

PeopleSoft Campus Solutions

Processing Readmit Applications

Updated 6/18/18

This document is subject to further edits, corrections and/or modifications

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

Favorites - Main Menu -	> Campus Solutions ->	Records and Enrollment -	Career and Program Information - Student Program/Plan
my.fscj.edu			
4			
	Employees Faculty	Students Resource	es Help Center
FLORIDA STATE COLLEGE AT JACKDUVELE			
Student P <u>r</u> ogram Student I	Plan Student <u>S</u> ub-Plan Stu	udent <u>A</u> ttributes Student [Degrees
Academic Career:	College Credit	Student Career Nbr: 0	Car Req Term: Fall 2000
			Find View All First KI 1 of 1 🖸 Last
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		
			<u>Find</u> View All First 💶 1 of 1 🕨 Last
*Academic Plan:	1108 × 🤍 Associate ir	n Arts 📕 Majo	pr 🕂 💻
*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 V	Completion Term:	
Save Return to Search	t Previous in List + Next in List Student Sub-Plan Student Attributer	t ENotify CRefresh	Add Update/Display

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

Favorites - Main Menu -	> Campus So	olutions 👻 >	Student Admiss	sions 👻 > Appli	cation Entry 👻 >	Add Application
my.fscj.edu						
	Employees	Faculty	Students	Resources	Help Center	
FLORIDA SIAIF COLLEGE AT JACKBUNGLE*						
Application Entry						
Add a New Value						
Application Nbr: 00000000		Enter Stu	existing dent ID)		
Academic Institution: FSCJ1		Enter	Academic areer			
Add						

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

Favorites - Main Menu - Campus Solution	s → Student Admissions → Application E	ntry -> Add Application	
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Employees Faculty S	tudents Resources Help Center		
FLORIDA STATE COLLEGE AT JACKEONVILLE			
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Blue Wave	9999001	Names	
Person Information			
Date of Birth: 01/01/1970 B Birth Inform	ation Campus ID:		
Biographical History	Eind View	All 🛛 First 💶 1 of 1 💽 Last	
*Effective Date: 04/10/2017 🛐		+ -	
*Marital Status: Unknown V As	of: 04/10/2017 🛐		Previous biographical information will
*Gender: Female V			auto-populate. Verify
National ID	Personalize Find 💷 🗯	First 🗹 1 of 1 🖸 Last	phone, email and
*Country *National ID Type	National ID	Primary	citizenship status.
USA Social Security Number	XXX-XX-XXXX	 Image: A start of the start of	
Contact Information			
Addresses <u>Find</u> View All First 🖬 1 of 1 🕨 Last	Phone Turns	Country Desforced	
Address Type: Home (Student) Addresses	Cell Stdpt x 904/888-8888		
Effective Date: 04/10/2017			
Status: Active	A00		
Country: USA	Email	Desformed	
Address: 1000 Broward Road #1009	Personal X blue@aol.com		
Jacksonville, FL 32218	http://www.commence.com		
	Vice/Rermit Date	Citizanship	
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Refresh		E+Add	
Biographical Details <u>Addresses</u> <u>Regional</u> <u>Application F</u>	rogram Data Application Data Application School	I/Recruiting Additional Detail	<u>s</u>

- 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:
 - a. Admit Term: Enter the term the student is looking to readmit.
 - **b.** Academic Program: Enter the Academic Program.
 - c. **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).
 - d. Campus: Enter COLL
 - e. Program Action: Enter Application (APPL)
 - f. Action Reason: Enter Readmit Application (RAPP)
 - g. Academic Plan: Enter the desired Academic Plan number.

my.fscj.edu	Employees	Faculty Students Resources Help Center	
FLORIDA STATE COLLIGE AT TALSUVERIE			
Biographical Details	Addresses Regional	Application Program Data Application Data Apr Change the effective -	
Blue Wave Academic Institution:	FSCJ1	9999001 date to 8/27/2017	
Academic Career:	College Credit	Application Number: 00000000 TOF Fail 17 apps.	
Program Data		Find I Varw All First 🖬 1 of 1 🛄 Last	
Program Number:	0	*Effective Date: 05/20/2017 🕅 + -	
*Admit Term:	2182 Q Spr 2018	Expected Graduation Term: 🔍 🕅 🗹 🔗	
*Academic Program:	2YFA Q 2YFA	*Campus: COLL Q 01	
*Academic Load: Program Status	Joint Program	Enter the readmit term and appropriate Academic Program.	
Status:	Applicant	Action Date: 05/20/2017	
*Program Action:	APPL Q Application	Action Reason: RAPP Q. Readmit Application	
Last Updated On: Career Number:	0	By: Evaluation Enter Action Reason- Readmit Application (RAPP))
Plan Data		End View All Fick	1
*Academic Plan:	2127 × Q Sup	ply Chain Management Major AS 💌 =	
Sub-Plan Data		The All First 🖬 1 of 1 🖬 Last	
*Sub-Plan:	٩	Enter the desired Academic Plan. Students cannot readmit into a completed plan.	
Transfer To: Education	n	Go	
Save Notify	4Refresh	EbAi∰	
Biographical Details Ad	dresses Regional Applic	ation Program Data Application Data Application School/Recruiting Additional Details	

- 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.

Search Results								
View 100	First 📕	1-9 of 9 ▶ Last						
Admit Type	Description	Short Description						
CTR	College Transfer - Readmit	CollTrnRea						
DCR	Dual Enrollment - Credit - Rea	DuEnCrRea						
ECR	Early Admissions - Credit - Re	EarAdCrRea						
<u>FSR</u>	FSCJ Lower Div Grad/JR-Readmit	FSCJ-LD RA						
<u>HGR</u>	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						

V. Click the **SAVE** button.

	Employees	Faculty Students	Resources Help Ce	inter	
ographical Details	Addresses Regional FSCJ1 College Credit	Application Program Data 9999001 Application Nur	Application Data App	lication <u>School/Recruiting</u>	Þ
Application Center: Application Date: Created On:	Image: Application Image: A	*Admit Type: Academic Level: *Notification Plan: Application Method: From Date: To Date: ng School	CTR CollTrnRea		
Additional Informatio Housing Interest: File Information Complete: D External Application	ate:	Financial Aid Interes Application Fee Infor Status: Fee Type: Standard	t mation V Dis	Iculate Application Fees Insaction Summary Iplay Errors / Warnings	Click calculate fees. Fees should = \$0 based on admit type ending in "R".
File Attachments ttachments Audit lached File		Personal <u>Vi</u> Vi	ize Find View All 🔄 🛲 ew Add Atlachment aw Add Atlachmen	First 1 1 of 1 Last	
nsfer To: Education	₽Refresh	Go		EAdd	

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 P Admissions Comments Application Evaluations	ply Chain Management Major AS
Sub-Plan D Application Evaluator Ratings	Find View All First 🚺 1 of 1 🔟 Last
Application Materials	
*Sub-Plan: Checklist	
Comments	
Communications	
Transfer To: Education	Go
Extracurricular Activities	
Save QR General Evaluator Ratings	Indiate/Display Alloclude History
General Materials	
Biographical Det Residency Data	Program Data Application Data Application School/Recruiting Application Student Response Addition
Test Results	

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.

Favorites + Main Menu + > Campus Solutions + > Student Admissions + > Application Entry + > Academic Information + > Education
my.fscj.edu Blac
Employees Faculty Students Resources Help Center
State could Between External Education Courses and Degrees Verify or add high school and previous colleges attended.
Blue Wave 9999001
School Information Eing View All First 🛄 1 of 1 🔤 Last
Fxternal Ore ID: 1506036 × Q OAKLEAF HIGH SCHOOL Checklist item Update
School Details
Career Data End View All First 🖬 1 of 1 🔤 Last
Data Number: 1 'Career: High Schl V J definitional schools not
Term Type: Full Year V External Term: Q previously listed.
Term Year: Academic Level: Unknown V Dismis Double based on
From Date: 19 External Org ID.
Transcript Status
Action Transcript Date Date Received Transcript Type Transcript Status Data Source Data Medium
Desired V 05/16/2017 19 19 V V V
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"External "Course Level Institution GPA Type External GPA Converted GPA 1 V FSC/II 4 00 0 0 P P
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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 <u>Entering Residency Data</u> 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**.

Favorites - Main Menu -	> Campus Solutions + > Campus Community + > Personal Information + > Biographical + > Emergency Contacts
my.fscj.edu	
	Employees Faculty Students Resources Help Center
FLORIDA SIATE COLLEGE AT JACKBURVILLE	The Emergency Contact Other Phones Tab (Optional)- can be used to enter additional phone numbers for the emergency contact such as home or work.
Emergency Contact Information	n Emergency Contact Other Phones
Blue Wave	9999001
Emergency Contact	Eind View All 🛛 First 🔣 1 of 1 💹 Last
*Contact Name:	Surf Wave
*Relationship:	Same Address as Individual
	Same Phone as Individual
Contact Address	
Country: USA Q	United States
Address:	Edit Address
Contact Phone	
Phone 9045555555	Extension Country
Save Return to Search	<u>⊡[Notify</u>

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

Favorites 👻 Main	Menu 👻 > Ca	mpus Solutions 👻 🔿	Student Admissions 👻 🔅	 Application Entry -> 	Add Application > N	faintain Applications
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Biographical Details	Addresses Re	gional Application	on Program Data Appli	cation Data Application	n School/Recruiting	Þ
Blue Wave			9999001			
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Program Number:	0		*Effective Date:	05/20/2017 🕅		
*Admit Term:	2182 🔍 Spr 2	2018	Effective Sequence:	3		<u>-</u>
*Academic Program:	2YFA 🔍 2YFA	A.	Expected Graduation	Term:		
*Academic Load:	Full-Time 🗸		*Campus:	COLL Q 01		
Des sus en Ctatur	Joint Program	n				
Program status						
Status:	Active MATE Q Metric	ulation	Action Date: Action Reason:	05/20/2017	1	
Last Updated On:	05/20/2017 10:05	48AM By: 1002743	3	Evaluation		
Create Program			When you click	the create progra	am button the	<u> </u>
Plan Data			matricula	ation process is co	mplete.	
	2127	Currety Chain	Manager	·	+ =	
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Sub-Plan Data				Acc	ess Plan.	
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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.

<u>B</u> iographical Details	Addresses <u>R</u> egional	Application Program Data	Application Data	Application <u>S</u> cho	Recruiting	D
Blue Wave		9999001				
Academic Institution:	FSCJ1			19	P 🗩	
Academic Career:	College Credit	Application No	imber: 00195599			
Application Data						

Post the following checklist items (if applicable):

- Residency Declaration (ARESI) 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 your 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.

<u>B</u> iographical Details	<u>A</u> ddresses <u>R</u> egional	Application Program Data Application Data	Application School/Rec liting
Blue Wave		9999001	
Academic Institution:	FSCJ1		18 🕅 💬
Academic Career:	College Credit	Application Number: 00195599	
Application Data			

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		Effective Sequence:	1		
*Program Action:	MATR 🔍 Matricula	ation	Action Date:	07/26/2017		
Action Reason:	Q		Joint Prog Appr:			
*Academic Institution:	FSCJ1 SCJ1					
*Academic Program:	2YFA Associat	te Dearee	Admissions			
*Admit Term:	2178 C Fall 201	7	From Application Application Nbr:	00239763		
Requirement Term:	2178 Q Fall 201	7	Application Program N	lbr: 0		
Expected Grad Term:	Q		*Campus:	COLL Q 01		
Last Updated On:	07/26/2017 3:50:48PM		*Academic Load:	Full-Time 🗸		
By:	1031500					
Image: Save Contract Search						

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.



Processing a Readmit-Quick Guide

Step	Instructions	Page(s)
	Verifying Academic Plan Status-Navigate: Main Menu> Campus	
	Solutions> Records and Enrollment>Career and Program	
	Information>Student Program/Plan . Validate the requested Academic	
Step 1:	Plan does not have a completed stack.	<u>Pg 2</u>
	Review Current Applications on File-Navigate: Main Menu>Campus	
	Solutions>Student Admissions>Application Maintenance>Maintain	
Step 2:	Applications.	<u>Pg 2</u>
	Adding and Application-Navigate: Main Menu>Campus	
	Solutions>Student Admissions>Application Entry>Add Application.	
Step 3:	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
	Adding Checklist Items (If applicable)	
Step 8:	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