FSCJ Florida State College at Jacksonville

Florida Shines Transient Application Processing

To access Florida Shines transient applications, complete the following steps:

Step	Action
1.	Go to www.floridashines.org
2.	Click Partners at top of page
3.	Click Distance Learning and Student Services Staff
4.	Click Transient Admissions
5.	Click Process Application
6.	Select Florida State College at Jacksonville from the Institution drop down menu
7.	Login with your Username and Password.

HOW TO PROCESS AN FSCJ OUTGOING TRANSIENT STUDENT
Part I

Step	Action
1.	Select a student from the applicants listed under the ***FSCJ Students*** category.
2.	Click on the applicant's name and the application will display.
3.	Navigate to **Main Menu> Campus Solution> Campus Community> Personal Information> Identification>Residency Data** and search for the student. Be sure the Academic Career is **College Credit.**

Step	Action
4.	Navigate to **Main Menu> Campus Solution> Self Service> Advisor Center> Advisee Student Center** and search for the student. Click the **Academics** tab.

- Program Plan (must be degree seeking)
- Enrollment History (must have active enrollment with the last 3 terms)
- GPA (must be 2.0 or higher)

Step	Action
5.	Complete the **Florida State College at Jacksonville Registration-Main Certification.**

REGISTRATION-MAIN COMMENTS

1. Complete this section when denying an application or when additional information is required
   a. Example: Student is not eligible to participate in transient course work

   i. Non-degree seeking
   ii. GPA below 2.0
   iii. Negative service indicator

REGISTRATION-MAIN CERTIFICATION

1. Complete questions 1-4 based on information obtained from student's record
   a. Select No from the drop menu for question 3

REGISTRATION-MAIN AUTHORIZATION

1. Select Authorized/Not Authorized
   a. Selecting the Authorize will generate the next level of authorizations
   b. Selecting the Not Authorized option will complete authorization process and notify student their request has been denied.
2. Click *Click to Sign*
3. Click **forward**

Florida State College at Jacksonville Registrar-Main Certification

Registrar-Main Comments

Registrar-Main Certification

1. The above named student is regularly enrolled in a degree program. ---Choose One---
2. The above named student is eligible to re-enroll. ---Choose One---
3. This student has Student Health form on file indicating she/he has the required Measles and Rubella vaccinations. ---Choose One---
4. This student has the required documentation on file with this Home Institution to meet the legal classification of: **Explanation of Classifications** ---Choose One---

Registrar-Main Authorization

The above named student is hereby --- Select One ----- to take the approved listed course(s) during **Summer A 2018** term. Transfer credit for these courses will be acceptable upon the receipt of an official transcript as per the regulation of **Florida State College at Jacksonville.**

Click to Sign | Your Name | 01/30/2018 10:37 AM

Forward

January 30, 2018

Part II

Step	Action
6.	**Complete the Florida State College at Jacksonville Registration-Main**
7.	Type in any relevant comments concerning application or course transferability Example: Student must take lab with course to receive credit for BSC2085C Example: Student is not eligible to participate in transient course work Student is not in a degree program Student GPA is below 2.0 The requested course is not a program plan requirement
8.	**Navigate to Main Menu> Campus Solution> Self Service> Advisor Center> Advisee Student Center** Click the **Academics Requirements** on the drop down menu.
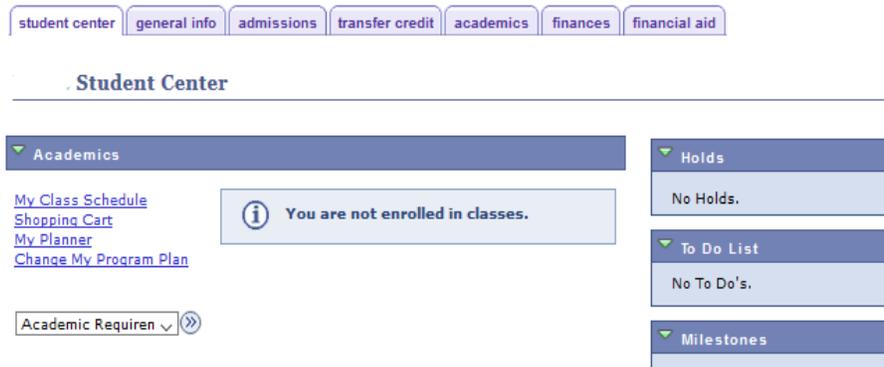
Review Academic Requirements in Campus Solutions to determine if the requested course is an academic requirement or prerequisite course to a required course

Step	Action
9.	Click the drop down menu next the Course ID and select Yes or No
10.	Click the drop down menu next to the Course Title and select: General Education, Major Requirement, Electives, or Not Required
11.	Type in the FSCJ equivalent course in the blank box
12.	Click the **Click to Sign** button

Florida State College at Jacksonville Registrar-Main

Course(s) to be taken at Host Institution:
(Please input the Home Institution Equivalent for each class listed below.)

Approved	Course ID	Hours	Title	Use	Home Institution Equivalent (or description of acceptable courses)	Distance Learning Catalog course
--- ⌄	MAT0028	4	Elementary algebra	General Education ⌄		No

Registrar-Main Comments

Registrar-Main Authorization

The above named student is hereby --- Select One ----- ⌄ to take the approved listed course(s) during **Summer A 2018** term. Transfer credit for these courses will be acceptable upon the receipt of an official transcript as per the regulation of **Florida State College at Jacksonville**.

| Click to Sign ▶ | Your Name | 01/30/2018 11:26 AM |

Forward

Step	Action
13.	Navigate to **Main Menu> Campus Solution> Records and Enrollment> Transfer Credit Evaluation> Student Agreements.** Click the **Add a New Value** tab.

Student Agreements

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 ⌄ 123456 🔍
Academic Career: = ⌄ ⌄
Academic Institution: begins with ⌄ 🔍
Source Institution: begins with ⌄ 🔍
External Org ID: begins with ⌄ 🔍
Description: begins with ⌄ ⌄

☐ Include History ☐ Correct History ☐ Case Sensitive

Search   Clear   Basic Search 📄 Save Search Criteria

1. Select **College Credit** as Academic Career.
2. Select **FSCJ1** as the Academic Institution.
3. Select **External Organization** as the Credit Source Type.
4. Click on the magnifier to select a Source ID (Source ID is the Host Institution)
5. Click **Add.**

Student Agreements

Find an Existing Value | Add a New Value

ID: 123456
Academic Career: College Credit
Academic Institution: FSCJ1
Credit Source Type: External Organization
Source ID: 1532847

Add

Find an Existing Value | Add a New Value

Step	Action
14.	Update the Effective Date to a date within the term the student is applying
15.	Update Status to Active
16.	Type **Transient** into Description box

Student Agreements | Student Agreement Courses

2218601

Academic Career: CRED College Credit
Academic Institution: FSCJ1 FSCJ1
Source ID: 1532847 ST. JOHNS RIVER STATE COLLEGE

Find | View All   First 1 of 1 Last

*Effective Date: 01/30/2018   *Status: Active
*Description: Transient
*Catalog Org Type: External
*Catalog Organization: 1532847   ST. JOHNS RIVER STATE COLLEGE
Comment:
*User ID: 1.

Save | Notify   Add | Update/Display | Include History | Correct History

Step	Action
17.	Click **Student Agreement Courses**
18.	Internal Equivalent 1. Click magnifier to search for **course ID**. 2. Select the requested course. 3. Press Tab on Keyboard (Offer Nbr and Units Transferred will auto-populate).
19.	External Course 1. Enter course prefix in the **Subject** box. 2. Enter **Course Nbr.** 3. Enter **Units taken.** 4. Click **Save.**

January 30, 2018

Florida Shines Transient Application Processing

Student Agreements | **Student Agreement Courses**

Academic Career:	CRED	College Credit
Academic Institution:	FSCJ1	FSCJ1
Source ID:	1532847	ST. JOHNS RIVER STATE COLLEGE

Find | View All   First ◄ 1 of 1 ► Last

Effective Date: 01/30/2018

Find | View All   First ◄ 1 of 1 ► Last

External Course

Subject:	ACG	
Course Nbr:	2071	
	PRIN OF MAN ACCT	
*Units Taken:	3.0	
Ext Grd Scheme:		
Ext Grd Basis:		
Minimum Grade:		

Internal Equivalent

*Course ID:	100098	
*Offer Nbr:	1	
	ACG	2071
*Units Transferred:	3.000	
Grading Scheme:		
Grading Basis:		
Grade:		