Admitting and Matriculating 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.	
2. Click the **Admissions** tab.	

3. Click **Edit Application Data.**	
4. Click **Application Program Data** tab.	

5. Click the **plus sign** (+) to the right.	
6. Click **View All**.	

7. Click the Program Action magnifying glass and select **ADMT**.	
8. Click **Apply** at the bottom to save.	

9. Click the **plus sign** (+) to add another row.	
10. Click the Program Action magnifying glass and select **MATR**. Then click **Create Program**.	

11. After the Program is created it will grey out. This student has been matriculated.

Click **Save**.