

## Term Activating a Student for Selective Admissions

Students must be term activated before they can enroll in classes for that particular term. Before term activating a student, you should note the correct academic career and Student Career Number for the program into which you have just admitted and matriculated the student. You can find this information by navigating to **Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan**. This is important because Financial Aid will be based on the term activated Student Career Number.

Students must be active in the program plan on or prior to the term start date in order to be term activated. If they are not, an error will be displayed. If a student's program plan needs to be back dated, please request this via a help desk ticket.

my.fscj.edu

Employees Faculty Students Resources Help Center

**FLORIDA STATE COLLEGE AT JACKSONVILLE**

### 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

#### Search Results

View All

ID	Academic Career	Student Career Nbr	Program Short Descr	Institution Short Descr	Name	Gender	Date of Birth	Campus ID	National ID	National ID C
	Credit	2	1YFA	FSCJ1		Female	06/15/1994	(blank)		USA
	Credit	1	Legacy CRD	FSCJ1		Female	06/15/1994	(blank)		USA
	Credit	0	2YFA	FSCJ1		Female	06/15/1994	(blank)		USA

1. In myFSCJ navigate to **Main Menu > Campus Solutions > Campus Community > Student Services Center**. Then enter EMPL ID to search for the student.

Then click on the **Academics** tab and click **Edit Term Data**.

The screenshot shows the 'Academics' tab in the myFSCJ system. At the top, there are navigation tabs: student center, general info, admissions, transfer credit, **academics** (highlighted with a red box), finances, and financial aid. Below this, there are two sections: 'Institution / Career / Program' and 'Term Summary'. In the 'Institution / Career / Program' section, a tree view shows 'FSCJ1 - FSCJ1' expanded, with sub-items like 'CLK - Clock', 'LCLK - Legacy CLK', 'CRED - College Credit', 'ZYFA - Associate Degree', and 'NCRD - Non-Credit'. To the right, details for the selected program are shown: Program: NCRD Non-Credit, Student Career Nbr: 0, Status: Discontin... as of 08/19/2017, Admit Term: 2025 Summer 2002, Expected Graduation: Full-Time, Approved Load: Full-Time, Load Determination: Base On Units, Level Determination: Base On Units, Plan: 8515 Pathways HS Equivalency, Requirement Term: 2025 Summer 2002. In the 'Term Summary' section, 'Fall 2018' is selected. To the right, details for the term are shown: Eligible to Enroll: Yes, Primary Program: ZYFA Associate Degree, Academic Standing Status: Data unavailable. A red arrow points from the 'edit term data' button in the 'Term Summary' section to the 'edit program data' button in the 'Institution / Career / Program' section.

3. Click the **plus sign (+)** to add a row.

The screenshot shows the 'Term Activation' window in the myFSCJ system. At the top, there are navigation tabs: Term Activation, Enrollment Limit, Student Session, Terms In Residence, Term Control Dates, and External Study. Below this, the user 'Jaxon De Ville' is logged in. The window displays a form for 'College Credit' with the following fields: \*Academic Institution: FSCJ1 FSCJ1, \*Term: 2108 Fall 2010 Semester, Activation Date: 03/29/2017, Student Career Nbr: 0 Legacy CRED, Override All Academic Levels: [ ], Academic Year: 2011, Override Projected Level: [ ], Academic Level - Projected: Sophomore, \*Form of Study: Enrollment, Academic Level - Term Start: Sophomore, Academic Load: No Units, Academic Level - Term End: Sophomore, \*Billing Career: CRED, Level Determination: Units, Eligible To Enroll: [x]. At the bottom, there are buttons for 'OK', 'Cancel', and 'Apply'. A red arrow points to a plus sign (+) button in the top right corner of the form area.

4. To term activate the student check the **academic career**, add the correct **Term**, and make sure that the correct **Student Career Number** populates. Update the Student Career Number to reflect the correct active program/plan if it is not correct.

Be sure that the **Eligible to Enroll** box is checked. (If it is not checked, it is likely because the Program/Plan isn't active or the student doesn't have a Residency status.)

Click **Save**.

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

Academic Career: College Credit

\*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