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 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>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 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 studentEMPLID.
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).

ReleaseINg 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.

UPDATEING 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 tab.
4. Change the status to Completed and Save.
5. Click the Checklist Management 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 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 transcript 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.

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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

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 yourEMPLID 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.

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