



Florida State College  
at Jacksonville

PeopleSoft Campus Solutions

# Processing Late Registration Requests

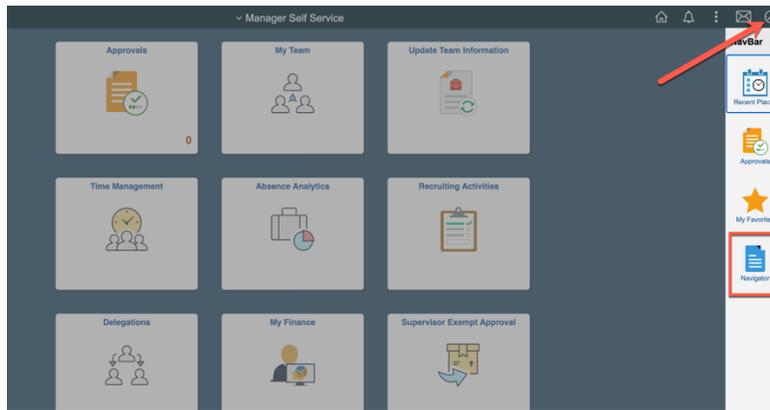
Updated 7/18/23

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

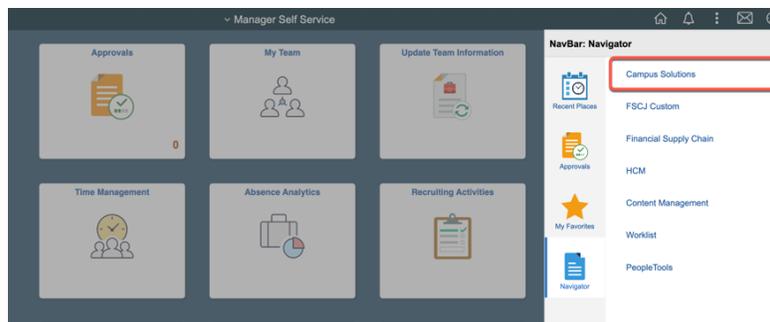
# Late Registration - Adding Courses

## Step 1-Adding the Enrollment Request

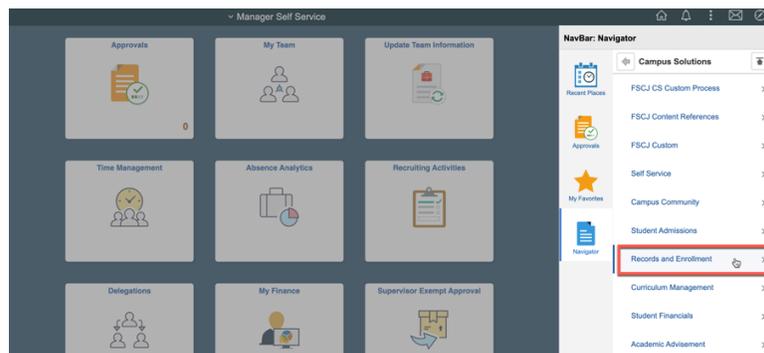
1. Log into myFSCJ and click the **Navigator Icon** in the upper right-hand corner. Then click **Navigator**.



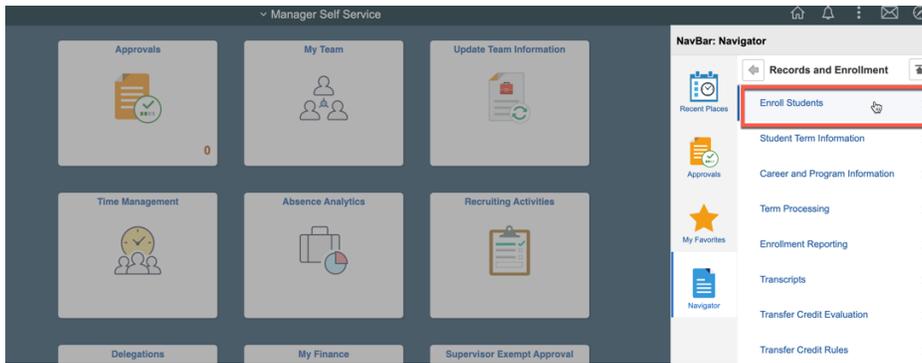
2. Click **Campus Solutions**.



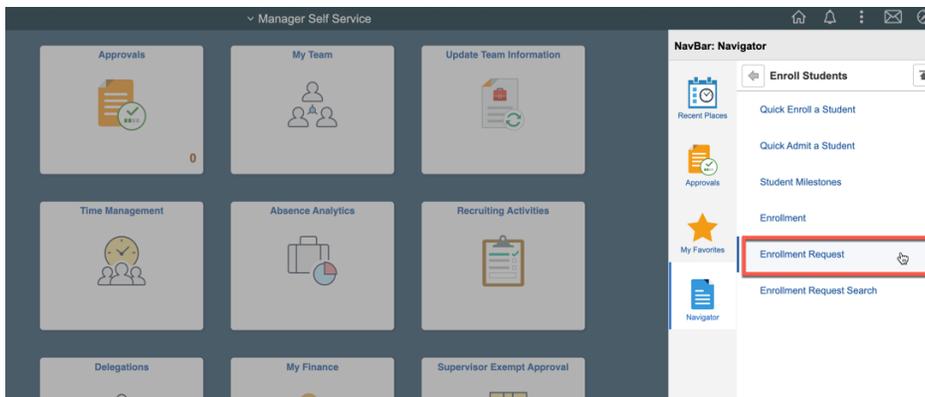
3. Click **Records and Enrollment**.



4. Click **Enroll Students**.



5. Click **Enrollment Request**.



6. On the "Add a New Value" tab and complete the following fields: **ID**, **Academic Career**, **Academic Institution**, and **Term**.

7. Click **Add**.

A screenshot of the 'Enrollment Request' form. The form has a dark header with 'Manager Self Service' on the left and 'Enrollment Request' on the right. Below the header, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. A red box highlights four input fields: '\*ID', '\*Academic Career', '\*Academic Institution FSCJ1', and '\*Term'. Below these fields is an 'Add' button, which is highlighted with a red arrow pointing to it.

## Step 2-Back Dating the Enrollment Request

1. Click the **Action** drop down and select **Enroll**.
2. Select **Action Reason: Admin Approved - Late Enrollment (ADML)**
3. Click the box next to **Override Action Date**.
4. 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.)
5. Select the Class Number in the **Class Nbr** field.
6. Click the **Submit** button in the top right corner.

< Manager Self Service Enrollment Request

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Enrollment Request

5000059 Sean Latimer FSCJ1  
Professional Development Professional Development Spring 2020

Enrollment Request ID 0000000000 Status Pending Submit  
User ID 1032722 Operator Enrollment Access

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

Sequence Nbr 1 Pending

\*Action Enroll ← Action Reason ADML ←  
 Override Action Date ← Action Date 07/18/2023 ←  
 Wait List Okay

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Class Nbr  🔍

Related Class 1  🔍

Related Class 2  🔍

Start Date  📅

Instructor ID  🔍

Repeat Code  🔍 Transcript Note

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**Override**

Grading Basis  🔍 Grade Input  🔍

Units Taken  Course Count

Designation  🔍  Take Requirement Designation RD Grade

Permission Nbr

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**Additional Overrides**

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

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Drop This Class if Enrolled  🔍

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

Multiple Enrollment not allowed for course, add not processed. (14640,146)

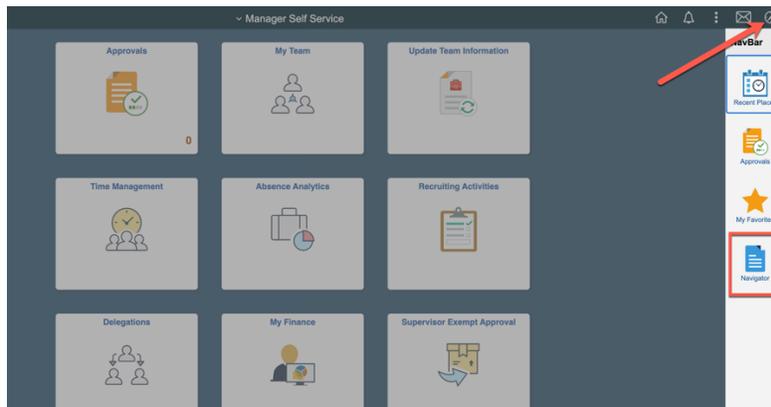
Multiple enrollment for this course is not allowed. The transaction was not processed.

Please submit a Help Desk ticket with these registration requests.

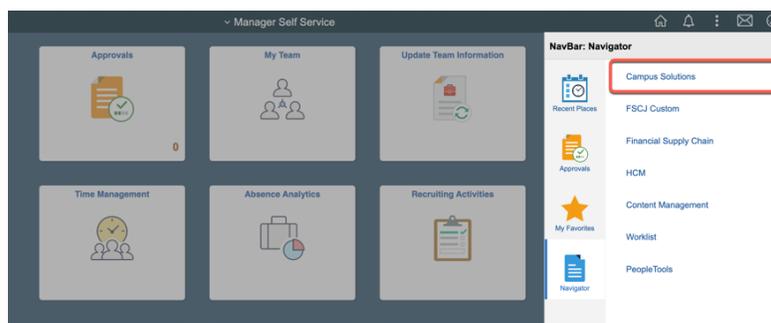
## Late Registration – Dropping Courses

### Step 1-Adding the Enrollment Request

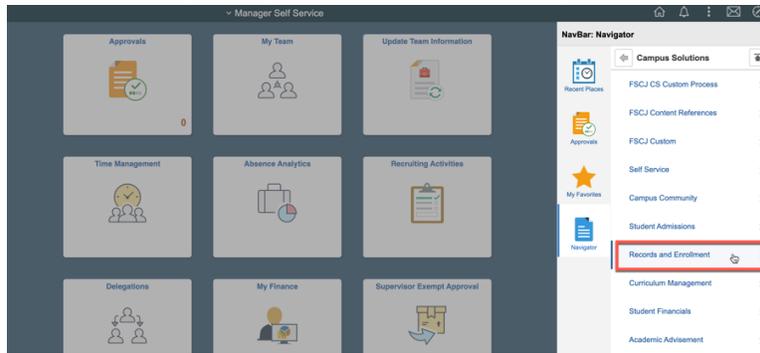
1. Log into myFSCJ and click the **Navigator Icon** in the upper right-hand corner. Then click **Navigator**.



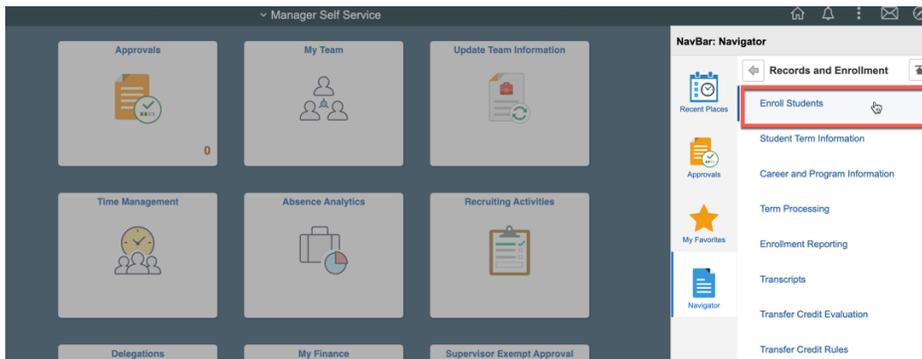
2. Click **Campus Solutions**.



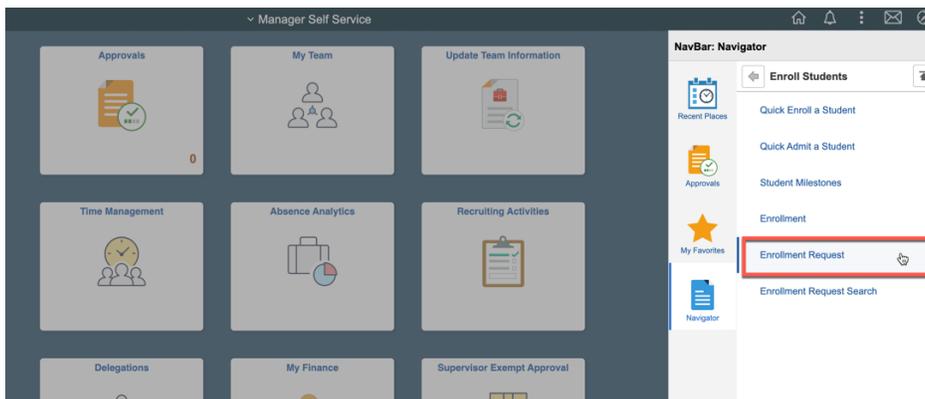
3. Click **Records and Enrollment**.



4. Click **Enroll Students**.



5. Click **Enrollment Request**.



6. On the "Add a New Value" tab and complete the following fields: **ID**, **Academic Career**, **Academic Institution**, and **Term**.

7. Click **Add**.

## Step 2-Back Dating the Enrollment Request

1. Click the **Action** drop down and select Drop.
2. Select **Action Reason:** Administrative (AD)
3. Click the box next to **Override Action Date**.
4. 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.\***
5. For students who are dropping with penalty you do not need to back date the drop request.
6. Select the Class Number in the **Class Nbr** field.
7. Click the **Submit** button in the top right corner.

**< Manager Self Service** **Enrollment Request**

Enrollment Request

5000059 Sean Latimer FSCJ1  
Professional Development Professional Development Spring 2020

Enrollment Request ID 0000000000 Status Pending **Submit**  
User ID 1032722 Operator Enrollment Access

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

Sequence Nbr 1 Pending

\*Action Drop Action Reason AD Action Date 07/18/2023

Override Action Date  
 Wait List Okay

Class Nbr

Related Class 1  
Related Class 2  
Instructor ID  
Repeat Code [Transcript Note](#)

Override

Grading Basis Grade Input  
 Units Taken 0.00 Course Count  
 Designation  Take Requirement Designation RD Grade  
 Permission Nbr

**Additional Overrides**

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

07/18/2023

## 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