



Florida State College
at Jacksonville

PeopleSoft Campus Solutions

Processing Readmit Applications

Updated 6/18/18

Step 1-Verifying Academic Plan Status

Navigation: **Main Menu>Campus Solutions>Records and Enrollment>Career and Program Information>Student Program/Plan**

Note: Be sure to click the Include History button.

- I. Review the program action for each program/plan stack. This can be done by selecting the **Next in List** button at the bottom of this page.
- II. Validate the Program Action does not = Completion of Program for the program/plan listed on the Readmission Application

my.fscj.edu

Employees Faculty Students Resources Help Center

Student Program **Student Plan** Student Sub-Plan Student Attributes Student Degrees

Academic Career: College Credit Student Career Nbr: 0 Car Req Term: Fall 2000

Status: Completed Program Admit Term: Fall 2000

Effective Date: 05/07/2010 Effective Sequence: 1

Program Action: Completion of Program Action Date: 03/20/2017

Action Reason: Conversion Requirement Term: Fall 2007

Academic Program: 2YFA

*Academic Plan: 1108 Associate in Arts Major

*Plan Sequence: 10 Degree: AA

*Declare Date: 08/28/2000 Degree Checkout Stat: Awarded

*Requirement Term: 2078 Fall 2007 Student Degree Nbr: 01

*Advisement Status: Include Completion Term:

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display **Include History** Correct History

Step 2-Review Current Applications on File

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

** Note: Be sure to click the Include History button.*

This page will display any application currently on file for the student. Verify that the student does not already have an application on file for the term and the plan listed on the Readmission Application. If so, the Readmission Application does not need to be processed, otherwise proceed to step 3.

Step 3-Adding an Application

Navigation: **Main Menu>Campus Solutions>Student Admissions>Application Entry>Add Application.**

- I. Enter the **Existing Student ID** and **Academic Career** and click **Add**

Application Entry

Add a New Value

Application Nbr: 00000000

ID: 9999001

Academic Institution: FSCJ1

Academic Career: CRED

Add

II. On the **Biographical Details** page, verify name, address, phone, email and citizenship status.

Biographical Details

Blue Wave 9999001

Person Information

Date of Birth: 01/01/1970

Biographical History

*Effective Date: 04/10/2017

*Marital Status: Unknown

*Gender: Female

National ID

Country: USA

Contact Information

Addresses

Address Type: Home (Student)

Effective Date: 04/10/2017

Status: Active

Country: USA

Address: 1000 Broward Road #1009, Jacksonville, FL 32218

Phone

*Type: Cell Stndt

*Phone: 904/888-8888

Email

*Type: Personal

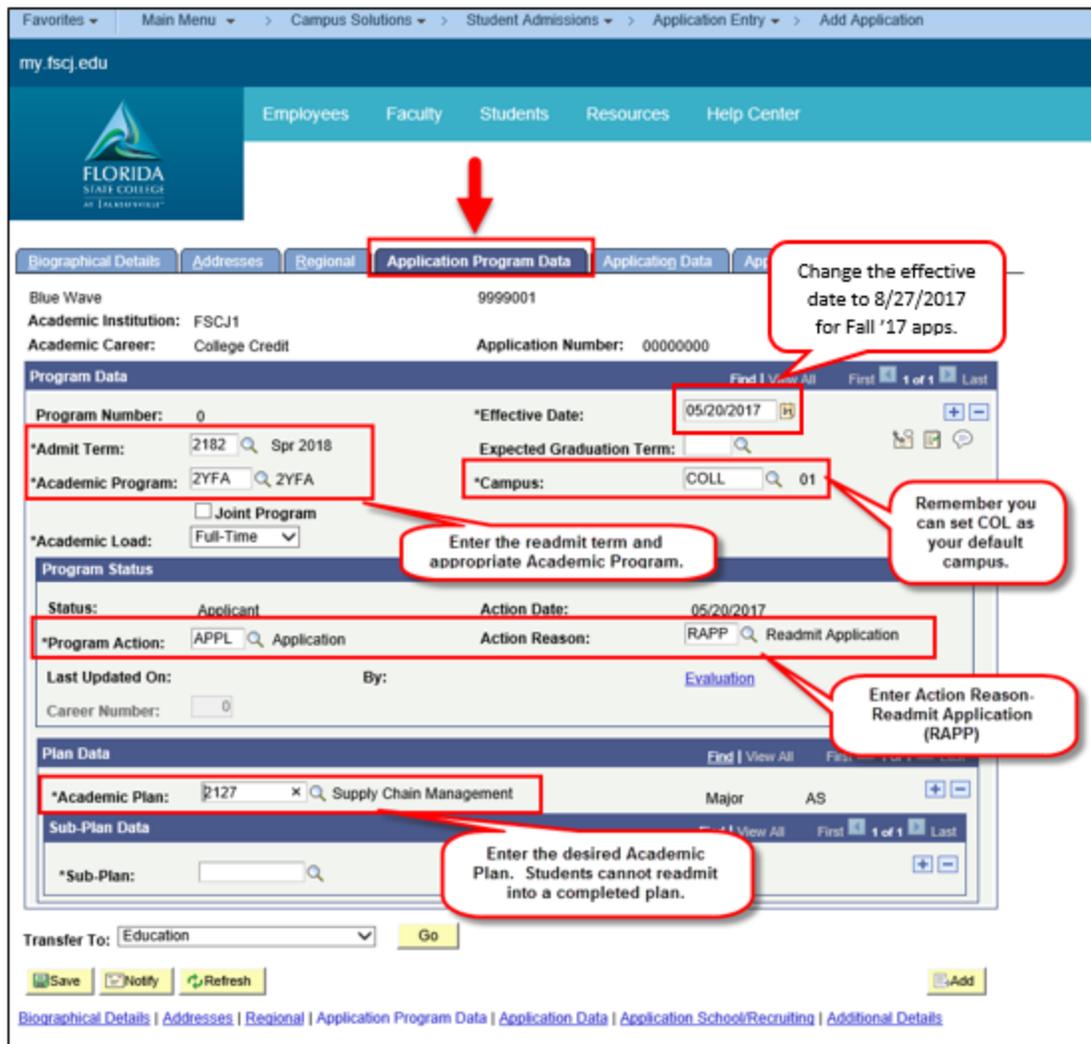
*Email Address: blue@aol.com

Save | Notify | Refresh | Add

- Click the Citizenship and Visa/Permit Data links to make updates to citizenship/immigration status or documentation.

III. On the **Application Program Data** page enter the following:

- Admit Term:** Enter the term the student is looking to readmit.
- Academic Program:** Enter the Academic Program.
- Effective date:** This should be backdated to the first day of the term if entering the application after the start of the term (e.g. Enter 8/27/2017 for Fall 2017).
- Campus:** Enter COLL
- Program Action:** Enter Application (APPL)
- Action Reason:** Enter Readmit Application (RAPP)
- Academic Plan:** Enter the desired Academic Plan number.



- IV. On the **Application Data** page enter the following:
 - a. **Application Center:** Enter AAPS
 - b. **Admit Type:** Enter the appropriate value.
The Admit Type should always end in “R”.
 - c. **Application Method:** Enter **Hard Copy**
 - d. Click **calculate application fees** to calculate the app fee
 - e. Be sure to check the “**Complete**” box so that the application will display as complete to the student.
- V. Click the **SAVE** button.

Search Results		
Admit Type	Description	Short Description
CTR	College Transfer - Readmit	CollTrmRea
DCR	Dual Enrollment - Credit - Rea	DuEnCrRea
ECR	Early Admissions - Credit - Re	EarAdCrRea
FSR	FSCJ Lower Div Grad/JR-Readmit	FSCJLD RA
HGR	High School Grad / GED-Readmit	HSGradRea
ICR	International - Credit-Readmit	IntlCrRea
LAR	Limited Special Admit-Readmit	LtdSpAdRea
TRN	Transient	Transient
TRR	Transient - Readmit	Trnsnt Rea

my.fscj.edu

Employees Faculty Students Resources Help Center

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

Blue Wave 9999001
 Academic Institution: FSCJ1
 Academic Career: College Credit Application Number: 00000000

Application Data

*Application Center: AAPS All-X Intl *Admit Type: CTR CollTrmRea
 *Application Date: 05/16/2017 Academic Level:
 *Created On: 05/16/2017 *Notification Plan: Regular
 Prior Application **Application Method: Hard Copy**
 Previous Attendance From Date: To Date:
 Graduated early?
 Not Currently Attending School
 Electronic Signature
 Criminal Conviction

Additional Information
 Housing Interest: Financial Aid Interest

File Information **Application Fee Information**
 Complete: Date:
 External Application Nbr: Status:
 Fee Type: Standard **Calculate Application Fees**
 Transaction Summary
 Display Errors / Warnings

File Attachments Personalize | Find | View All | First 1 of 1 Last

Transfer To: Education Go

Save Notify Refresh Add

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

Step 4-Verifying Related Application Data-Education (If applicable)

Navigation: Use the **Transfer To Menu** at the bottom of the page, Select **Education** and **Go**.

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

- Academic Interests
- Admissions Comments
- Application Evaluations
- Sub-Plan D Application Evaluator Ratings
- Application Materials
- *Sub-Plan: Basis of Admission
- Checklist
- Comments
- Communications
- Transfer To: Education**
- Extracurricular Activities
- General Evaluations
- General Evaluator Ratings
- General Materials
- Residency Data
- Test Results

Go

Update/Display Include History Correct History

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

- I. Enter or verify the External Org ID. See figure below for additional information related to this page. Add a row (+) to enter any additional schools.

my.fscj.edu

Employees Faculty Students Resources Help Center

External Education Courses and Degrees

Blue Wave 9999001

School Information Find | View All First 1 of 1 Last

*External Org ID: #1506036 X OAKLEAF HIGH SCHOOL Checklist Item Update

School Details

Career Data Find | View All First 1 of 1 Last

Data Number: 1 *Career: High Schl External Term: Full Year Term Type: Full Year Term Year: Academic Level: Unknown Dismiss From Date: To Date:

Transcript Status

*Action	Transcript Date	Date Received	Transcript Type	Transcript Status	Data Source	Data Medium
Desired	05/16/2017					

Transcript Summary Personalize | Find | View All | First 1 of 1 Last

*Summary Type	Institution	Data Source	Data Medium
1	FSCJ1		

External Subjects Personalize | Find | View All | First 1 of 1 Last

*External Subject Area	*Course Level	Institution	GPA Type	External GPA	Converted GPA
1		FSCJ1	4.00		

Transfer To: Prospect Data Go

Save Return to Search Previous in List Next in List Notify Refresh

III. Click **SAVE** to post additional external education institutions.

Step 5-Verifying Related Application Data-Residency

Navigation: Main Menu>Campus Solutions>Campus Community>Personal Information>Identification>Residency Data

I. Review [Entering Residency Data](#) training documentation under Admissions for instructions on how to enter or update residency.

Note: If the applicant did not provide residency documentation with the Readmission application, change residency to Out-of-State for the corresponding term until documentation is received. **A residency status must be on file in order to complete Term Activation.**

Step 6-Verifying Related Application Data-Emergency Contacts

Navigation: Main Menu >Campus Solutions>Campus Community>Personal Information>Biographical>Emergency Contacts

- I. Verify or enter the following:
- **Contact Name**
 - **Relationship:** Select from the list provided.
 - **Primary Contact:** Check this box.
 - **Phone:** Enter Emergency Contact phone number and **Save**.

Step 7-Admit and Matriculate (Non-Limited/Selective Access Academic Plans Only)



Complete Step 4 only if the Academic Plan is not a Limited/Selective access plan. Admission and Matriculation for Limited/Selective Access plans will be completed by the program or the District Admissions Office.

*Be sure that you are in 'Maintain Applications' by following the navigation below to complete the Admit and Matriculate processes. Never admit and matriculate a student on the Add App screen, because this could create multiple applications.

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

* *Note: Click the Include History button.*

Applications being added after the start of the term must be backdated to the first date of the term (e.g. August 28, 2017 for the Fall 2017 term):

I. Click the Application Program Data tab

Add a row (+) to program data.

Change the effective date to 8/27/2017 and the effective sequence should be 2.
Program Action=ADMT and Action Reason=RAPP under the **Program Status**.

Add another row (+) to program data.

Change the effective date to 8/27/2017 and the effective sequence should be 3.
Program Action=MATR and Action Reason=RAPP

Remember: The effective sequence should be 1 on the APPL row, 2 on the ADMT row, and 3 on the MATR row. All three of these rows should be backdated to the first date of the term.

II. Select the Create Program button to complete the matriculation progress and create the Program/plan stack. *Note: The button will display as grey when matriculation is complete.

III. SAVE

Step 8-Adding Checklist Items

- II. Use the Checklist Icon at the top of the page to navigate to the **Checklist Management-Person** page. The page will open in a new window.

Post the following checklist items (if applicable):

- Residency Declaration (ARES) checklist, if documentation is not submitted with Readmission application. Administrative Function=ADMP
- Postsecondary Transcripts (APSTRN)- Administrative Function=ADMP
- Citizenship/Immigration (ACTZN) - Administrative Function=ADMP

Note: The checklist will display to the student in self-service with the Responsible ID used to post the item. We strongly suggest you **use the generic ID 3500915 Office of Admissions** unless you would like the student to contact you personally.

- Close the **Checklist Management-Person** page.

Adding Comments

- III. Use the Comment Icon at the top of the page to navigate to the **Person Comment Entry** page. The page will open in a new window.



Enter the following comments (if applicable):

- IV. Florida Residency Declaration (RESID) -Administrative Function=ADMP. This requires posting a comment before updating the residency data.
- V. Citizenship/Immigration (CTZNP)- Administrative Function=ADMP

IMPORTANT: If a student answered Yes to the Safety and Security question. Enter a comment using: ASAFINN, ASAFNR, ASAFSO, ASAFSP. This student application will need to be forwarded to our Dean of Students.

- Close the **Person Comment Entry** page.

***Note: The following steps are for Matriculated Students only.**

Step 9-Reviewing the Program/Plan Stack

Navigation: Main Menu>Campus Solutions>Records and Enrollment>Career and Program Information>Student Program/Plan. **Note: this page is similar to the AD AP AS in Orion.*

Students may have been given an Active in Program status for a program/plan that was primary in Orion, but still needed to submit a Readmission Application. Once matriculated the student may be **Active** in more than one program. When term activating the student we will need to verify that we are using the correct **Academic Career** and **Student Career Nbr**.

- I. Review each program/plan stack to verify if the student already has a program/plan that is in an **Active in Program** status. This can be done by selecting the **Next in List** button at the bottom of this page.
- II. If the student is active in more than one program/plan take note of the Student Career Nbr associated with that program/plan stack. This number will be used in Term Activation.

Academic Career: College Credit [Career Requirement Term](#) Student Career Nbr: 0

Find | View All First 1 of 1 Last

Status: Active in Program

*Effective Date: 07/26/2017

*Program Action: MATR Matriculation

Action Reason:

*Academic Institution: FSCJ1 FSCJ1

*Academic Program: 2YFA Associate Degree

*Admit Term: 2178 Fall 2017

Requirement Term: 2178 Fall 2017

Expected Grad Term:

Last Updated On: 07/26/2017 3:50:48PM

By: 1031500

Effective Sequence: 1

Action Date: 07/26/2017

Joint Prog Appr:

Admissions

From Application

Application Nbr: 00239763

Application Program Nbr: 0

*Campus: COLL 01

*Academic Load: Full-Time

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

[Student Program](#) | [Student Plan](#) | [Student Sub-Plan](#) | [Student Attributes](#) | [Student Degrees](#)

Step 10-Term Activating a Student

Navigation: Main Menu>Campus Solutions>Records and Enrollment>Student Term Information>Term Activate a Student

- I. Verify the **Academic Career**, use the arrow to navigate between careers.
- II. Click the **plus sign (+)** to add a row.
- III. Add the **Term**.
- IV. Verify that the **Student Career Nbr** matches the number on the correct Program/Plan stack (Step 9)
- V. Verify that the **Eligible to Enroll** button is checked.
- VI. Click **Ok**.

Term Activation Enrollment Limit Student Session Terms In Residence Term Control Dates External Study

★

Academic Career: College Credit

Find | View All First 1 of 1 Last

*Academic Institution: FSCJ1 FSCJ1

*Term: 2162 Spr 2016 Semester Activation Date: 03/23/2017

Student Career Nbr: 0 Associate Degree

Override All Academic Levels:

Override Projected Level:

Academic Level - Projected: Sophomore

Academic Level - Term Start: Sophomore

Academic Level - Term End: Sophomore

Level Determination: Units

Academic Year: 2016

Load Determination: Units

*Form of Study: Enrollment

Academic Load: Half-Time

*Billing Career: CRED

Eligible To Enroll:

Go to: Calculate Tuition

Save Return to Search Notify

Processing a Readmit- Quick Guide

Step	Instructions	Page(s)
Step 1:	Verifying Academic Plan Status-Navigate: Main Menu> Campus Solutions> Records and Enrollment>Career and Program Information>Student Program/Plan. Validate the requested Academic Plan does not have a completed stack.	<u>Pg 2</u>
Step 2:	Review Current Applications on File-Navigate: Main Menu>Campus Solutions>Student Admissions>Application Maintenance>Maintain Applications.	<u>Pg 2</u>
Step 3:	Adding and Application-Navigate: Main Menu>Campus Solutions>Student Admissions>Application Entry>Add Application. Validate and enter application data.	Pg 3
Step 4:	Verifying Related Application Data-Education (If applicable)	Pg 5
Step 5:	Verifying Related Application Data-Residency	<u>Pg 6</u>
Step 6:	Verifying Related Application Emergency Contacts	Pg 6
Step 7:	Admit and Matriculate (Non-Limited/Selective Access Academic Plans)	Pg 6
Step 8:	Adding Checklist Items (If applicable) Adding Comments (If applicable)	<u>Pg 9</u>
Step 9:	Reviewing the Program/Plan Stack	Pg 9
Step 8:	Term Activating a Student	Pg 10