

When a student decides that they want to take classes at FSCJ, they must be directed to the correct application or form to complete. Below is a brief description of each of the possible applications and forms that a student may need.

Online Admissions Application (OAA)

Who needs it?

- A brand new student who has not taken any classes at FSCJ previously
- A current student who is switching from one Admissions Type to another (e.g. a current First Time in College student wanting to enroll in a Workforce Training program)

How is it accessed?

- The OAA is accessed by clicking the Apply button on the FSCJ homepage, then select either Degree-Seeking, Workforce and Job Training, Non-Degree Seeking, Continuing Workforce Education/Continuing Education, or Adult Education.

Program Paper Application

Who needs it?

- All brand new or current students applying to a Limited Selective Access program must complete the paper application that is required for the program that they want to pursue.

How is it accessed?

- The program paper applications can be obtained by visiting the program webpages or contacting the program manager.
- NOTE: Students applying to Limited Selective Access programs must complete the program paper application in addition to the OAA (for new applicants) or the Readmit application (for returning students). Students who were previously admitted into one limited access plan and are moving to another limited access plan of the same program (i.e. 2YFA to 2YFA), will only need to submit a program paper application. The program manager will input the application through the OAA Administrative Entry (which is the version of the OAA that allows staff to enter application information on behalf of the student).

Readmission Paper Application

Who needs it?

- A student who has not registered for and successfully completed at least one course for one full term in an academic year must submit a paper readmission application. However, any student readmitting back into a previous selective access program will not be automatically admitted or matriculated at time of application. They will need to be re-evaluated by the program for admission.
- Students who want to move from one Selective Admissions plan to another Selective Admissions plan in the same Career and Program (i.e. Credit 2YFA to Credit 2YFA) will need to complete a readmission application.

How is it accessed?

- The paper readmission application is a paper application that can be obtained by clicking the Apply button on the FSCJ homepage, then choose "Returning Students."

Dual Enrollment Paper Application

Who needs it?

- A high school student who wants to take courses at FSCJ as a Dual Enrollment student

How is it accessed?

- Dual Enrollment students should be referred to a DE Coordinator, who will give them the paper application to complete and will input the application through the OAA Administrative Entry. The paper Dual Enrollment application can also be obtained by clicking the Apply button on the FSCJ homepage, then choose "Dual Enrollment."
- NOTE: If a student is transitioning from Dual Enrollment to become a regular degree-seeking student, he or she should submit a paper application and turn it in at a campus Student Success Center.

Program/Plan Change Form

Who needs it?

- A current student who wants to change to an open access plan that is in the same program and the same career (i.e. changing from one 2YNFA program in the CRED career to another 2YNFA program in the CRED career).

How is it accessed?

- Most students can complete the Program/Plan Change form through myFSCJ by clicking on the "Change My Program Plan" link.
- The following groups of students cannot change their program plan using the Program/Plan Change Form in myFSCJ, but would need to obtain a paper Program/Plan Change form from an advisor:
 - A student who wants to change their Program/Plan after a term has started
 - Non-credit
 - Adult High School
 - Veterans
 - Transient students
- Additionally, the self-service feature in myFSCJ will not allow students to change their Program/Plan to a limited/selective access or Bachelors program.

Application Update Form

Who needs it?

- Any student whose Application Status in the system is "Cancel," "Deny," or "Applicant" would need to complete the Application Update Form. (This is because the application was not previously admitted and matriculated).
- If a student applies to a limited access program and is not accepted, they would use the Application Update Form to change to an open access program.

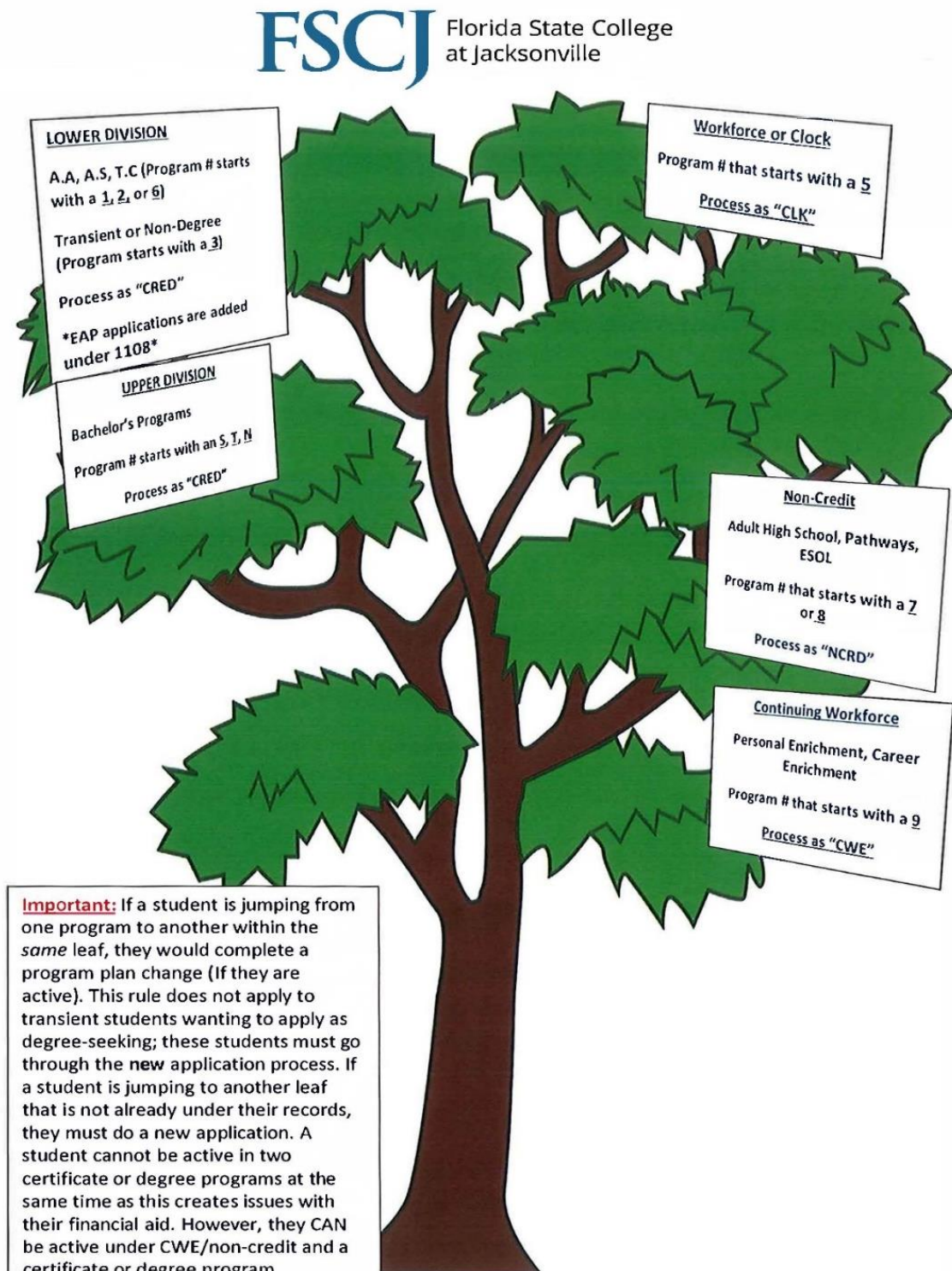
How is it accessed?

- The Application Update Form can be obtained from an Academic Advisor.

ADMISSIONS CAREER/PLAN TREE

The following illustration was created to help staff with identifying when a student needs to complete the OAA. Each box represents a different leaf on the tree. Within each box, you will find the possible program numbers and the career that the application should be processed under.

If a student wants to move from one leaf to another, he or she must submit an application through the OAA. For example, a lower division student seeking an A.S. degree (Plan #2127) wants to pursue an upper division Bachelor's degree (Plan # S110), then the student would need to submit an application using the OAA.



CURRENT STUDENT EXAMPLES

See the following chart for examples and details regarding the processes that current students should use to change into a new plan.

Students in this situation	Can use this process			
	OAA	Readmission Application	Program/Plan Change Form	Application Update Form
<p>Current student who is applying to a limited/selective access plan that is in a different career or program.</p> <p>Ex: Clock (LPN) to Credit (RN)</p> <p>Current students cannot use a program/plan change form to change their program/plan to a limited or selective access plan.</p>	YES (Program paper application must also be submitted)	NO	NO	NO
<p>Current student is already in the same program (ex: 2YFA) of the selective access plan (also 2YFA) that they are applying to.</p> <p>Ex: 2YFA-1108 to 2YFA-2330</p> <p>They will need to be entered manually through application entry.</p>	NO	YES (Program paper application must also be submitted)	NO	NO
<p>Current student is applying for the same career (ex. CRED) and program (2YFA), but not a selective access plan.</p> <p>Ex: 1108 to 2201</p>	NO	NO	YES	NO
<p>Current student applied for selective access plan but would like to change their program/plan to a non-selective access plan.</p> <p>Ex: applied to 2230 but want to change to 1108 or Non-Degree Seeking</p>	NO	NO	NO	YES