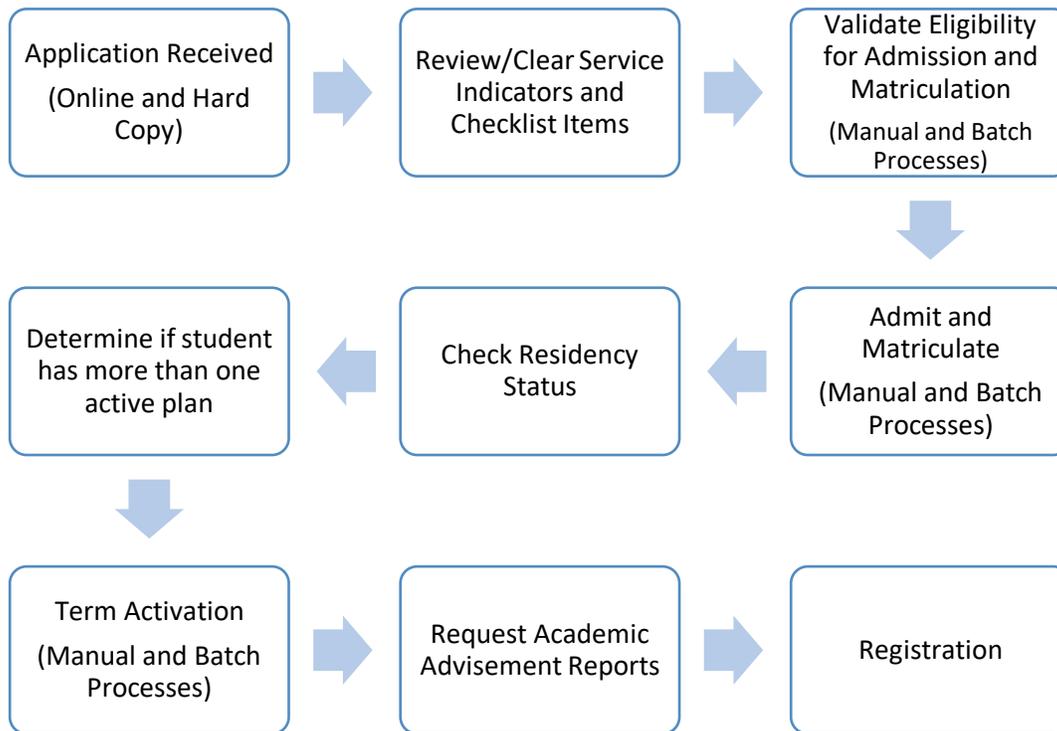
## Admissions- Application to Matriculation

Updated 6/14/18

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## Flow Chart-Application to Matriculation



## Understanding Program Status

As applicants move through the admissions process, action must be taken on their academic program and update their program status. An applicant may have several statuses tied to their application. The application status listed here indicates the “Program Status” or the status of the applicant related to their admission. Each status may have an associated “Program Action” or what kind of action is being taken on the application. Examples: applicant, admitted, matriculated, denied. When new program actions are entered, new effective dates should be entered as well. Thus, a history of previous actions is maintained. There is also an Action Date listed, indicating the date in which the action was entered on the application. A few examples of the most common Program Actions associated with admissions are listed below. Use the  lookup icon to view additional options.

Application	A person has an application that is under consideration by an academic program.
Admit	A person has been evaluated and admitted into an academic program.
Matriculation	A person has completed all necessary steps to become an active student in an academic program. Moving a person from an applicant to a student.
Deny	A person has been denied admission to an academic program.

To view this information, navigate to the Maintenance Application screen.

**Navigation:** Main Menu>Campus Solutions> Student Admissions> Application Maintenance> Maintain Applications

- Select the appropriate application.

Application Nbr	ID	Academic Institution	Academic Career	Application Program Nbr	Academic Program	Admit Term	Application Center	Name	Gender	Date of Birth	Campus ID	National ID	National ID Cou
00358578		FSCJ1	CRED	0	2YFA	2178	AAPS		Female		(blank)		USA
00188863		FSCJ1	CRED	0	2YFA	2178	AAPS		Female		(blank)		USA

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

Gabriely Ricard 3183604 ★  
**Academic Institution:** FSCJ1 **Application Number:** 00189369  
**Academic Career:** Clock **Career Number:** 0

**Program Data** Find | View All First 1 of 1 Last

**Program Number:** 0 **Effective Date:** 04/06/2017  
**Admit Term:** 2178 Fall 2017 **Effective Sequence:** 1  
**Academic Program:** CLKFA Clock **Expected Graduation Term:**  
**Academic Load:** Full-Time **Campus:** COLL 01  
 Joint Program

**Program Status**

**Status:** Applicant **Action Date:** 04/06/2017  
**Program Action:** APPL Application **Action Reason:** APP1 Application Received-OAA  
**Last Updated On:** 04/06/2017 10:13:09AM **By:** fscjoaa428314257336458i Evaluation

**Plan Data** Find | View All First 1 of 1 Last

**Academic Plan:** 5657 Practical Nursing Limited VC

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

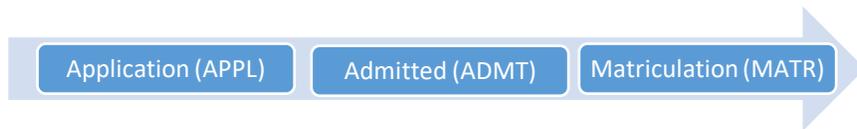
**Sub-Plan:**

In the Student Services Center this data can be view on the Admissions tab.

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

The screenshot shows the Student Services Center interface for a student with ID 9999001. The navigation path is: Main Menu > Campus Solutions > Campus Community > Student Services Center. The 'Admissions' tab is selected. The application details are as follows:

Institution / Career / Application Nbr / Program	edit application data	
<b>FSCJ - FSCJ</b>	Application Nbr:	00196096
CRED - College Credit	Program Nbr:	0
00196095	<b>Program Status:</b>	Applicant as of 05/25/2017
BACH - Bachelor Degree	Program:	2YFA Associate Degree
00196096	Plan:	1108 Associate in Arts
2YFA - Associate Degree		



## Manual Matriculation

At FSCJ, matriculation will typically be set via an automated process. Technically, this is a two-step process that occurs on the “Admission Stack” in the system. The first step is the insertion of the “MATR” program action row located on Application Program Data page in Application Maintenance. Next, the “Create Program” button is enabled. When the yellow, rectangular “Create Program” button is selected, the system automatically creates a student program stack in the Student Record’s tables and “grey’s out” all of the pertinent admission data that was used to support the admission decision at this point in this application.

**Program Plan Stack-** Students are admitted to academic programs, which are identified as financial aid eligible or not. The student’s major is the academic plan attached to the program. Students attached to academic programs are matriculated. The program and plan are maintained on the same component, and the history is referred to as the program/plan stack.

Once an applicant is matriculated, all of the rows related to the student’s academic objective are copied from Admissions to Student Records. Matriculation may be processed either in batch (automatically on a scheduled basis) or individually (manually on demand). Matriculation is the first step in a multiple step process needed for a new student to be eligible to enroll. Before matriculation, Student Records cannot perform any action on a student’s records because there is no program stack in Student Records; therefore, Admissions performs all necessary

operations on the student's records. After matriculation, Student Records performs all necessary operations on a student's academic objective through the program stack.

Next, review the Application Program Data tab to determine the student status.

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

Blue Wave 9999001  
 Academic Institution: FSCJ1 Application Number: 00196096  
 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: 2YFA 2YFA 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 8:21:17AM By: 1002743

Plan Data  
 \*Academic Plan: 1108 Associate in Arts Major: AA  
 Sub-Plan Data  
 \*Sub-Plan:

Transfer To: Education Go

Save Return to Search Notify Refresh Update/Display Include History Correct History



Admission and Matriculation into Limited Selective Access plans will be completed by the program. Before admitting or matriculating a student, you must determine if a plan is Limited Selective Access and if you have authorization to admit or matriculate students into the plan.

- Use the (+) to add a row and enter a status of Admit (ADMT). The Action Reason field is optional unless the student is a readmit.

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

Blue Wave 9999001  
 Academic Institution: FSCJ1 Application Number: 00196096  
 Academic Career: College Credit Career Number: 0

Program Data  
 Program Number: 0 \*Effective Date: 05/25/2017  
 \*Admit Term: 2178 Fall 2017 Effective Sequence: 2  
 \*Academic Program: 2YFA 2YFA Expected Graduation Term:  
 \*Academic Load: Full-Time \*Campus: COLL 01  
 Joint Program

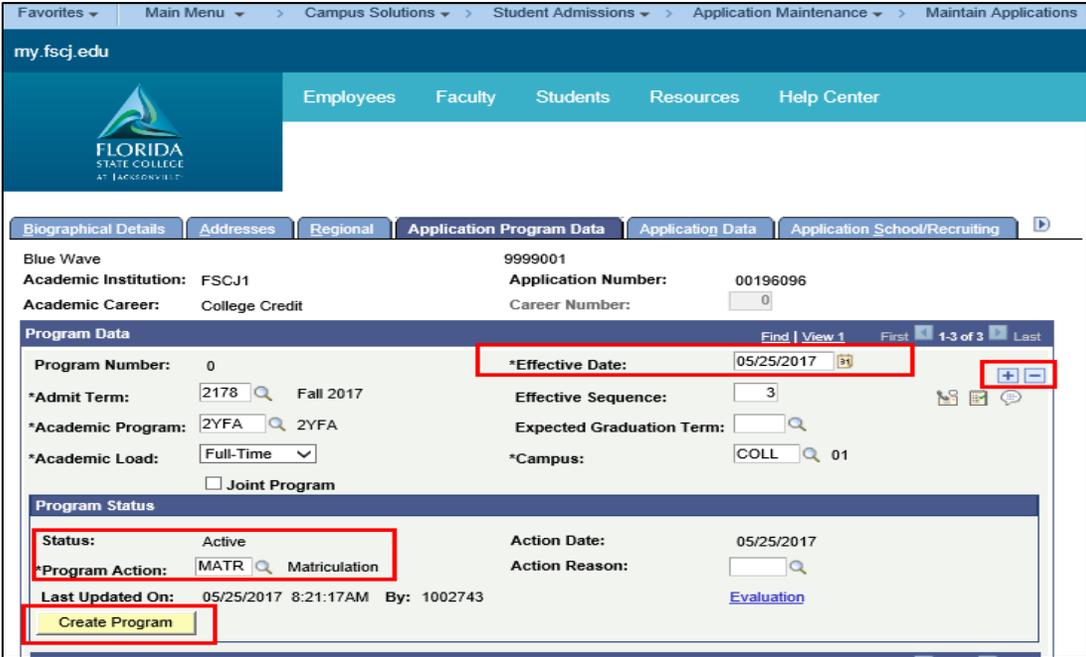
**Program Status**  
 Status: Admitted Action Date: 05/25/2017  
 \*Program Action: ADMT Admit Action Reason:  
 Last Updated On: 05/25/2017 8:21:17AM By: 1002743

Plan Data  
 \*Academic Plan: 1108 Associate in Arts Major: AA  
 Sub-Plan Data  
 \*Sub-Plan:

Note: Any student can be matriculated, regardless of program action/reason. However, the student should be admitted first.

Next,

- Click the “+” sign to add a new row to the Program Data.
- Enter Effective Date. This will default to today’s date. If a student is applying for a term that has already begun, you will need to backdate this matriculation row by updating the Effective Date.
- Enter “MATR” in Program Action.
- Enter Action Reason (Optional). If there was an Action Reason that was used for the “ADMT” row, you should utilize the same Action Reason for the “MATR” row. This will ensure that your reporting will “count” the student now that they are matriculated in the same manner as the “ADMT” row did. However, this is optional.
- When you tab out of the Program Action field, the system will return a new Status of “Active” and the Create Program button  will appear.



- Click the Create Program button to save the MATR action. If you attempt to save the Matriculation (MATR) Action using the “Save” button, you will receive an error message.

Once you save using the Create Program button, the new MATR Program Action row will be saved and several fields will be greyed out and no longer eligible for update (for example, all the fields on the Application Program Data tab and the Admit Type field on the Application Data tab). The student has now been passed to Student Records, and a Program/Plan Stack has been created in the Student Records module.

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Employees Faculty Students Resources Help Center

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

Blue Wave ID: 9999001  
 Academic Institution: FSCJ1 Application Number: 00196096  
 Academic Career: College Credit Career Number: 0

**Program Data** Find | View All First 1-3 of 3 Last

Program Number: 0  
 \*Admit Term: 2178 Fall 2017 \*Effective Date: 05/25/2017  
 \*Academic Program: 2YFA 2YFA Effective Sequence: 3  
 \*Academic Load: Full-Time Expected Graduation Term:  
 \*Campus: COLL 01

**Program Status**

Status: Active Action Date: 05/25/2017  
 Program Action: MATR Matriculation Action Reason:  
 Last Updated On: 05/25/2017 8:55:04AM By: 1002743 Evaluation  
 Create Program

**Plan Data** Find | View All First 1 of 1 Last

\*Academic Plan: 1108 Associate in Arts Major: AA  
**Sub-Plan Data** Find | View All First 1 of 1 Last  
 \*Sub-Plan:

In the Student Services Center this data can be view on the Admissions tab.

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

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Blue Wave ID: 9999001

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

Institution / Career / Application Nbr / Program edit application data

FSCJ1 - FSCJ1  
 CRED - College Credit  
 00196095  
 BACH - Bachelor Degree  
 00196096  
 2YFA - Associate Degree

Application Nbr: 00196096  
 Program Nbr: 0  
 Program Status: Active as of 05/25/2017  
 Program: 2YFA Associate Degree  
 Plan: 1108 Associate in Arts

## Additional Admit/Matriculation Option

**Navigation:** Main Menu>Campus Solutions> Student Admissions> Application Evaluation>Application Decisions>Action Reason Entry

This option can be used for admitting multiple applicants; however, it does not provide a view of the applicant current status (Example: Application, Admitted, Matriculated)

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### Action/Reason Entry

#### Action/Reason Parameters

**Academic Institution:**  FSCJ1  
**Academic Career:**    
**Admit Term:**   
**Academic Program:**

**Program Action:**  Admit  
**Action Reason:**   
**Action Date:**   **Seq:**

#### Apply to Program Application

**Application Nbr**  **ID**  **Name**  **Prog Nbr**

Find | View All | First **1 of 1** Last

Program Data	Program Status

|  |

- Complete the following information in the Action/Reason Parameters:
  - **Academic Institution** (Required Field): System should default to FSCJ1 (review [Setting User Defaults](#) on the Introduction tab of the Campus Solutions website) for assistance on setting up default data.
  - **Academic Career** (Required Field): Use the Look Up icon to select the appropriate career- Clock (CLK), Credit (CRD), etc.
  - **Admit Term** (Required Field): Use the Look Up icon to select the appropriate Term.
  - **Academic Program** (Required Field): Use the Look Up icon to select the appropriate program- Technical Certificate (1YFA), Associate Degree (2YFA), Bachelor Degree (BACH), etc. To learn more about academic structure view the [Introduction to PeopleSoft Campus Solutions](#) video on the Introduction tab of the Campus Solutions website.
  - **Program Action**: (Required Field): Use the Look Up icon to select the appropriate action. See Program Action Table on the next page.
  - **Action Reason** (Optional): The action reason corresponds to the Program action.
  - **Action Date**: Field will default to current date.

#### Action/Reason Entry

Action/Reason Parameters			
Academic Institution:	FSCJ1	FSCJ1	
Academic Career:	CRED	Credit	Program Action: ADMT Admit
Admit Term:	2178	Fall 2017	Action Reason:
Academic Program:	2YFA	2YFA	Action Date: 05/10/2017 Seq: 1

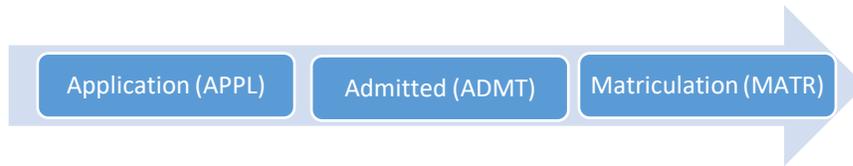
### Understanding Program Actions

Program Action	Program Action Description	Additional Details	System Updates the Program Status to:
ADMT	Admit	A person has been evaluated and admitted into an academic program.	Admitted
ADRV	Admission Revocation	A person was admitted into an academic program, but it was later determined that the person did not qualify for admission. The individual was assigned a <i>Cancelled</i> status from an <i>Admitted</i> or <i>Active</i> status.	Cancelled
APPL	Application	A person has an application that is under consideration by an academic program.	Applicant
COND	Conditional Admit	A person has been evaluated and accepted into an academic program on a conditional basis. Along with a Conditional Admit action you can assign a checklist code to help track the outstanding requirements for the conditions of admission.	Admitted
DATA	Data Change	Data relative to an applicant's academic program was changed. This action records the fact that a change was made.	The same status as the previous row.
DDEF	Defer Decision	An evaluation was performed on an application, but a decision was not made. This action records the fact that an application has been evaluated. For example, a person applies under an early notification plan. The person is evaluated but does not meet the early decision criteria. The final decision is deferred until the regular decision deadline.	The same status as the previous row.

DEFR	Defer Enrollment	A person has been admitted and may be active for one admit term but will actually enroll in a later admit term. This action enables you to change the admit term for the applicant and record that he or she is deferring enrollment.	The same status as the previous row.
DENY	Deny	A person has been denied admission to an academic program.	Cancelled
DISC	Discontinuation	Primarily used in Student Records not Admissions	<b>N/A for Admissions</b>
MATR	Matriculation	A person has completed all necessary steps to become an active student in an academic program. Move from Admissions to Student Records.	Active
PLNC	Plan Change	The academic plan to which an applicant is applying was changed.	The same status as the previous row.
PRGC	Program Change	Primarily used in Student Records not Admissions	<b>N/A for Admissions</b>
RADM	Readmit	Primarily used in Student Records not Admissions	<b>N/A for Admissions</b>
RAPP	Readmit Application	The academic program to which an applicant is applying was changed.	Applicant
RECN	Reconsideration	A person who has a cancelled status for the academic program, but is being reconsidered for admission in the same applicant pool.	Applicant
WADM	Administrative Withdrawal	A person's application to an academic program has been withdrawn from consideration for admission or from enrollment in a class. This can be done before or after an action of admit has been taken or after the applicant has achieved active status. In addition, reasons can be created to clarify when or why the application was withdrawn.	Cancelled
WAIT	Waitlist	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. For example, there may not be enough space in the class. The candidate is currently active on the waitlist.	Waitlisted
WAOF	Waitlist Offer	A person has been evaluated and may be eligible for admission, but you do not want to offer them admission at this time. The candidate has been offered a place on a waitlist, but has not accepted that offer.	Waitlisted
WAPP	Applicant Withdrawal	A person has withdrawn from consideration for admission or from the entering class. Reasons can be created to clarify when or why the withdrawal occurred. For example, an action of applicant withdrawal with Before Decision as the reason indicates the individual withdrew early enough in the process that no admission decision had been made. A Waitlist Withdrawal reason indicates someone who did not want to accept a place on the waitlist.	Cancelled

- Complete the following information in the Apply to Program Application Section:
  - **ID:** Enter Student ID.
  - **Application Nbr** (if available): Use the Look Up icon to select the appropriate number.

Please ensure the application you want to admit or matriculate is not in an Admitted (ADMT) or Matriculated (MATR) Program Action status. The application should be in an Application (APPL) status prior to being admitted and an Admitted (ADMT) status prior to being matriculated.



### Action/Reason Entry

Action/Reason Parameters			
Academic Institution:	FSCJ1	FSCJ1	
Academic Career:	CRED	Credit	<b>Program Action:</b> ADMT Admit
Admit Term:	2178	Fall 2017	<b>Action Reason:</b>
Academic Program:	2YFA	2YFA	<b>Action Date:</b> 05/10/2017 <b>Seq:</b> 1

Apply to Program Application			
<b>Application Nbr</b>	<b>ID</b>	<b>Name</b>	<b>Prog Nbr</b>
00189370	9999001	Wave,Blue	0

Find | View All | First 1 of 1 Last

Program Data		Program Status	
<b>Effective Date:</b>	04/10/2017	<b>Sequence:</b>	1
<b>Institution:</b>	FSCJ1	<b>Status:</b>	Applicant
<b>Acad Prog:</b>	Associate Degree	<b>Action Date:</b>	04/10/2017
<b>Admit Term:</b>	Fall 2017	<b>Prog Actn:</b>	Applicatn
<b>Campus:</b>	College Campus	<b>Action Rsn:</b>	Admin-Rcvd
<b>Acad Load:</b>	Full-Time		

Save | Notify | Refresh

- Click Refresh and Save.