

## Reviewing a Student's Program/Plan Stack for Selective Access Admissions

After the student is matriculated, a batch job will run to term activate the student. At that point, the student could have two active program/plan stacks. However, a student must have only have one active program/plan in order to enroll. To determine if a student has more than one active plan, follow the instructions below.

1. In myFSCJ navigate to: **Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan.**

Add the EMPL ID and click **Search**.

my.fscj.edu

Employees Students Resources Help Center

Student Program/Plan

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: begins with [ ]

Academic Career: [ ]

Student Career Nbr: [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

2. In this example, the student has four program plan stacks. We need to look at each one to determine which are active. Start by clicking on the bottom plan stack.

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Employees Students Resources Help Center

Student Program/Plan

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: begins with 2002083

Academic Career: [ ]

Student Career Nbr: [ ]

Campus ID: begins with [ ]

National ID: begins with [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

ID	Academic Career	Student Career Nbr	Program Short Descr	Substitution Short Descr	Name	DOB	Gr. / Yr. / S.	Campus ID	Admission ID	Home ID	Country	SSN	Birth Date
2002083	CLX	0	Leasee CLX	FSCJ1	Bronner,Alicia Lynette Male	08/12/1983	(blank)	****5817	USA	SSN			
2002083	Credit	1	2YFA	FSCJ1	Bronner,Alicia Lynette Male	08/12/1983	(blank)	****5817	USA	SSN			
2002083	Credit	0	2YFA	FSCJ1	Bronner,Alicia Lynette Male	08/12/1983	(blank)	****5817	USA	SSN			
2002083	Non-Cred	0	Non-Credit	FSCJ1	Bronner,Alicia Lynette Male	08/12/1983	(blank)	****5817	USA	SSN			

Find an Existing Value Add a New Value

3. This shows that the plan was discontinued and is not active. Next click **Previous in List**.

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Employees Students Resources Help Center

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

Alicia Bronner 2693083

Academic Career: Non-Credit Career Requirement Term Student Career Nbr: 0

Status: Discontinued  
Effective Date: 03/19/2017  
Program Action: DISC Discontinuation  
Action Reason: CONV Conversion  
Academic Institution: FSCJ1 FSCJ1  
Academic Program: NCRD Non-Credit  
Admit Term: 2025 Sum 2002  
Requirement Term: 2025 Sum 2002  
Expected Grad Term:  
Last Updated On: 03/19/2017 9:02:37PM  
By: 1026095

Effective Sequence: 1  
Action Date: 03/19/2017  
Joint Prog Appr:

Admissions  
 From Application  
Application Nbr:  
Application Program Nbr: 0

Campus: COLL 01  
Academic Load: Full-Time

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

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

4. This program/plan stack is active for an Associate's Degree (note we do not know which Associate's degree unless we click on the Student Plan Tab).

Click the **Previous in List** to view the next plan stack.

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Employees Students Resources Help Center

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

Alicia Bronner 2693083

Academic Career: College Credit Career Requirement Term Student Career Nbr: 0

Status: Active in Program  
Effective Date: 01/07/2002  
Program Action: ACTV Activate  
Action Reason: CONV Conversion  
Academic Institution: FSCJ1 FSCJ1  
Academic Program: 2YFA Associate Degree  
Admit Term: 2022 Spr 2002  
Requirement Term: 2122 Spr 2012  
Expected Grad Term:  
Last Updated On: 03/19/2017 9:02:33PM  
By: 1026095

Effective Sequence: 1  
Action Date: 03/19/2017  
Joint Prog Appr:

Admissions  
 From Application  
Application Nbr:  
Application Program Nbr: 0

Campus: COLL 01  
Academic Load: Full-Time

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

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

5. This plan stack Program Action is Matriculation and will turn to active once this student is term activated. The previous active plan needs to be discontinued. If this is the program/plan for which you are admitting the student, the other active program plan needs to be discontinued.

Click **Previous in List** to view the last program/plan.

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Employees Students Resources Help Center

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

Alicia Bronner 2093983

Academic Career: College Credit Career Requirement Term Student Career Nbr: 1

Status: Active in Program

\*Effective Date: 06/26/2017

\*Program Action: MATR Matriculation

Action Reason: RAPP Readmit

\*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: 06/26/2017 12:03:11PM

By: 1030155

Effective Sequence: 3

Action Date: 06/26/2017

Joint Prog Appr:

Admissions

From Application

Application Nbr: 00199498

Application Program Nbr: 0

\*Campus: COLL 01

\*Academic Load: Full-Time

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

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

6. When you look at the last program/plan in this example, you can see that this program has been discontinued.

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Employees Students Resources Help Center

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

Alicia Bronner 2093983

Academic Career: Clock Career Requirement Term Student Career Nbr: 0

Status: Discontinued

\*Effective Date: 03/19/2017

\*Program Action: DISC Discontinuation

Action Reason: CONV Conversion

\*Academic Institution: FSCJ1 FSCJ1

\*Academic Program: LCLK Legacy CLK

\*Admit Term: 2032 Spr 2003

Requirement Term: 2032 Spr 2003

Expected Grad Term:

Last Updated On: 03/19/2017 9:02:31PM

By: 1028095

Effective Sequence: 1

Action Date: 03/19/2017

Joint Prog Appr:

Admissions

From Application

Application Nbr:

Application Program Nbr: 0

\*Campus: COLL 01

\*Academic Load: Full-Time

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

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

7. If there is more than one active or matriculated plan, please submit a Help Desk ticket to discontinue the incorrect active or matriculated plan if there is more than one active plan and **do not** run the Academic Advisement Reports.