

## Requesting Academic Advisement Reports for Selective Admissions

1. In myFSCJ navigate to **Main Menu > Campus Solutions > Academic Advisement>Student Advisement>Request Advisement Report.**

Then click on the **Add a New Value** tab.

my.fscj.edu

Employees Students Resources Help Center

Request Advisement Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

ID: [ ]

Academic Institution: [ FSCJ1 ]

Report Type: [ ]

Report Date: [ ]

Report Sequence: [ ]

Report Identifier: [ begins with ]

User ID: [ begins with ]

Date Processed: [ ]

Report Status: [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

2. Enter EMPL ID and **Report Type: ADV** and click **Add**

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Request Advisement Report

Find an Existing Value Add a New Value

ID: [ ]

Academic Institution: [ FSCJ1 ]

Report Type: [ ADV ]

Add

Find an Existing Value | Add a New Value

3. Click **Process Request**.

Favorites ▾ Main Menu ▾ Campus Solutions ▾ Academic Advisement ▾ Student Advisement ▾ Request Advisement Report

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FLORIDA STATE COLLEGE OF JOURNALISM

Report Request Report Request Log

ID/Name Jaxon De Ville

Academic Institution FSCJ1 FSCJ1

Report Type ADV Self Service Advising

Date Processed


Report Status Pending

\*Report Date 06/20/2017 x [v]  Use This Request Report Date [?] [?]

\*As of Date 01/01/3000 [v]

\*Report Identifier ADMIN [v] Administrative Request

Actions

Process Request 

Save Add Update/Display

Report Request | Report Request Log

4. Scroll to bottom and click **Return to Report Request**.

Associate in Arts Total Units Requirement (RQ3225)

**Not Satisfied:** Must have earned 60 hours toward the Associate in Arts degree plan.

- Units: 60.00 required, 31.00 taken, 29.00 needed


The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
AMH2010	<a href="#">U S HIS TO 1865</a>	3.00	Fall 2016	C	✓
ENC1101	<a href="#">ENGLISH COMPOSTN I</a>	3.00	Fall 2017	B	✓
ENC1102	<a href="#">WRITING ABOUT TEXTS</a>	3.00	Fall 2017	A	✓
MAC1105	<a href="#">COLLEGE ALGEBRA</a>	3.00	Spring 2017	C	✓
MAT1033	<a href="#">INTERMEDIATE ALGEBRA</a>	4.00	Fall 2016	A	✓
MUL2010	<a href="#">MUSIC IN HUMANITIES</a>	3.00	Spring 2017	B	✓
PSY1012	<a href="#">GENERAL PSYCHOLOGY</a>	3.00	Fall 2017	A	✓
SLS1103	<a href="#">STRATEGIES/SUCCESS</a>	3.00	Fall 2016	A	✓
SPC2608	<a href="#">FUND PUBLIC SPEAKING</a>	3.00	Spring 2017	B	✓
STA2023	<a href="#">ELEM T STATISTICS</a>	3.00	Fall 2017	B	✓

View All [v] First 1-10 of 10 Last

Residency Requirement (RQ1249)

Grade Point Average Requirement (RQ1249)

**Additional Courses (RG8120)** 

[Return to Report Request](#) [View Report Request Log](#)

5. Click **Return to Search**.

Favorites ▾ Main Menu ▾ > Campus Solutions ▾ > Academic Advisement ▾ > Student Advisement ▾ > Request Advisement Report

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Report Request Report Request Log

ID/Name Jaxon De Ville  
Academic Institution FSCJ1 FSCJ1  
Report Type ADV Self Service Advising  
Date Processed 06/20/2017  
Report Status Completed  
\*Report Date 06/20/2017 x [?]  Use This Request Report Date [?]  
\*As of Date 01/01/3000 [?]  
\*Report Identifier ADMIN [?] Administrative Request

Actions

Process Request View Report View Report as PDF  
Printer [ ] Send to Printer

Save Return to Search Add Update/Display

Report Request | Report Request Log

6. Enter the **Report Type** as PLN.

Favorites ▾ Main Menu ▾ > Campus Solutions ▾ > Academic Advisement ▾ > Student Advisement ▾ > Request Advisement Report

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Request Advisement Report

Find an Existing Value Add a New Value

ID: [ ] [?]  
Academic Institution: FSCJ1 [?]  
Report Type: PLN [?]

Add

## 7. Click **Process Request**.

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Report Request Report Request Log

ID/Name	Jaxon De Ville	
Academic Institution	FSCJ1	FSCJ1
Report Type	PLN	Advising Planner
Date Processed		
Report Status	Pending	
*Report Date	06/20/2017	<input type="text"/>
*As of Date	01/01/3000	<input type="text"/>
*Report Identifier	ADMIN	Administrative Request

Actions

Process Request

After these two reports are ran (manually or by a batch process) the student should be able to register themselves.