



FLORIDA
VIRTUAL
CAMPUS

FloridaShines

Transient Student Admission Application

The Florida Virtual Campus has made eleven enhancements to the Transient Student Admission Application, which is a service provided by [FloridaShines](#), Florida's Student Hub of Innovative Educational Services.

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1: Email Address Confirmation

To reduce typos in email addresses, all users entering email addresses will be required to enter the email address twice.

The status of your Transient Student Admission Application will be posted to your email or can be viewed by returning to your application on FloridaShines.org.

Contact Information: * Email: I do not have an email address
Confirm Email:

Please confirm your Email Address.

2: Phone Number for Agents

When a user account is created or modified, Institution Administrators and Agents will be required to enter a phone number in order to save new information.

New User Information

Username

Password **Password (verify)**

First Name

Middle Name

Last Name

Email Address

Phone Number **Ext**

Administrator No **Email Notification** Yes ▾ **Active** Yes ▾

3: Ability to Modify an Application

Students can now correct information or change courses in an existing application by clicking the button, “EDIT this application,” at the top of the application. Students will be able to change anything on the application, including Optional Information Selection values, such as Department and Program. Editing the application will return the application to the beginning of the workflow. Agents will be able to view, but not edit, the previous version of the application.

EDIT this application

CANCEL this application

Student Information

4: One Application for Multiple Online Learning Courses

Students using the Online Course Catalog can now use one application per institution to apply for up to four courses in the same academic term.

The screenshot shows a course card for 'SOP 3742 - (CD) Psychology of Women (3.00 credits)'. The card includes details such as 'Institution: University of North Florida', 'Term: 2016 Spring', and 'Instructor: Melissa Hirschman'. At the bottom of the card, there are three buttons: 'Begin Registration', 'Add to Plan', and 'More Detail'. A blue arrow points from the 'View my Plan (4)' button in the top right corner of the page to the 'Add to Plan' button on the course card.

To use this feature, students must click on “Add to Plan” under the selected course.

To start the application, students must click on “View my Plan” in the top right-hand corner, select up to four courses, and click on “Begin Registration.”

The screenshot shows a 'My Plan (8)' window with a 'List' tab selected. A blue information box at the top provides instructions: 'To begin the registration process, select 1-4 courses at the same institution and academic term by clicking the box before the applicable course(s). If necessary, scroll down to click the "Begin Registration" button. Select your institution, click "Continue," then click the "submit a Transient Student Admission Application" link on the confirmation page.' Below this, the 'Tallahassee Community College' section is shown for the '2015 Fall' term. A list of courses is displayed with checkboxes and red 'X' marks indicating selection status: 'ENC 0025 - Developmental Writing II' (unchecked), 'SLS 1510 - College Success' (checked), 'CGS 2100 - Microcomputer Applications for Business' (checked), and 'CTS 2401C - Microsoft Specialist: Access' (unchecked). A second blue information box asks 'Do you want to save your searches and plan for future sessions?' with a link to 'Log into your participating FloridaShines institution account.' At the bottom of the window, there are buttons for 'Begin Registration', 'Remove from Plan', and 'More Detail'.

5: New Ability to Upload Context Data

Institution Administrators can use a .CSV file (comma-separated value file) with a header row to upload Context Data. Institution Administrators can edit the existing content by downloading the current Context Data, which is provided in the required .CSV file format, modifying it and uploading the file. Instructions can be accessed by clicking on the Upload and Download buttons.

The screenshot shows a form titled "Upload Institution Context Data". It contains the following elements:

- Instructions: "You can upload the Context Data values for your workflow. If you have enabled the Host Institution Campus workflow, you will need to upload the context data for the Home and Host Institution workflows separately. Uploaded data will replace ALL existing Context Data for your workflow. You can only upload data if there are no pending applications for your institution. Uploaded data must contain values for the complete workflow. For example, if you have defined your workflow as Institution/School or College/Department, then each row in the uploaded file must contain values for Institution, School or College, and Department, or that row will not be recognized. In addition, if you have incomplete levels in your current Context Data, those levels will not be included in the downloaded file of existing Context Data. Uploaded data must be in a comma-separated value format file with a header row, and the filename must have a .CSV extension. If you download your current Context Data and edit it, the file will be in the proper format for uploading."
- A dropdown menu labeled "Select Workflow:" with the text "-- Select a Workflow --".
- A button labeled "Download Existing Context Data:" with a "Download" button next to it.
- A button labeled "Upload Context Data:" with an "Upload" button next to it.
- A "Cancel" button at the bottom.

6: Define Agents as Backups

Institution Administrators can create a backup for agents by assigning other agents to "Every" value of a level in their Defined Organizational Structure. For example, an Institution Administrator can give an Agent access to every department under School or College by selecting "Every Department at School or College" in the dropdown menu. Only Agents assigned to "Every Campus" will receive notification emails to process an application, but all agents assigned to the "Every" value for a level will be able to process applications for that level.

The screenshot shows two steps of a configuration process:

- Step 1: Select a Role**: A dropdown menu for "Role" is set to "Academic Advisor".
- Step 2: Select the Context Data**:
 - "Institution" is set to "Training 1".
 - "School or College" is set to "Engineering".
 - "Department" dropdown menu is open, showing options: "---- Select a Department ----", "---- Select a Department ----", "Every Department at School or College", "Civil Engineering", "Computer Science", and "Mechanical Engineering".

7: New Search Criteria for Applications

Institution Administrators and Agents can now find specific applications using three additional search criteria under View a Listing of Applications or when Downloading Applications:

- By all or part of a student's last name.
- By selecting specific Context Data.
- By selecting Role in the dropdown menu for applications that have a "Waiting" status.

The screenshot shows a search form titled "View a Listing of Applications". It contains the following search parameters:

- Students: --- All Student Applications ---
- Student Last Name: (text input) (starts with)
- Context: Select Context
- Term: --- All Terms --- quarter / semester
- Year: --- All Years ---
- Status: --- All Statuses ---
- Role: Role selection only valid for Waiting Status
- From: Month | Day | Year
- To: Month | Day | Year
- Sort By: Student Id
- View Listing button

8. Accountability for Inactive Agents

Institution Administrators can now monitor activity of agents under the Users tab, which displays the last date an agent logged into the system. In addition, a new weekly email to Institution Administrators will list all agents who have not logged in within the last 90 days.

User Management							Add	
Username	Full Name	Admin	Active	Last Login	Email	Email Address	Edit	Remove
rdawson	Dawson, Robert	No	Yes	12/09/2015	Yes	rdawson@flu.edu	Edit	Remove
tgonzales	Gonzales, Teresa	No	Yes	12/09/2015	Yes	tgonzales@flu.edu	Edit	Remove
jhall	Hall, Janet	No	Yes	12/09/2015	Yes	jhall@flu.edu	Edit	Remove
karen	Hill, Karen	No	Yes	01/01/2015	Yes	khill@flu.edu	Edit	Remove

9: Ability to Communicate through the System

Students and Agents can communicate with each other through the new Message Center. Agents must send the first message. When a message is created, the system sends an email notifying the recipient that a message is waiting in the Message Center. Users must log onto the application to view the message. Messages are stored in the system and can be accessed by the student and all agents reviewing the application.

Message Center ↻

Compose Message

2000 chars remaining

10: Customization of Terms

Institution Administrators can specify custom terms with descriptive text, names, and dates which students can select when creating a new application. To enable this feature, select Enable Custom Terms on the Options tab and follow the directions.

If this feature is not enabled and all required information is not provided, the standard term names (Spring, Summer, Fall, Winter) will be displayed.

Applications started from the Online Course Catalog are prepopulated with the term and year information and cannot be changed.

When this feature is enabled, students will see the descriptive text, if provided, and will select from the enabled terms.

Host Institution Custom Academic Terms ?

Enable Custom Terms: Enabled

Description for Students:

To use this feature:

- Select Enabled in the Enable Custom Terms box above.
- Add a Description for Students.
- Note: Enter all terms for your institution.
- Only Enabled terms whose end date occurs in the future will be available to Students for selection when filling out an application.
- If there are no terms Enabled, the system default method of selecting Term and Year will be used.
- The term names entered here will be transmitted to your institution as part of the Message Director ADMISSION process. Please ensure that your sitehost can accept these names.

To create a custom term:

- Please click the "Add New Term" button.
- Enter a term name, start date, and end date.
- Valid dates are formatted as mm/dd/yyyy (e.g. 10/16/2015).
- Note: Make sure all applicable terms have a checkmark in the Enabled box before clicking "Save".

Designate Terms:

Term

Fall2 is a quarter term. Classes meet more frequently or for longer hours in order to be the equivalent of a regular semester term.

Term:*

11: Ability to Select a Specific Campus and Route Applications

When this feature is enabled, students will need to select the campus where they want to attend and Institution Administrators will be able to define the routing of applications to Agents based on that selection.

To enable this feature, the Institution Administrator will need to go to the Wizard on the Summary tab, enable the “Host Institution Campus Workflow,” and follow the directions. Institutions that specify Host Institution Campuses and offer courses in the Online Course Catalog must assign at least one agent to “Every Campus.”

If the student begins the application from the Online Course Catalog, the campus will default to “Distance Learning” and only Host Institution Agents assigned to “Every Campus” can process these applications.

Wizard Step 1 of 4 - Structuring Levels ?

Institution

Enable Host Institution Campus Workflow

New You may add Campus as a Context to your workflow to specify the routing when your institution receives an application from a student enrolled at another institution who wants to take courses at your institution. Your institution is the Host Institution for that application. You can add Campus as a level to your Host Institution workflow after you have enabled the Host Institution Campus Workflow option.

You will see this message every time you use the Wizard until you enable the Host Institution Campus workflow. If you enable the workflow, you do not have to add the Host Campus level or specific Host Campus values to your Host Institution workflow. Once you enable the workflow and add the Host Campus level and values, students who select your institution as the Host Institution will be required to select a specific Campus in order to submit their applications. To proceed without enabling the workflow, click the "Next -->" button below.

To enable the Host Institution Campus Workflow option, click in the box before "Enable Host Institution Campus Workflow" to check it and click the "Submit" button.

Enable Host Institution Campus Workflow