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**July 29-August 2:**

VA Forever GI Bill Open House



## **Extension Campus System Update**

811 Vermont Ave NW, Washington, DC, 20571

Room: 1014 A

## **VA-ONCE SCENARIO #3: ENTERING A CERTIFICATION WHEN THERE IS A REDUCTION IN HOURS**

**DESCRIPTION:** *This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student who reduces their credit hours. For this scenario:*

- *The student is enrolled for three (3) credit hours at the main campus and nine (9) credit hours at an extension campus.*
- *The student drops six (6) credit hours at the extension campus.*
- *After dropping these credits, the student now has three (3) credit hours at the main campus and three (3) credit hours at the extension campus for the term.*

**EXPECTED OUTCOME:** The certification requiring the reduction will reflect the new number of credit hours.

- From the 'Select' page, search for the student, and select the extension facility code where the student reduced hours.

**Student School Detail** **Select Student**

Search by

Status and  Facility Code and  Chapter and  Training Type and  Program and  PT Evaluated

to

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-2 of 2 records

<input type="checkbox"/>	%	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	00	001-22-1122	001-22-1122	00	DOEDOE	JANNIE	33	BS SOC	7/27/2019 7:48 AM	22222222	
<input checked="" type="checkbox"/>	4X	001-22-1122	001-22-1122	00	DOEDOE	JANNIE	33	BS SOC	7/27/2019 7:47 AM	22X22222	

- Validate the information on the 'Bio' screen and then navigate to the 'Certs' screen. Select the term at the extension facility code.

**Cert Complete Submit** **Certs**

Name: DOEDOE, JANNIE Program: BS SOC  
 SSN: 001-22-1122 Chapter: 33  
 File/Payee: 001-22-1122/00 Training Type: Undergraduate

**Bio** **Certs** **VA Data** **Log** **History**

to

Term Name Status Facility Code Begin Date Range End Date Range

<input type="checkbox"/>	%	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
<input checked="" type="checkbox"/>	4X	SPRING 20		01/15/2020	05/15/2020	9	0				22X22222	45429280
<input type="checkbox"/>	4X	SPRING 20		01/15/2020	05/15/2020	9	0				22X22222	45429280
<input type="checkbox"/>	4X	SPRING 20		01/15/2020	05/15/2020	3	0				22222222	45429281

**View Enrollment**

Facility: 22X22222 Trng Type: IHL\_UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 20 01/15/2020 05/15/2020 9 0 3500.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

Advance Pay  Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

3. On the Cert menu, select 'Adjust'. Enter the new number of hours, the 'Reason for the Adjustment' and click the 'Submit' button at the very top of the page.
  - a. Screen before submission:

**VA-ONCE** Cert Complete Submit

Name: DOEDOE, JANNIE  
SSN: 001-22-1122  
File/Payee: 001-22-1122/00

Program: BS SOC  
Chapter: 33  
Training Type: Undergraduate

**Certs**

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 20			01/15/2020	05/15/2020	9	0				22X22222	45429280
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22222	45429282
4X SPRING 20			01/15/2020	05/15/2020	9	0				22X22222	45429280
4X SPRING 20			01/15/2020	05/15/2020	3	0				22222222	45429281

**Edit Adjustment** Save Cancel

Facility: 22X22222 Trng Type: IHL\_UNDERGRAD Prgm: BS SOC Prior Credit: 2

SPRING 20 01/15/2020 05/15/2020 3 0 1500.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

Advance Pay  Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assig

Reason for Adjustment

02-20-20 LDA/EFF Date Mitigating Circumstances

Remarks Modify Remarks List

- b. Screen after submission:

**VA-ONCE** Cert Complete Submit

Name: DOEDOE, JANNIE  
SSN: 001-22-1122  
File/Payee: 001-22-1122/00

Program: BS SOC  
Chapter: 33  
Training Type: Undergraduate

**Certs**

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22222	45429280
4X SPRING 20			01/15/2020	05/15/2020	3	0			02/20/2020	22X22222	45429282
4X SPRING 20			01/15/2020	05/15/2020	9	0				22X22222	45429280
4X SPRING 20			01/15/2020	05/15/2020	3	0				22222222	45429281

**View Adjustment** Save Cancel

Facility: 22X22222 Trng Type: IHL\_UNDERGRAD Prgm: BS SOC Prior Credit: 4X

SPRING 20 01/15/2020 05/15/2020 3 0 1500.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

Advance Pay  Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assig

Reason for Adjustment

02/20/2020 LDA/EFF Date Mitigating Circumstances

Remarks Modify Remarks List

- Confirm that the student now has 6 hours total at the main and extension campuses (3 credit hours for each) for the term starting 1/15/2020. These hours will appear in the 'Res' column on the Certs page.

**VA-NCE** *Cert Complete Submit*

VAonce04  
2-2-2222-22

**Certs**  
Name: DOEDOE, JANNIE  
SSN: 001-22-1122  
File/Payee: 001-22-1122/00  
Program: BS SOC  
Chapter: 33  
Training Type: Undergraduate

**Bio** **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22222	45429280
4X SPRING 20			01/15/2020	05/15/2020	3	0				22222222	45429281

**View Current Status** Save Cancel

Facility: 22X22222 Trng Type: IHL\_UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 20 01/15/2020 05/15/2020 3 0 3500.00

Term Name Begin Date\* End Date\* Res Dist\* R/D Clock T & F\*

Advance Pay  Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks Modify Remarks List