

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

Step	Action		
1.	Go to <u>www.floridashines.org</u>		
2.	Click <u>Partners</u> 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.		
	 ⓐ ▲ https://www.floridashines.org/tf/workflow/index.jsp ♥ ☆ 		

Transient Student Admission Application - Agents					
	Institution Florida State College at Jacksonville <				
FloridaShines	*Username Your Username				
i ionadonnico	*Password				
	Login (* Required data is case sensitive !)				
(<u>clic</u>	<u>k here if you need help with a login)</u>				

HOW TO PROCESS AN FSCJ OUTGOING TRANSIENT STUDENT

Part I

Step	Action
1.	Select a student from the applicants listed under the <i>FSCJ Students</i> 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.

Residency Official 1 Residency Official 2 Residency Appeal Residency Self-Report

esidency Data				Find View All	First 🚺 1 of 2 🕨 Last
Academic Career:	College Credit				+ -
Official Residency Da	ita			Find View All	First 🚺 1 of 1 🚺 Last
Institution:	FSCJ1 Q	FSCJ1			+ -
*Effective Term:	2172 🔍	Spring 2017			
Residency:	In-State	~	Residency Date:	BI.	
Additional Residen	cy Data				
Admis	ssions: In-State	~	Admission Residen	cy Exception:	~
Fin Aid Federal Res	sidency: In-State	~	Fin Aid Fed Residen	cy Excpt:	~
Fin Aid State Res	sidency: In-State	~	Fin Aid State Reside	ency Excpt:	~
Т	uition: In-State	~	Tuition Residency E	xception:	~
L					
Save Return to S	earch Transformed State		<u></u> 足Up	date/Display	e History Correct Hist

Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report



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.

Faculty Center	Adviso	r Center	Search	
student center	general info	transfer credit	acade	mics
visee Academics				
stitution / Career /	Program			edit program data
FSCJ1 - FSCJ1		Program:	2YFA	Associate Degree
CRED - College Credit		Student Career Nbr:	0	
2YFA - Associate	Degree	Status:	Active	as of 08/24/2015
		Admit Term:	2158	Fall 2015
		Expected Graduation:		
		Approved Load:	Full-Time	•
		Load Determination:	Base On	Units
		Level Determination:	Base On	Units
		Plan:	1108	Associate in Arts

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

vorites 🕶 🛛 Main Menu 🍷 🔷 Cam	pus Solutions 👻 👌 Self Service 👻	> Advisor C	Center 👻 >	Advisee Stud	ent Center 🗧 Adv	isee Ac
fscj.edu						
Faculty Employees						
rida State College Jacksonville						
ferm Summary			edit term d	ata	1	
FSCJ1 - FSCJ1	Spring 2018					
CRED - College Credit	Eligible to Enroll:	Yes				
2182 - Spring 2018	Primary Program:	2YFA	Associate Deg	ree		
L 2168 - Fall 2016	Academic Standing Stat	us:	Data unavaila	ble		
2162 - Spring 2016	▽ Level / Load				—	
2158 - Fall 2015	Academic Level - Project	had-	Carbon and		-	
L 2152 - Spring 2015	Academic Level - Term S	tart:	Sophomore			
2148 - Fall 2014	Academic Level - Term E	nd:	Sophomore			
2142 - Spring 2014	Approved Academic Loa	d:	Full-Time			
2132 - Spring 2013	Academic Load:		Less than Half	Time		
I NCRD - Non-Credit	× d					
1892 - Winter 1989	Classes					
1888 - Fall 1988	Enrolled	Dropped	🛆 Wait Liste	đ		
	Class Desc	ription Un	its Grading	Grade Statu	e e	
	HLP 1082-1 PERSON	AL	Traditional			
	(1678) WELLNES (Lecture)	SS 3	A-F			
	Quick Enrollment					
					_	
		From	Combined	Cumulative		
	Spring 2018	Enrollmen	t Term Total	Total		
	Units Toward GPA:					
	Taken			52.000		
	Passed			48.000		
	In Progress	5.00	0 3.000	3.000		
	Units Not for GPA:					
	Taken			15.000		
	Passed					
	In Progress					
	GPA Calculation					
	GPA Calculation Total Grade Points			133.000		
	GPA Calculation Total Grade Points / Units Taken Toward GPA			133.000		



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 V			
Registrar-Main Authorization				
The above named student is hereby Select One v to course(s) during Summer A 2018 term. Transfer credit for the upon the receipt of an official transcript as per the regulation of Jacksonville .	take the approved listed se courses will be acceptable f Florida State College at			
Click to Sign Your Name	01/30/2018 10:37 AM			
Forward				



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.			
	student center general info admissions transfer credit academics finances financial aid			

Student Cente	r	
Academics		▼ Holds
<u>My Class Schedule</u> <u>Shopping Cart</u> <u>My Planner</u> <u>Change My Program Plan</u>	(\hat{i}) You are not enrolled in classes.	No Holds. To Do List No To Do's.
Academic Requiren 🗸 🛞		✓ Milestones

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 <i>Click to Sign</i> button



Course(s) Please inp	to be taken out the Home	at Host e Institu	Institution: ution Equivale	nt 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 \vee		No
legistrar-N	1ain Comme	nts				
					.ii	
egistrar-N	1ain Authori	zation			.ii.	
Registrar-M he above 2018 term egulation	Iain Authori e named st n. Transfer of Florida	udent i credit State	is hereby for these cou College at J	Select One v to take the second	e approved listed course(s) during S the receipt of an official transcript as	Summer A per the
legistrar-M he above 2 018 term egulation Click to Sign	Iain Authori e named st n. Transfer o of Florida	ization udent i credit State You	is hereby for these cou College at J i ur Name	Select One v to take th Irses will be acceptable upon acksonville .	e approved listed course(s) during S the receipt of an official transcript as 01/30/2018 11:26 AM	Summer A per the

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 Agreement	S
Enter any information you	have and click Search. Leave fields blank for a list of all values
Find an Existing Valu ▼ Search Criteria	e Add a New Value
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 Eave 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 Agreemen	ts
<u>Find an Existing Value</u>	Add a New Value
ID:	123456
Academic Career:	College Credit 🗸
Academic Institution:	FSCJ1 Q
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	R STATE COLLEGE			
				E	Find View All	First 🔣 1 of 1 🔝 Last
*Effective Date:	01/30/2018	*Status:	Active 🗸			+ -
*Description:	Transient					
*Catalog Org Type:	External		\sim			
*Catalog Organization:	1532847	ST. JOHI	NS RIVER STATE CO	LEGE		
Comment:						
*User ID:	5					
Save Notify			EAdd	Dpdate/Display	ØInclude Histo	ory 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.



udent <u>Ag</u> reements	Student Agreemer	nt Courses				
Academic Career:	CRED	College Cred	it			
Academic Institution	FSCJ1	FSCJ1				
Source ID:	1532847	ST. JOHNS R	IVER STATE	COLLEGE		
					Find View All	First 🚺 1 of 1 🚺
Effective Date:	01/30/2018					÷
					Find View All	First 🚺 1 of 1 💟 La
External Course				Internal Equivalen	t	
External course						
Subject:	ACG 🤇			*Course ID:	100098 🔍	
Course Nbr:	2071 Q			*Offer Nbr:	1 🔍	
	PRIN OF MAN ACCT				ACG 2071	
*Units Taken:	3.0			*Units	3.000	
Ext Grd Scheme:				Transferred:	. 0	
Ext Grd Basis:	Q			Grading Basis		
Minimum Crades				Grading Basis:		
winning Grade:	~			Grade:	Q	