



Florida State College
at Jacksonville

PeopleSoft Campus Solutions

Processing Late Registration Requests

Updated 6/27/18

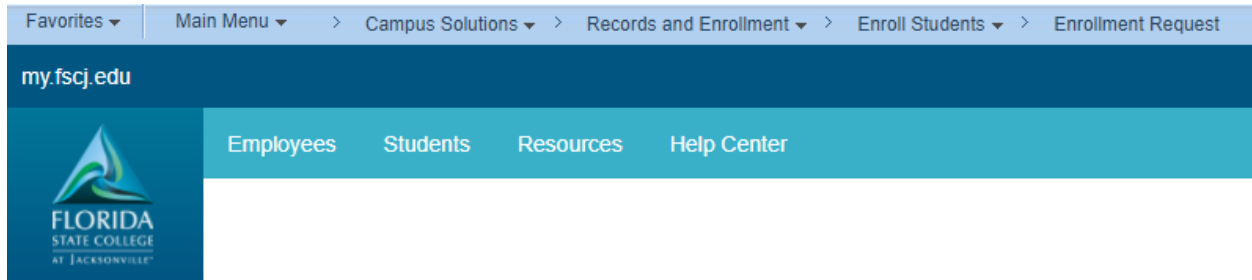
This document is subject to further edits, corrections and/or modifications

Late Registration - Adding Courses

Step 1-Adding the Enrollment Request

Navigation: **Main Menu>Campus Solutions>Records and Enrollment>Enroll Students>Enrollment Request**

- Click on the “Add a New Value” tab and complete the following fields: ID, Academic Career, Academic Institution, and Term.
- Select the “Add” button.



Enrollment Request

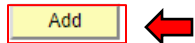


ID:

Academic Career:

Academic Institution: FSCJ1

Term:



[Find an Existing Value](#) | [Add a New Value](#)

Step 2-Back Dating the Enrollment Request

- Click the "Action" drop down and select Enroll.
- Select "Action Reason": Admin Approved - Late Enrollment (ADML)
- Click the box next to "Override Action Date".
- For students who were dropped in error and are being registered back: Complete the "Action Date" field with the first day of the course's session. This ensures the student is not charged a late fee.
(Example: If an A16 course's session starts 08/28, the "Action Date" would be 08/28.)
- Select the Class Number in the "Class Nbr" field.
- Click the Submit button in the top right corner.

Favorites ▾ Main Menu ▾ > Campus Solutions ▾ > Records and Enrollment ▾ > Enroll Students ▾ > Enrollment Request

my.fscj.edu

Employees Students Resources Help Center

Enrollment Request

★ FSCJ1
College Credit Associate Degree Fall 2017

Enrollment Request ID: 0000000000 Status: Pending **Submit**

User ID: [Operator Enrollment Access](#)

Enrollment Request Details

Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Enroll Action Reason: ADML Admin Approved - Late Enrollment

Override Action Date Wait List Okay

Action Date: [Date Picker]

Class Nbr: [Search]

Related Class 1: [Search]
Related Class 2: [Search]
Start Date: [Date Picker]
Instructor ID: [Search]
Repeat Code: [Search]

[Transcript 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.

▼ **Error Messages**

Message Sequence: 1	Severity: Error	Last Update DateTime: 09/26/17 3:03:38PM
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Multiple Enrollment not allowed for course, add not processed. (14640,146)

Multiple enrollment for this course is not allowed. The transaction was not processed.

Please submit a Help Desk ticket with these registration requests.

Late Registration – Dropping Courses

Step 1-Adding the Enrollment Request

Navigation: **Main Menu>Campus Solutions>Records and Enrollment>Enroll Students>Enrollment Request**

- Click on the “Add a New Value” tab and complete the following fields: ID, Academic Career, Academic Institution, and Term.
- Select the “Add” button.

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Employees Students Resources Help Center

FLORIDA STATE COLLEGE at JACKSONVILLE

Enrollment Request

Find an Existing Value **Add a New Value**

ID:

Academic Career:

Academic Institution: FSCJ1

Term:

Add

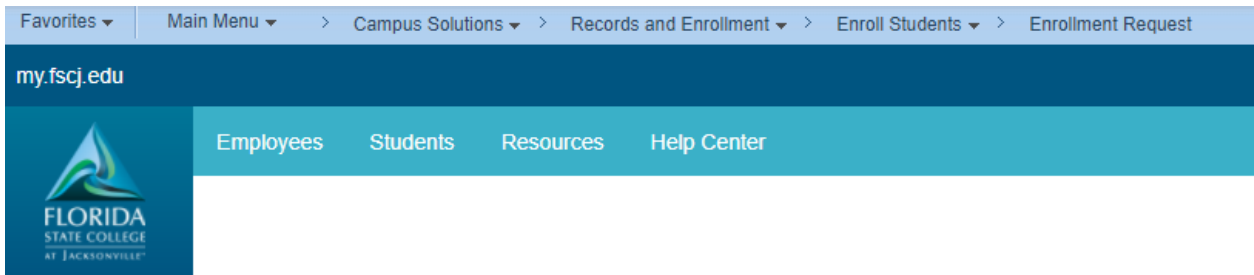
[Find an Existing Value](#) | [Add a New Value](#)

Step 2-Back Dating the Enrollment Request

- Click the “Action” drop down and select Drop.
- Select “Action Reason”: Administrative (AD)
- Click the box next to “Override Action Date”.
- For students who are being dropped without penalty: the “Action Date” will need to be back dated to the first day of the session for the class. The only exception to this is if the student was enrolled in the class with an action date after the drop without penalty timeframe ended. 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 as a Help Desk ticket.

If you process a drop or swap transaction with an “Action Date” that is after the drop without penalty timeframe, the student will be issued a “W” grade. If you are dropping the student with penalty (issuing a W grade) do not back date the drop transaction.

- For students who are dropping with penalty you do not need to back date the drop request.
- Select the Class Number in the “Class Nbr” field.
- Click the Submit button in the top right corner.



Enrollment Request

★ FSCJ1

College Credit Associate Degree Fall 2017

Enrollment Request ID: 0000000000 Status: Pending Submit ←

User ID: [Operator Enrollment Access](#)

Enrollment Request Details Find | View All First 1 of 1 Last

Sequence Nbr: 1 Pending

Action: Drop ←

Override Action Date Wait List Okay

Action Reason: AD Administrative ←

Action Date: ←

Class Nbr: ←

Security and Enrollment Periods

Advisors can enroll students through the first week of class. Academic Administrators are able to enroll students up until the day before Drop with Penalty begins. Security access to submit enrollment requests is determined by the session time period dates on each session. The ability to submit enrollments is tied to the enrollment access code 110 for administrators. The ability to drop students is tied to enrollment access code 250.

Administrator:

Enroll - 110

Drop - 250

End of registration - 100

Example: Sessions for the Credit career - Fall 2017 Term

	Career	Session	100	110	250	Last Day to Drop w/o W grade
1	CRED	1	08/27/2017	09/08/2017	11/02/2017	09/05/2017
2	CRED	19D	08/14/2017	10/01/2017	11/03/2017	08/15/2017
3	CRED	19N	08/10/2017	10/01/2017	11/02/2017	08/11/2017
4	CRED	36D	08/14/2017	10/01/2017	02/12/2018	08/15/2017
5	CRED	9AN	08/10/2017	09/18/2017	09/19/2017	08/11/2017
6	CRED	9BN	10/17/2017	10/23/2017	11/27/2017	10/18/2017
7	CRED	A7	08/27/2017	09/08/2017	09/28/2017	09/05/2017
8	CRED	B12	09/18/2017	09/24/2017	11/09/2017	09/25/2017
9	CRED	C7	10/23/2017	10/29/2017	11/21/2017	10/29/2017