Campus Solutions

Quick Reference for Staff

This document is intended to serve as a reference for many of the processes in Campus Solutions. For more detailed training documents visit the Campus Solutions training webpage at https://training.fscj.edu/cs. Your ability to complete these processes is dependent on your security access.

VIEWING APPLICATION DATA

1. Navigate to **Main Menu>Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Click the **Admissions** tab.
3. Click **Edit Application Data**.
(Alternate navigation: Main Menu>Campus Solutions>Students Admissions>Application Maintenance>Maintain Applications)

VERIFYING A STUDENT'S PROGRAM/PLAN

1. Navigate to **Main Menu>Campus Solutions>Records and Enrollment>Career and Program Information>Student Program/Plan** and search for the student.
2. Check the **Student Program** tab for the desired program and career.
3. Confirm that the career is currently **Active**. Depending on the student, you may need to scroll through the rows to view other Programs that may be Active, Completed or Discontinued.
4. Click the **Student Plan** tab to verify the correct academic plan is active.

ADMITTING AND MATRICULATING

NOTE: Do not admit and matriculate for a limited access selective admissions program.

1. Navigate to **Main Menu>Campus Solutions>Students Admissions>Application Maintenance>Maintain Applications** and search for the student.
2. Click **Application Program Data** tab.
3. Click the **plus sign** (+) to the right.
4. Click **View All**.
5. Click the **Program Action** magnifying glass and select **ADMT**.
6. Click **Apply**.
7. Click the **plus sign** (+) to add another row.
8. Click the **Program Action** magnifying glass and select **MATR**.
9. Click **Create Program** and **Save**.

TERM ACTIVATION

Before term activating a student, navigate to Main Menu > Campus Solutions > Records and Enrollment > Career and Program Information > Student Program/Plan and note the correct academic career and Student Career number.

1. Navigate to **Main Menu > Campus Solutions > Campus Community>Student Services Center** and search for the student. (Alternate navigation: Main Menu>Campus Solutions>Self Service> Advisor Center>Advisee Student Center)
2. Click the **Academics** tab.
3. Click **Edit Term Data**.
4. Be sure you are on the correct academic career.
5. Click the **plus sign** (+) to add a row.
6. Add the **Term**.
7. Be sure that the correct Student Career Number populates.
8. Check the **Eligible to Enroll** box.
9. Click **Ok**.

NOTE: Students must be active in the program/plan on or prior to the term start date. Submit a Help Desk ticket, if a student's program/plan needs to be back dated.

ENTERING RESIDENCY

1. Navigate to **Main Menu> Campus Solutions> Campus Community>Personal Information>Identification>Residency Data** and search for the student.
2. On the **Residency Official 1** tab locate the correct Academic Career using the arrow to the right.
3. If a row for the given term already exists, update the row, otherwise click the plus sign to add a new term.
4. Enter the following: Effective Term, Residency, Residency Date, Additional Residency Data (Admission Residency Exception)
5. Click the **Residency Self-Report** tab and enter the following: Source, County, State, Comment.

   a.) If there is an issue with the submitted documents or if they need to submit additional documents, then enter a Comment by navigating to **Main Menu> Campus Solutions> Campus Community> Comments> Comments-Person>Person Comment Entry.** Administrative Function – ADMP (Admissions Program) Comment Category- RESID (Florida Residency)

   b.) If required, navigate to **Main Menu> Campus Solutions> Campus Community>Personal Information >Identification >Citizenship> Citizenship and Passport** to update citizenship information. (Also enter a Comment under Person Comment Entry if citizenship information is updated: Administrative Function – ADMP, Comment Category – CTNZP)

GENERATING ACADEMIC ADVISEMENT REPORTS (ADV AND PLN)

Before generating the Academic Advisement Reports, be sure that the student has been term activated in the correct program/plan.

1. Navigate to **Main Menu > Campus Solutions > Academic Advisement > Student Advisement > Request Advisement Report**
2. Click the **Add a New Value** tab.
3. Enter the student **EMPLID**.
4. Enter **ADV** into the Report Type field to run the Advisement Report.
5. Click **Add**.
6. Click **Process Request**.
7. Click **Return to Report Request**.
8. Click **Return to Search**.
9. Click the **Add a New Value** tab.
10. Enter **PLN** to run the Planner Report.
11. Click **Add**.
12. Click **Process Request**.

VIEWING AN ACADEMIC ADVISEMENT REPORT

1. Navigate to **Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center** and search for the student. (Alternate Navigation: Main Menu > Campus Solutions > Campus Community > Student Services Ctr (Student))
2. Click on the drop down box in the Academics area, and select **Academic Requirements**.

VIEWING TEST SCORES

1. Navigate to **Main Menu >Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Choose the **Admissions** tab.
3. Scroll down to the **Test Summary** area and use the column headers to sort the test scores as desired.

QUICK ENROLLMENT

1. Navigate to **Main Menu > Campus Solutions > Campus Community > Student Services Center** and search for the student. (Alternate navigation: Main Menu > Campus Solutions > Self Service > Advisor Center > Advisee Student Center.)
2. Click the **Academics** tab and check that the student is active in the correct program.
3. In the **Term Summary** area click on the desired term.
4. Click **Quick Enrollment**.
5. The Action will default to Enroll.
6. Enter the **Class Number**.
7. Click the **Other Class Info** tab.
8. Click the magnifying glass to select the appropriate **Action Reason**.
9. If an override is required for the class, click the **Show All Columns** icon and check the box for the appropriate override(s).
10. Click **Submit**.

LATE REGISTRATION – ADDING COURSES

1. Navigate to **Main Menu > Campus Solutions > Records and Enrollment > Enroll Students > Enrollment Request.**
2. Click the **Add a New Value** tab and complete the following fields: **ID, Academic Career, Academic Institution,** and **Term**.
3. Click **Add**.
4. In the Action drop down box select **Enroll**.
5. Select the Action Reason of **Admin Approved – Late Enrollment (ADML)**
6. Click the box next to **Override Action Date**.
7. Complete the **Action Date** field with the first day of the course's session (e.g. The session for an A16 course starts 08/28, so the Action Date would be 08/28.)
8. Select the **Class Number**.
9. Click the **Submit** button in the top right corner.

NOTE: If you are trying to register a student for a class that they have already received a grade of W in that class during the term you will receive a message that multiple enrollment is not allowed for the course. Please submit a Help Desk Ticket for these registration requests.

LATE REGISTRATION – DROPPING COURSES

1. Navigate to **Main Menu>Campus Solutions>Records and Enrollment>Enroll Students>Enrollment Request.**
2. Click the **Add a New Value** tab and complete the following fields: **ID, Academic Career, Academic Institution,** and **Term**.
3. Click **Add**.
4. In the Action drop down box select **Drop**.
5. Select the Action Reason of **Administrative (AD)**
6. Click the box next to **Override Action Date**.
7. To drop a student without penalty, complete the **Action Date** field with the first day of the course's session (e.g. The session for an A16 course starts 08/28, so the Action Date would be 08/28.)
8. NOTE: You do not need to back date the drop request for students who are dropping with penalty.
9. Select the **Class Number**.
10. Click the **Submit** button in the top right corner.

NOTE: You cannot back date the drop prior to when the enrollment happened. If the enrollment occurred during the drop with refund period then the drop should be back dated to the same date if you are dropping without penalty. Requests to drop students without penalty that were registered after the drop deadline should be submitted via a Help Desk Ticket.

VIEWING ENROLLMENT REQUEST HISTORY

1. Navigate to **Main Menu > Campus Solutions > Records and Enrollment > Enroll Students > Enrollment Request Search**.
2. Enter **FSCJ1** as the Academic Institution and click **Search**.
3. Input values into at least two fields, then click the **Search** at the top right.
4. Click the **show all columns** icon.
5. Scroll to the right for more information about the enrollment request.

ASSIGNING A PRIORITY ENROLLMENT APPOINTMENT

1. Navigate to **Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment** and search for the student.
2. Click on the line for the career and term you want.
3. Using the Session search glass select **Regular Academic Session**.
4. In the Enrollment Appointments section, click **Find Appointment**.
5. Click **Fetch Appointments**.
6. Click **Select Appointment** for the appointment that you want.
7. In the Select Limits for Appointment section, choose **Use Program Term/Session Limit**.
8. Click **Save**.

PRODUCING AN ENROLLMENT VERIFICATION

1. Navigate to **Main Menu > Campus Solutions > Records and Enrollment > Enrollment Verifications > Enrollment Verification** and search for the student.
2. Complete the **From Term** and **To Term** fields for the academic history data that is to be included.
3. Check the boxes for Current Program, Earned Degrees, and/or Cumulative and term GPA if you want to include this information in the verification.
4. Click on the address tab.
    a.) If the enrollment verification is going to the student, check **Send to Requestor**. Then select the student's **Address Type**. Verify the address that populates the **Verify Address** field. If the address is correct, select **OK**.
    b.) If the enrollment verification is going to someone other than the student type, the name in the **Send to** field. Input **USA** for Country. Select **Edit Address** to input the address where we are sending the enrollment verification. Click **OK**.
5. Click the **Notes** tab to add any additional information that the student requests to be included in the verification.
6. Click **Save**.
7. On the **Enrollment Verification Request** tab and select **Print**.
8. Click the **Report Manager** link located under the Print button.
9. When the report has finished running, click the link to the **Enrollment Verification Report PDF**.

VIEWING EXTERNAL EDUCATION

1. Navigate to **Main Menu>Campus Solutions>Records and Enrollment>Transfer Credit Evaluation>External Evaluation** and search for the student. (Alternate Navigation: Main Menu > Campus Solutions > Campus Community > Student Services Ctr (Student) > Admissions Tab > Edit External Education.
2. Click on the **Courses and Degrees** tab to view specific courses that the student has completed.

VIEWING TRANSFER CREDIT

1. Navigate to **Main Menu >Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Choose the **Transfer Credit** tab.
3. Click the **Detail** link next to the external source for more information.

ADDING COMMENTS

1. Navigate to **Main Menu > Campus Solutions > Campus Community > Comments – Person > Person Comment Entry**.
2. Click **Add a New Value**.
3. Enter the student's **ID**.
4. Select an **Administrative Function** by clicking the magnifying glass (Ex.. ADMP - Admissions Processing)
5. Select a **Comment Category** by clicking the magnifying glass.
6. Click **Variable Data**.
7. Select the **Academic Career** by clicking the magnifying glass.
8. Click **Ok**.
9. Enter the **Comment**.
10. Click **Save**.

ENTERING ADVISING NOTES

1. Navigate to **Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center** and search for the student.
2. Click the drop down box in the **Academics** area, and select **Advising Notes**.
3. Click **create a note**.
4. Select **FSCJ1** as the Institution.
5. Select the **0ACAD ADV** Category.
6. Select the appropriate **Subcategory**.
7. Enter a brief **Subject** for the note.
8. Under Status, leave the note **Open**.
9. In Advisee Access, select Yes to allow students to see the note. Otherwise leave it as No.
10. Enter the note in the text box.
11. Click **Submit**.
12. Click **Yes** in the pop up message, if the note is complete.

ADDING SERVICE INDICATORS

1. Navigate to **Main Menu> Campus Solutions> Campus Community>Student Services Center** and search for the student.
2. Select the **General Info** tab.
3. Click the **Edit Service Indicators** button**.**
4. Enter the student's **ID** and click **Search**.
5. Click **Add Service Indicator**.
6. Enter the **Service Indicator Code**, **Service Ind Reason Code**, **Start and End Term**, **Start and End Date** (Contact and Comments are optional).

RELEASING SERVICE INDICATORS

1. Navigate to **Main Menu> Campus Solutions> Campus Community>Student Services Center** and search for the student.
2. Select the **General Info** tab.
3. Select the **Details** link of the service indicator to be released.
4. A message asking, "Are you sure you want to release this Service indicator" will appear, click **OK**.

UPDATING CHECKLIST ITEMS

1. Navigate to **Main Menu> Campus Solutions> Campus Community>Checklists>Person Checklists>Checklist Management-Person** and search for the student.
2. Select the link of the desired checklist item.
3. Click the **Checklist Management 2** tab.
4. Change the status to **Completed** and **Save**.
5. Click the **Checklist Management 1** tab to make sure that the status is **Completed** and click **Save**.

ADDING MILESTONES

1. Navigate to **Campus Solutions > Records and Enrollment > Enroll Students > Student Milestones** and search for the student.
2. Click on the **Add a New Value** tab. Enter the student's ID, Academic Institution, Academic Career, and Academic Program.
3. Click the **Add** button.
4. Complete the following fields in the Milestone Detail area: **Milestone, Milestone Level, Academic Plan, Milestone Title,** and **Comment** (if applicable).
5. In the dropdown boxes select the **Transcript Level** and the **Print Milestone Detail** frequency.
6. In the Attempts Area, complete the following fields: **Milestone Complete, How Attempted, Date Attempted**.
7. Click **Save**.

ADDING STUDENT GROUPS

1. Navigate to **Campus Solutions > Records and Enrollment > Career and Program Information > Student Groups** and search for the student.
2. Click on the **plus sign** (+) to the top right.
3. Complete the following fields in the Milestone Detail area: **Student Group** and **Comment** (if applicable).
4. Click **Save**.
   To inactivate a student from a student group
   - Click on the **plus sign** (+) to the right of the effective date.
   - Select the **date** that the student will no longer be identified in the student group.
   - Change status from Active to **Inactive**.
   - Click **Save**.

VIEWING AN UNOFFICIAL TRANSCRIPT

Before viewing an unofficial transcript, be sure your pop-up blocker is turned off.

1. Navigate to **Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center** and search for the student.
2. Click on the drop down box in the Academics area, and select **Transcript-View Unofficial**.
3. Enter the Academic Institution: **FSCJ1**.
4. Select **Unofficial Transcript** as the report type.
5. Click **view report**.
6. Select the desired report and click **view report**.

GENERATING WHAT-IF REPORTS

1. Navigate to **Main Menu > Campus Solutions > Self-Service >Advisor Center > Advisee Student Center** and search for the student.
2. In the Academics drop down menu select **What-If Report**.
3. Click **Create a New Report**.
4. Select a **Career**, **Catalog Year**, **Academic Program**, and an **Area of Study**.
5. Click **Submit Request**.

DETERMINING COURSE EQUIVALENCIES

1. Navigate to **Main Menu > Campus Solutions > Records and Enrollment > Transfer Credit Rules > Transfer Subject Area**.
2. With the Source ID search glass look up the external institution.
3. Enter the **School Subject** that you want and click **Search**.
4. Click on the **row** that contains the course you are searching for.
5. Scroll through the **Subject Area Elements** until the external course ID is in the subject and course number is in the Incoming Course area.
6. You will see how FSCJ equates the course in the **Internal Equivalent** area.

UPDATING A STUDENT'S NAME

1. Navigate to **Main Menu >Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Choose the **General Info** tab.
3. In the "Names" area click **edit names**.
4. Click **Name History**.
5. Click the **plus sign** to add a new name row.
6. Enter the **Effective Date** and **Format Using** (which is the format that will be used).
7. Click **Edit Name** to edit the related name fields.
8. Click **Submit** and **OK**.

UPDATING A STUDENT'S PHONE NUMBER

1. Navigate to **Main Menu >Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Choose the **General Info** tab.
3. Click **edit phones**.
4. Click the phone number field that you want to update and enter the correct phone number.
5. Check the box for the **preferred contact** number on one of the phone numbers.
6. Click **Ok**.

UPDATING A STUDENT'S ADDRESS

1. Navigate to **Main Menu >Campus Solutions>Campus Community>Student Services Center** and search for the student.
2. Choose the **General Info** tab.
3. Click **edit addresses**.
4. Click **Edit/View Address Detail**.
5. Click **Update Addresses**.
6. Make changes to the address and click **OK** and **Apply**.
7. To add a new address type, go to the Add Address section and click **Edit Address**.
8. Enter the new address and click **OK**.
9. Check the appropriate address type.
10. Click **Submit**, **Apply**, and **OK**.

USING SEARCH MATCH

1. Navigate to **Main Menu >Campus Solutions > Campus Community > Personal Information > Search Match**.
2. For Search Type select **Person**.
3. For Search Parameter select **PSCS Traditional**.
4. Click **Search**.
5. For Search Result Code select **PSCS_TRAD_RESULT**.
6. Enter the student's first and last name (or any other search criteria that you have), then tab or click into another field.
7. Click **Search**.

IMPORTANT: If you see that the student has multiple accounts, please submit a Help Desk ticket.

LOGGING FINANCIAL AID DOCUMENTS

1. Navigate to **Main Menu>Financial Aid>View Financial Aid Status** and search for the student.
2. In the Checklists area, click the **checklist item** that corresponds with the document that you are logging. This will take you to Checklist Management – Person.
3. In the status field, only select **Received**. (DO NOT enter the status as Completed.)
4. You MUST enter your EMPLID in the **Responsible ID** field. (Do not change the status date).

APPLICATION UPDATE INPUT PROCESS

(for students who are not admitted into a selective access program)

1. Navigate to **Main Menu>Campus Solutions>Records and Enrollment>Career and Program Information>Student Program/Plan** and verify that the student does not have an active program/plan stack.
2. Ask the applicant to complete the **Application Update Form**.
3. Navigate to **Main Menu>Campus Solutions>Student Admissions>Application Maintenance> Maintain Applications** and search for the student.
4. Select the Application Program tab and review the last effective dated **Program Action** on the page.
   a.) If the last Program Action is APPL, click the **plus sign** (+) and select **PLNC** (Plan Change).
   b.) If the last Program Action is DENY, navigate to **Main Menu>Campus Solutions>Student Admissions>Application Entry>Add Application**. Enter the EMPL ID of the applicant. Create a new application with the appropriate Career, Program, Plan, Campus, and Admit Type data and Save, then continue on to step 5. (See Readmits training document for more details).
5. Navigate back to **Main Menu>Campus Solutions>Student Admissions>Application Maintenance>Maintain Applications** and search for the student.
6. Click on **Application Program Data**, and update the Academic Plan code on this row to the new plan value (e.g. 1108 Associate in Arts).
7. Click the **plus sign** (+) and select **ADMT** (Admit) as the Program Action. (NOTE: Do not Admit or Matriculate if the new program is a selective access program).
8. Click **Apply**.
9. Click the **plus sign** (+) and select **ADMT** (Admit) as the Program Action.
10. Tab out of the field, then click **Create Program**.
11. In the "Transfer To" box, select **Residency Data** and click **Go**.

For the 12-14, refer to the related section of this document for instructions.

12. Enter **Residency** information if it doesn't already exist.
13. **Term Activate** the student.
14. Run the **Academic Advisement Reports**.

RUNNING QUERIES

1. Navigate to **Main Menu > Campus Solutions > Reporting Tools > Query > Query Viewer**.
2. Click the **Search By** drop down box. You can search for a query by name, description, or folder.
3. Select **Folder Name**.
4. In the description box input the query folder that you want (e.g. Scheduling, Encoding, Enrollment, or Student Records).
5. Click **Search**.
6. For some queries you must input data into fields and click **View Results** in order to run the query.
7. To run a query in the web browser, click the **HTML** link. The query results will populate in a new window as long as the pop-up blocker is turned off in your browser.
8. To run a query in Excel, click on the **Excel** link.

ADDING FAVORITES

1. Navigate to the page that you would like to save as a Favorite.
2. Click **Favorites** in the upper left hand corner.
3. Click **Add to My Links**.
4. Type a **name** for your Favorite.
5. Select a **folder** for your Favorite.
6. Click **Save**.