

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

#### 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 u	se this proces	S	
	OAA	Paper	Program/Plan	Application
		Application	Change Form	Update Form
Current student who is applying to a	YES	NO	NO	NO
limited/selective access plan that is in a different				
career or program.				
Ex: Clock (LPN) – Credit (RN)				
<b>NOTE:</b> Current students cannot use a program/plan				
change form to change their program/plan to a				
limited or selective access plan.				
Current student is already in the same program (ex:	NO	YES	NO	NO
2YFA) of the selective access plan (also 2YFA) that				
they are applying to.				
, , , , , ,				
Ex: 2YFA-1108 to 2YFA-2330				
NOTE: They will need to be entered manually				
through application entry.				
Current student is applying for the same career and	NO	NO	VES	NO
program, but not a soloctive access plan	NO	NO	TL3	NO
program, but not a selective access plan.				
Ex: 1108 to 2201				
Current student applied for selective access plan but	NO	NO	NO	YES
would like to change their program/plan to a non-				
selective access plan.				
Ex: applied to 2230 but want to change to 1108 or				
Non-Degree Seeking				

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



Institution / Career / Program       edit program data         Institution / Career / Program:       BACH         BACH       Bachelor Degree         CRED - Colloge Credit       Program:       BACH         CRED - Colloge Credit       Program:       BACH       Bachelor Degree         LCRD - Legacy CRED       Student Career Nbr:       3       3         BACH       Bachelor Degree       Admit Term:       2.13       Summer 2013         BACH       Bachelor Degree       Admit Term:       2.15       Fail 2015         CWE - Continuing Workforce Education       Expected Graduation:       2.15       Fail 2015         NCRD - Non-Credit       Lacd Determination:       Base On Units       Base On Units         WE - Professional Development       PD - Professional Development       Base On Units       Base On Units         PD - Professional Development       PIan:       5100       Supervision and Management         PD - Professional Development       PIan:       5100       Supervision and Management		student center general info admissions transfer credit academics finances	*
		Institution / Career / Program	edit program data           BACH         Bachelor Degree           3         Completed         as of 12/11/2015           2135         Summer 2013         2158         Fall 2015           Fuil-Time         Base On Units         Base On Units           5100         Supervision and Management         2135           2135         Summer 2013         2135

# 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).

#### 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
1: Initially the Transcript Action is	Main Menu>Campus Solutions>Campus Community>Student Services Ctr
listed as "Desired" when the student's	(Student)> Admissions Tab >External Education Area
transcript has not yet been received	
by the College. There is no Transcript	External Education data
Status listed at this point.	▶ 1505229 - DUNCAN U FLETCHER HIGH SCHOOL
	1530794 - UNKNOWN FLORIDA HIGH SCHOOL
	▶ 1532806 - FLORIDA INSTITUTE OF TECHNOLOG
	♥ 1533659 - SOUTHERN NEW HAMPSHIRE UNIVERS
	Transcript Information
	External Career Data Nbr Transcript Type Transcript Status Action Received
	Undergrad 1 Desired
	External Data Acad Level Summary Type Attempted Completed GPA
	External Lourses External Degrees
2: If a transcript has been received in	External Education data
Student Records, but it does not	
contain the final grades, the Transcript	▼ 1505508 - ORANGE PARK HIGH SCHOOL
Status is listed as "Incomplete" and	Transcript Information
the Transcript Action is listed as	External Career Data Nbr Transcript Type Transcript Status Action Date Received
"Received." Alternatively, you may	High Schl 1 Unofficial Incomplete Received
see the Transcript status listed as "In	External Data Acad Level Summary Type Attempted Completed GPA
Progress" and with an Action of	Career Nor High Schl 1 Unknown Undergraduate
"Received."	Overall External Courses External Degrees
2. Once the transmist has been	
<b>3:</b> Once the transcript has been	
contains all of the final grades the	* 1533121 - ASHFORD UNIVERSITY (THE)
Transcript Status is listed as "In	Transcript Information
Queue" and the Transcript Action	External Career Nbr Transcript Type Transcript Status Action Date Received
remains as "Received " Transcrints are	Undergrad 1 Official In Queue Received 05/01/2018
then placed into a queue for	Education Summary External Data
evaluation.	Career Nbr Acad Level Summary Type Attempted Completed GPA
	External Courses External Degrees
4: Once the evaluation is complete,	External Education data edit education data
the Transcript Status will be updated	
to "Final" and the Transcript Action	1505426 - MIDDLEBURG HIGH SCHOOL
remains as "Received."	▼ 1532847 - ST. JOHNS RIVER STATE COLLEGE
	Transcript Information
	External Career Data Transcript Type Transcript Action Date
	Undergrad 1 Official Final Received 09/18/2006
	Education Summary
	Career Nbr Acad Level Summary Type Attempted Completed GPA
	Undergraduate Undergrad 1 Post-Secondary Overall
	External Courses External Degrees





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	Favorites Value Main Menu V Campus Soluti my.fscj.edu FLORIDA start collidar e processory	ions + > Campus Community + > Student Services Ctr (Student) Students Resources Help Center	
Note: There will be a period of time	student center ] general info ] admissions ] transfe	r credit academics finances financial aid	
	Course Credits		
between receipt and evaluation.	Model Statistics		
	Source Career Institution	Program Articulation Model Term Status	
	CENTRAL TEXAS College COLLEGE Credit FSCJ1	Associate Spring 2013 Posted	
	UNIV OF MARYLAND College FSCJ1 UNIVERSITY CO Credit	Associate Degree Spring 2013 Posted	
	Test Credits		
	No test credits found.		
	Other Credits		
	No other credits found.		

### **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	Favorites  Main Menu  > Campus Solutions  > Campus Community  > Student Services Center m/ fsci cc/0
Solutions>Campus	Employees Students Resources Help Center
Community>Student Services Ctr	FLORIDA MINISTRUIC at Learning
(Student) or Student Services Center	Jaxon De Ville VID: Ø
(as appropriate)	student center general info admissions transfer credit academics finances financial aid
	Jaxon's Student Center
Click on the Constal Info tab	✓ Academics ✓ Holds
Click on the <b>General mio</b> tab.	My Class Schedule Shopfin Cast Wr Planar My Class Schedule Shopfin Cast Wr Planar
	details >
	other academic To Do List
	Finances     Declaration of Residency     High School Transcript
	Ny Account Account Inguiny Class Tution A Fees time. J You have no outstanding charges at this Selective/Limited Access
	Roll up more P
	View Financial Ad
	other financial V





2. Scroll down to the Initiated	Favorites + Main Menu + > Campus Solutions + > Campus Community + > Student Services Center my.fsct.edu
Checklists and click on the Checklist	Employees Students Resources Help Center
item that you want to remove (Ex.	FLORIDA
"ASELCT- Selective Access Program").	NAUTONICA a [country]
,	Initiated CircCards 3     Review CircCard summary
	Filter data by     Operator     Value       V     V
	filter show all
	Checklists         View All         First II         1-4 of 4         II         Last           Function         Checklist         Institution         Variable Data
	ADMP ADSTRN - Post Secondary FSC11 Academic Career: CRED Student Career NPr 0 Application NPr 0 Application NPr 0
	Checklist Items
	Function Checklist Institution Variable Data ADNP ASECT - Salective Access FSC11 Academic Career CRED Program Student Career Nbr: 0 Student Career Nbr: 0
	Application Wbr: 0154605 Application Program Wbr: 0 b Checklist Items
	Function Checklist Institution Variable Data
	ADMP Ratdemic Version and PSUI Atademic Career Visio Student Career World Application Program Ners 0 Application Program Ners 0
3. Click the Checklist Management 2	Favorites   Main Menu   Solutions   Campus Solutions   Campus Community   Student Services Center  my fscj cdu
tab.	Employees Students Resources Help Center
	FLORIDA
	ii Juanimur
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	Checklist Date Time: 02/22/2017 2.45.41PM Variable Data
	*Administrative Function: ADMM* Q Admissions Program *Academic Institution: FSC11
	*Checklist Code: ASELCT Q. Selective Access Program *Status: Inflated V Status Date: 02/22/017
	Due Date: 0222/2018 B
	Comments:
	OK Cancel Apply
1 In the <b>Status</b> drop down select	Incount Management 1 <u>Concess Management</u> Exercises      Main Menu      Scampus Solutions      Campus Community      Student Services Center
4. In the <b>Status</b> drop down select	my fscj edu
Completed.	Employees Students Resources Help Center
	FLORIDA SMA COMPA
	a jesterani.
	Checklist Management 1 Checklist Management 2
	Jaxon De Ville
	Checklist Date Time: 02222017 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 Checklist Item Table
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	Responsible 3500915 Q. Name: "Office of Admissions
	10:
	OK Cancel Appy Checkist Management 1 Checkist Management 2



5 Click Apply	Favorites   Main Menu   Campus Solutions   Campus Community   Student Services Center
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	Employees Students Resources Help Center
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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 Item Table
	*Sequence *Item *Status *Status Date *Due Date + ■ 100 ASELCT Q ASELCT Completed ✓ 06/20/2017 02/22/2018
	Responsible 3500915 Q Name: "Office of Admissions
	ID:
	OK Cancel Apply Checklick Management 1 Checklick Management 2
6 Click the <b>Checklist Management 1</b>	Favorites •         Main Menu •         Campus Solutions •         Campus Community •         Student Services Center
	my.fscj.edu
tab.	Employees Students Resources Help Center
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	*Academic Institution: FSCJ1
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	Due Date: 02/22/2018 19
	Comments:
	OK Cancel Apply
7 In the Chetric dress design as less	Checklist Management 1   <u>Checklist Management 2</u> Favorites +       Main Menu +       > Campus Solutions +       > Student Services Center
7. In the <b>Status</b> drop down select	my.fscj.edu
Completed and click Ok.	Employage Studente Desource Hain Center
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	*Status: Completed V Status Date: 06/20/2017
	Due Date: 02/22/2018 3
	Due Amount:
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	Checklist Management 1 [Checklist Management 2]