

**Glossary Reminder**

Career	Clock, Credit, Non-Credit, CWE, Professional Development
Program	2YFA, 1YFA, BACH, etc.
Plan	1108, T200, 5727 etc.
OAA	Online Admissions Application
Continuous enrollment	A student must have registration for, and successful completion of, at least one course for one full term in an academic year.
Terms	Fall 2017 =2178, Summer 2017 = 2175, Spring 2017 =2172, Fall 2016 = 2168

**Who can use the Online Admissions Application?**

1. A student who is brand new to the College.
2. A student who is switching to a new Admissions Type.

Current Admissions types available on the OAA:

- First Time in College Applicant (FTIC)
- Incoming Transfer Applicant
- Bachelor’s Program Applicant
- Workforce Training PSAV Applicant
- Dual Enrollment Applicant
- Non-Degree Seeking Applicant
- Continuing Workforce Education
- Adult Education

Note: If a student is unable to complete their application through the Online Admissions Application, they can submit a paper application. The paper application can be accessed on the [FSCJ admissions website](#). These applications will be processed via OAA Administrative entry or using the Add Application screen in PeopleSoft.

**Who should do a Readmit (Paper Application)?**

- A student who is returning to a previous career and program after breaking continuous enrollment  
Example: Credit-2YFA readmitting back to a Credit-2YFA

**Note: Any student readmitting into a selective access program, will not be admitted or matriculated at time of application. They will need to be re-evaluated by the program for admission.**

**Will Dual Enrollment students need to submit an application?**

- Current DE students need to be referred to a DE Coordinator. Students must submit a DE paper application and the Coordinators will enter the application via OAA Administrative Entry.
- Transitioning DE students should submit a Program Plan Change Form.

**How are Transient students processed?**

- Transient students who apply via Florida Shines are entered into the Online Admissions Application through the Florida Shines-CS interface.
- Transient students who do not apply via Florida Shines will need to complete a paper application, which will be processed by Admissions.

**Current Students**

Students in this situation...	Can use this process...			
	OAA	Paper Application	Program/Plan Change Form	Application Update Form
<p>Current student who is applying to a limited/selective access plan that is in a different career or program.</p> <p>Ex: Clock (LPN) – Credit (RN)</p> <p><b>NOTE:</b> Current students cannot use a program/plan change form to change their program/plan to a limited or selective access plan.</p>	YES	NO	NO	NO
<p>Current student is already in the same program (ex: 2YFA) of the selective access plan (also 2YFA) that they are applying to.</p> <p>Ex: 2YFA-1108 to 2YFA-2330</p> <p><b>NOTE:</b> They will need to be entered manually through application entry.</p>	NO	YES	NO	NO
<p>Current student is applying for the same career and program, but not a selective access plan.</p> <p>Ex: 1108 to 2201</p>	NO	NO	YES	NO
<p>Current student applied for selective access plan but would like to change their program/plan to a non-selective access plan.</p> <p>Ex: applied to 2230 but want to change to 1108 or Non-Degree Seeking</p>	NO	NO	NO	YES

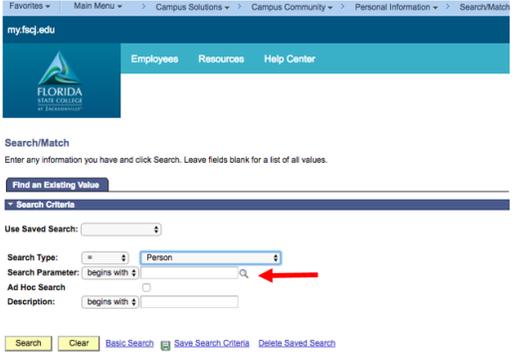
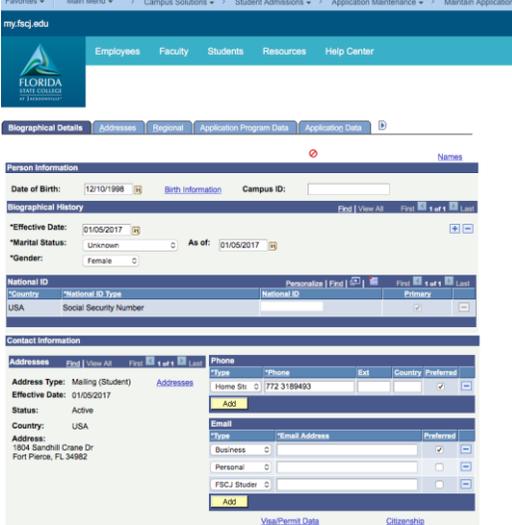
**Students who have duplicate EMPL IDs**

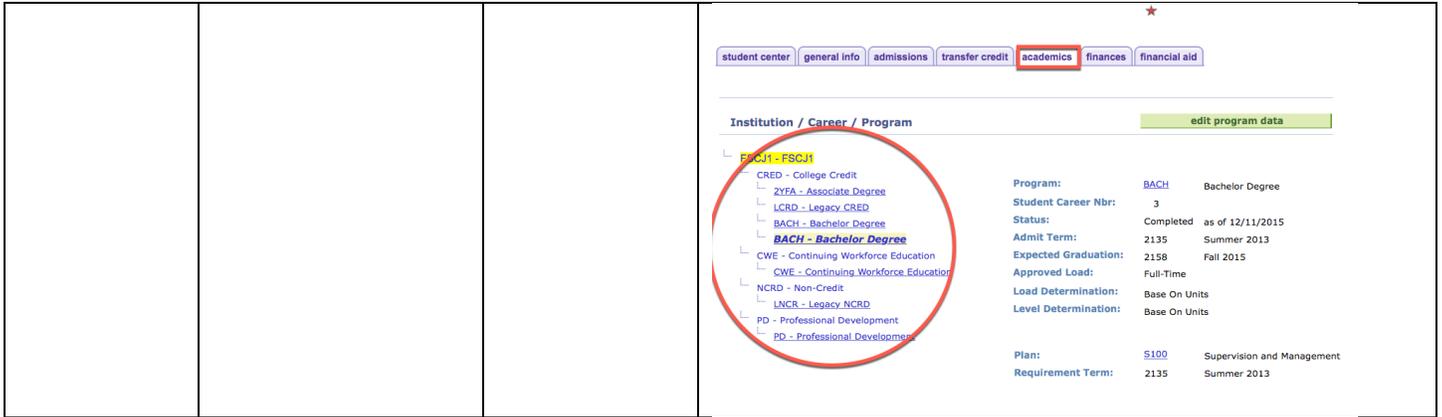
If you find that a student has more than one account in PeopleSoft, please submit a Help Desk ticket. You can see if a students have more than one account by navigating to Main Menu > Campus Solutions > Campus Community > Personal Information > Search/Match.

**Students who Exists in Orion but not in Campus Solutions**

Any student converted from Orion, who has not submitted a new application or readmit, will not have application data under application maintenance, but may exist in Bio/Demo or have an active program/plan.

There are three layers of student information in Campus Solutions:

Information	Description	Where to Find Information	Navigation
<b>Bio/Demo</b>	Individual exists as a person in Campus Solution. This person can have external education or test score data attached to their bio/demo.	Search/Match	<p>Main Menu&gt;Campus Solutions&gt;Campus Community&gt;Personal Information&gt;Search/Match</p> 
<b>Application</b>	New applications put directly into Campus solutions via OAA or application entry. <i>NOTE: No applications were converted from Orion.</i>	Application Maintenance	<p>Main Menu&gt;Campus Solutions&gt;Student Admissions&gt;Application Maintenance&gt;Maintain Applications</p> 
<b>Post-Matriculation</b>	Student has an active program/plan and can enroll once service indicators are clear and term activation and AAR have been processed.	Program/Plan	<p>Main Menu&gt;Campus Solutions&gt;Campus Community&gt;Student Services Center – click on the Academics tab to see Program/Plan information</p>



**Student applied and/or enrolled in Orion (2172, 2175) but does not have an active program/ plan in Campus solutions**

- Student may be able to reset security questions and submit a new application via the OAA.
- If this is not successful submit a Help Desk ticket to Admissions.
- Reminder-any student who applied via Orion in 2178 but did not enroll will complete a Readmit.

**Residency**

- Conversions from Orion will be posted under the 2172 term, this status will roll over to the next term without adding a 2178 term. If the residency status needs to be changed, a row can be added for 2178 with the residency documentation.
- If you a student submits a current, but incomplete declaration, enter the valid documents on the Residency screen. However, the status will remain “out of state” until all documents are received. This will allow the student to submit additional documents on campus and via fax or email.

**Navigation:** Main Menu> Campus Solutions> Campus Community>Personal Information>Identification>Residency Data.

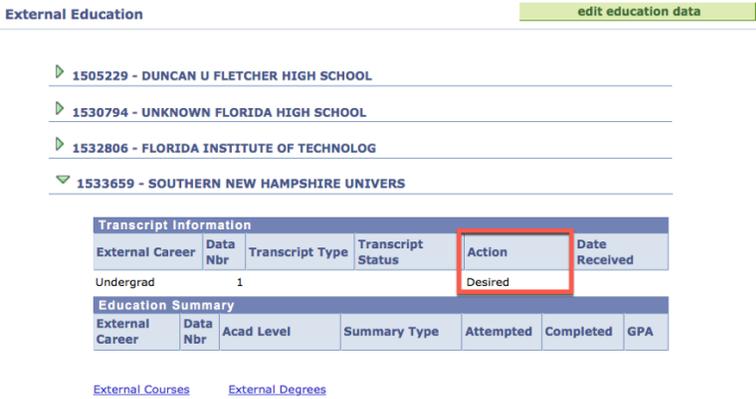
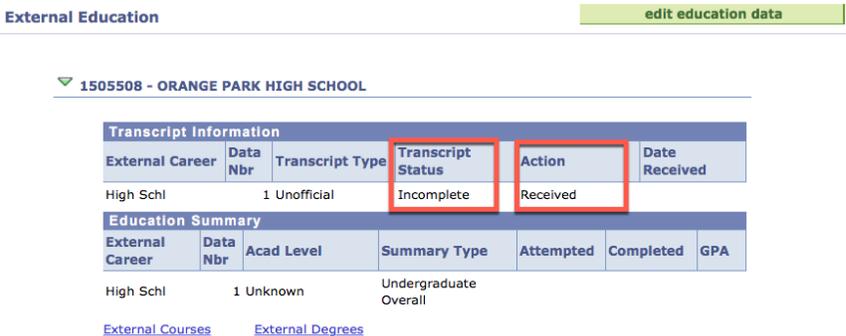
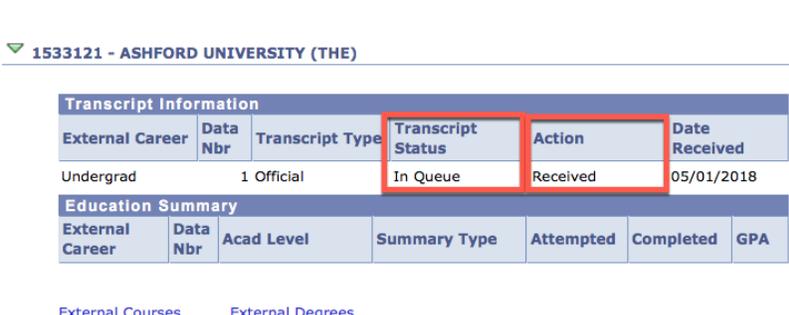
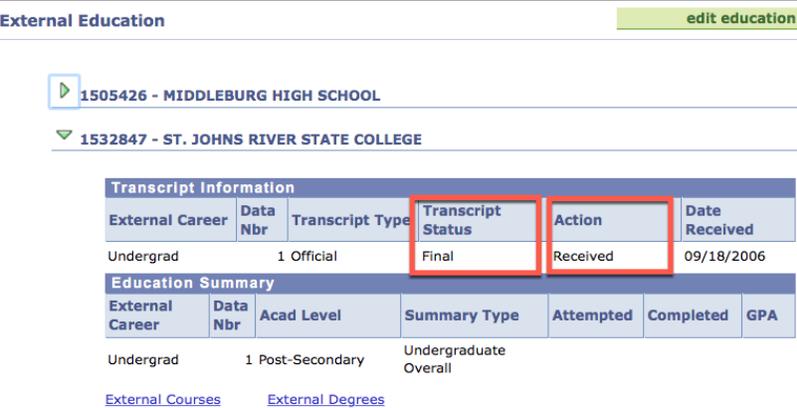
(See Entering Residency training document on the Admissions tab of the Campus Solutions website for more details).

The screenshot shows the 'Residency Data' form. Red callouts provide instructions: 'Indicates the Academic Career associated with residency status.' (pointing to the 'Academic Career' dropdown), 'Click View All or Show Next Row to see other Academic Careers.' (pointing to the 'View All' button), 'Show Next Row Button.' (pointing to the 'Next Row' button), and 'Click Add Row (+) to add a new residency term.' (pointing to the '+ Add Row' button). The form includes fields for Institution (FSCJ1), Effective Term, Residency Date, and various exception categories like Admission Residency, Fin Aid Federal Residency, and Tuition Residency Exception.

**Log in Issues-24 hour message**

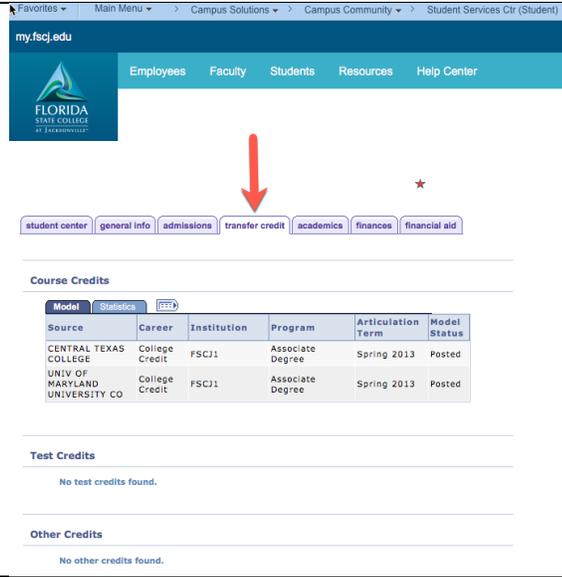
If the student received a “Success” message when using the OAA, but the student is not in Campus Solutions, the application is in a “Pending” status and has an error that is preventing it from loading into Campus Solutions. **Submit a help desk ticket.**

Transcripts

Phase	Where Information can be Viewed																																										
<p>1: Initially the Transcript Action is listed as “Desired” when the student’s transcript has not yet been received by the College. There is no Transcript Status listed at this point.</p>	<p>Main Menu&gt;Campus Solutions&gt;Campus Community&gt;Student Services Ctr (Student)&gt; Admissions Tab &gt;External Education Area</p>  <p>External Education <span style="float: right;">edit education data</span></p> <p>▶ 1505229 - DUNCAN U FLETCHER HIGH SCHOOL</p> <p>▶ 1530794 - UNKNOWN FLORIDA HIGH SCHOOL</p> <p>▶ 1532806 - FLORIDA INSTITUTE OF TECHNOLOG</p> <p>▼ 1533659 - SOUTHERN NEW HAMPSHIRE UNIVERS</p> <table border="1"> <thead> <tr> <th colspan="7">Transcript Information</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Action</th> <th colspan="2">Date Received</th> </tr> </thead> <tbody> <tr> <td>Undergrad</td> <td>1</td> <td></td> <td></td> <td>Desired</td> <td colspan="2"></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Education Summary</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Acad Level</th> <th>Summary Type</th> <th>Attempted</th> <th>Completed</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">External Courses</a> <a href="#">External Degrees</a></p>	Transcript Information							External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received		Undergrad	1			Desired			Education Summary							External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA							
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<p>2: If a transcript has been received in Student Records, but it does not contain the final grades, the Transcript Status is listed as “Incomplete” and the Transcript Action is listed as “Received.” <b>Alternatively, you may see the Transcript status listed as “In Progress” and with an Action of “Received.”</b></p>	 <p>External Education <span style="float: right;">edit education data</span></p> <p>▼ 1505508 - ORANGE PARK HIGH SCHOOL</p> <table border="1"> <thead> <tr> <th colspan="7">Transcript Information</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Action</th> <th colspan="2">Date Received</th> </tr> </thead> <tbody> <tr> <td>High Schl</td> <td>1</td> <td>Unofficial</td> <td>Incomplete</td> <td>Received</td> <td colspan="2"></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Education Summary</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Acad Level</th> <th>Summary Type</th> <th>Attempted</th> <th>Completed</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>High Schl</td> <td>1</td> <td>Unknown</td> <td>Undergraduate Overall</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">External Courses</a> <a href="#">External Degrees</a></p>	Transcript Information							External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received		High Schl	1	Unofficial	Incomplete	Received			Education Summary							External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA	High Schl	1	Unknown	Undergraduate Overall			
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<p>3: Once the transcript has been received in Student Records, and contains all of the final grades the Transcript Status is listed as “In Queue” and the Transcript Action remains as “Received.” Transcripts are then placed into a queue for evaluation.</p>	 <p>External Education <span style="float: right;">edit education data</span></p> <p>▼ 1533121 - ASHFORD UNIVERSITY (THE)</p> <table border="1"> <thead> <tr> <th colspan="7">Transcript Information</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Action</th> <th colspan="2">Date Received</th> </tr> </thead> <tbody> <tr> <td>Undergrad</td> <td>1</td> <td>Official</td> <td>In Queue</td> <td>Received</td> <td colspan="2">05/01/2018</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Education Summary</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Acad Level</th> <th>Summary Type</th> <th>Attempted</th> <th>Completed</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">External Courses</a> <a href="#">External Degrees</a></p>	Transcript Information							External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received		Undergrad	1	Official	In Queue	Received	05/01/2018		Education Summary							External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA							
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<p>4: Once the evaluation is complete, the Transcript Status will be updated to “Final” and the Transcript Action remains as “Received.”</p>	 <p>External Education <span style="float: right;">edit education data</span></p> <p>▶ 1505426 - MIDDLEBURG HIGH SCHOOL</p> <p>▼ 1532847 - ST. JOHNS RIVER STATE COLLEGE</p> <table border="1"> <thead> <tr> <th colspan="7">Transcript Information</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Transcript Type</th> <th>Transcript Status</th> <th>Action</th> <th colspan="2">Date Received</th> </tr> </thead> <tbody> <tr> <td>Undergrad</td> <td>1</td> <td>Official</td> <td>Final</td> <td>Received</td> <td colspan="2">09/18/2006</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Education Summary</th> </tr> <tr> <th>External Career</th> <th>Data Nbr</th> <th>Acad Level</th> <th>Summary Type</th> <th>Attempted</th> <th>Completed</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>Undergrad</td> <td>1</td> <td>Post-Secondary</td> <td>Undergraduate Overall</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><a href="#">External Courses</a> <a href="#">External Degrees</a></p>	Transcript Information							External Career	Data Nbr	Transcript Type	Transcript Status	Action	Date Received		Undergrad	1	Official	Final	Received	09/18/2006		Education Summary							External Career	Data Nbr	Acad Level	Summary Type	Attempted	Completed	GPA	Undergrad	1	Post-Secondary	Undergraduate Overall			
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Additionally, the data will be viewable on the Transfer Credit tab. Navigate to Main Menu > Campus Solutions > Campus Community > Student Services Center > Transfer Credit Tab

Note: There will be a period of time between receipt and evaluation.



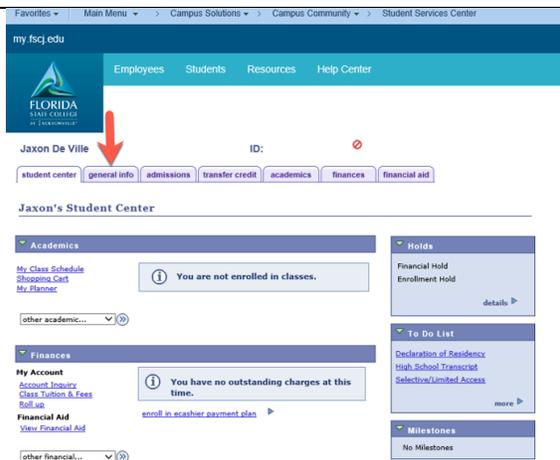
### Checklist Items

1. Clear "to do" list items as appropriate.
2. You may see service indicators that were related to holds in Orion. These should be removed as appropriate.
3. Checklist Items are tied to application numbers-so multiple applications may lead to duplicate checklist items-should not see this too often, but can be removed as appropriate.
4. Selective Access checklist item can be removed.

To clear a Checklist Item, follow the steps below...

1. Navigate to **Main Menu>Campus Solutions>Campus Community>Student Services Ctr (Student)** or Student Services Center (as appropriate)

Click on the **General Info** tab.



2. Scroll down to the **Initiated Checklists** and click on the Checklist item that you want to remove (Ex. "ASELCT- Selective Access Program").

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Initiated Checklists [review checklist summary](#)

Filter data by: Operator Value

filter show all

Function	Checklist	Institution	Variable Data
ADMP	<a href="#">APSTRN - Post Secondary Transcript</a>	FSCJ1	Academic Career: CRE Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0
ADMP	<a href="#">ASELCT - Selective Access Program</a>	FSCJ1	Academic Career: CRE Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0
ADMP	<a href="#">ARESI - Declaration of Residency</a>	FSCJ1	Academic Career: CRE Student Career Nbr: 0 Application Nbr: 00186409 Application Program Nbr: 0

3. Click the **Checklist Management 2** tab.

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Checklist Management 1 Checklist Management 2

Jaxon De Ville ID:

Checklist Date Time: 02/22/2017 2:45:41PM [Variable Data](#)

\*Administrative Function: ADMP Admissions Program

\*Academic Institution: FSCJ1

\*Checklist Code: ASELCT Selective Access Program

\*Status: Initiated Status Date: 02/22/2017

Due Date: 02/22/2018

Due Amount:  Currency Code:

Comments:

OK Cancel Apply

4. In the **Status** drop down select **Completed**.

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Checklist Management 1 Checklist Management 2

Jaxon De Ville

Checklist Date Time: 02/22/2017 2:45:41PM

Administrative Function: Admissions Program Status: Completed

Academic Institution: FSCJ1 Status Date: 06/20/2017

Checklist Code: Selective Access Program Due Date: 02/22/2018

*Sequence	*Item	*Status	*Status Date	*Due Date
100	ASELCT	Completed	06/20/2017	02/22/2018

Responsible: 3500915 Name: .Office of Admissions

ID:

OK Cancel Apply

5. Click **Apply**.

6. Click the **Checklist Management 1** tab.

7. In the **Status** drop down select **Completed** and click **Ok**.