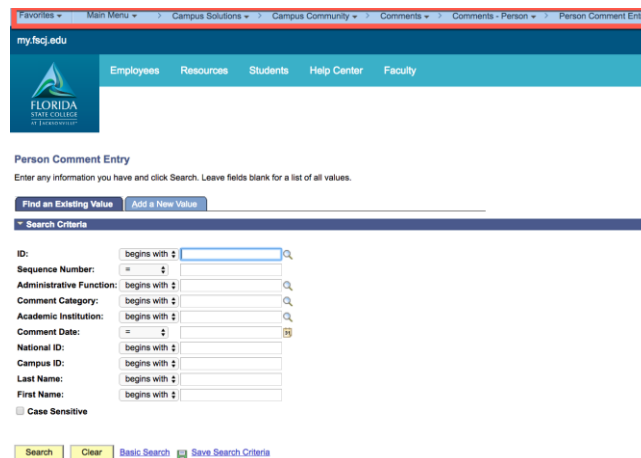


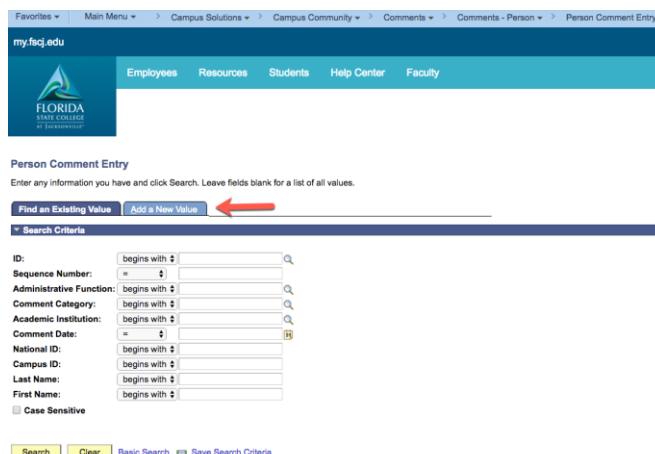
Comments should be entered into Campus Solutions to capture the transactional interactions that you have with students, such as receiving or processing documents. While comments cannot be seen by students directly through PeopleSoft, they should be clear, complete, and professional.

In Campus Solutions you will be prompted to select an Administrative Function and Comment Category for each of your comments. By accurately categorizing comments, the College to be able to run queries on particular comment categories and obtain information quickly and efficiently. To add a comment:

Step	Action
1.	<p>Begin by navigating to the Person Comment Entry.</p> <p>Click the Main Menu > Campus Solutions > Campus Community > Comments> Comments – Person > Person Comment Entry</p>



Step	Action
2.	Click Add a New Value .



Adding Comments

Step	Action
3.	Enter the student's ID.

Step	Action
4.	Enter the Administrative Function . You can click the magnifying glass to view the list of administrative functions. Currently, the College is utilizing ADMP (Admissions Processing), GEN (General), SENR (Student Enrollment), and FINA (Financial Aid).

Step	Action
5.	Enter the Comment Category . You can click the magnifying glass to view the list of comment categories that are available for a particular administrative functions. See the Appendix for more details on the comment categories.

Person Comment Entry

★

Comment DateTime: 06/19/2018 9:15:51AM
 *Administrative Function: Admissions Program
 *Academic Institution:
 *Comment Category: External Education Transcript Variable Data

Comment Data

Comment ID:

Department:

Comment Date: 06/19/2018

Comments:

Append Comments:

Save Notify
Add Update/Display

Step	Action
6.	Click on Variable Data .

Person Comment Entry

★

Comment DateTime: 06/19/2018 9:15:51AM
 *Administrative Function: Admissions Program
 *Academic Institution:
 *Comment Category: External Education Transcript Variable Data

Comment Data

Comment ID:

Department:

Comment Date: 06/19/2018

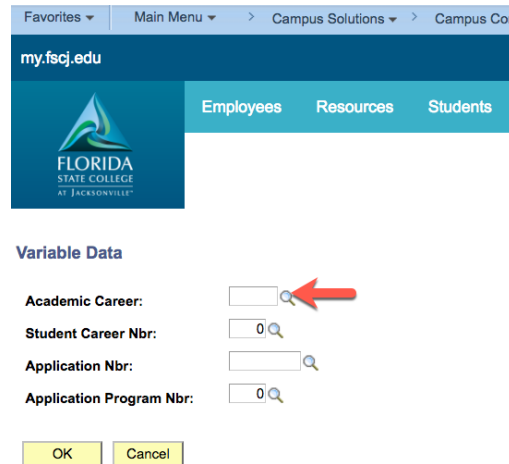
Comments:

Append Comments:

Save Notify
Add Update/Display

Adding Comments

Step	Action
7.	<p>Enter the Academic Career. You can click the magnifying glass to view the Academic Careers for which the student is eligible.</p> <p>The other fields do not need to be completed.</p> <p>Click Ok.</p>






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Employees Resources Students


FLORIDA STATE COLLEGE AT JACKSONVILLE

Variable Data

Academic Career:  

Student Career Nbr: 

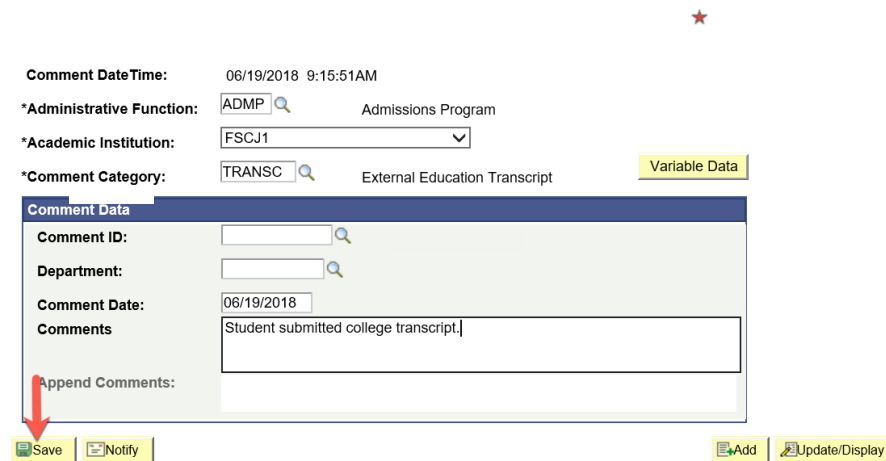
Application Nbr: 

Application Program Nbr: 

OK Cancel

Step	Action
8.	Enter the Comment and click Save.

Person Comment Entry



★

Comment DateTime: 06/19/2018 9:15:51AM

*Administrative Function: Admissions Program

*Academic Institution:

*Comment Category: External Education Transcript Variable Data

Comment Data




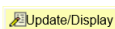
Comment ID:

Department:

Comment Date:

Comments:

Append Comments:

Step	Action
	End of procedure.

APPENDIX

Administrative Function	Comment Category	Description
ADMP (Admissions Program)	RESID	Florida Residency
	CTZNP	Citizenship/Immigration
	TRANSC	External Education Transcript
	SB1720	SB1720
	ASAFNN	Does Not Apply
	ASAFNR	No Response
	ASAFSCO	Sexual Offender
	ASAFSP	Sexual Predator
	GENADM	General Admissions Comments
	SENR (Student Enrollment)	BIODEM
RECLAS		Residency Reclassification
ENRVF		Enrollment Verification
APPEAL		Academic Appeal
PPC		Program Plan Change
EXCEPT		Student Exceptions
GRAD		Graduation
EVALS		Transcript Evaluation
DSTRCT		District Processes
EVALS		Transcript Evaluation
GEN (General)	FERPA	FERPA Release Form
	RESID2	Residency Status
FINA (Financial Aid)	FGEN	General Financial Aid Comments
	FALOAD	FA Load Adjustment
	FDLOAN	FA Direct Loan Comment
	FIMG	FA Imager/Indexer
	FPELEU	FA-Pell LEU Maximum
	FPJ	FA Professional Judgment
	FPROED	Verified by ProEd