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The purpose of this document is to provide step-by-step instructions for School Certifying Officials (SCOs) on how to recertify previous enrollment certifications in VA-ONCE due to Colmery Act Section 107. Impacted certification enrollments beginning on or after August 1, 2018 will need to be recertified to the physical location that the student was attending classes. In some situations, schools will be eligible for a recertification waiver. VA will reach out directly to schools eligible for a waiver.

This document details how to recertify these enrollments correctly given the individual situation of each certification so that the enrollment replacement will be automatically processed in LTS, resulting in the beneficiary’s MHA being correctly applied. Please reference the screenshots and steps below to complete the recertification process.
SCENARIO 1: RECERTIFYING ALL CREDIT HOURS FROM THE MAIN CAMPUS TO AN EXTENSION CAMPUS

SCENARIO INTRODUCTION

Scenario Description: This scenario provides the steps and screenshots to recertify a student that initially had all credit hours certified at a main campus but was taking all credit hours at an extension campus.

Expected Outcome: There will be 1 replacement certification displayed – one for the extension facility campus where the student was physically attending classes (12 credit hours).

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the “Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

To begin, select the appropriate Enrollment that you would like to replace. In this case, this will be the enrollment at the main campus.
Select “Certs” to go to the Certifications page.

You will see a Fall 18 term at the Main Campus with 9 credits. Expand the term by selecting the drop-down arrow to the left of “FALL 18”.
You will now see the enrollment, as well as any amendments. Select the latest enrollment. **Note: make sure to select the actual enrollment, not the virtual enrollment.**

Select “Cert” and “Terminate”.
Select “Colmery Section 107” as the Termination Reason and then select “SAVE”.

Submit the Termination by selecting “Submit” and then “Submit Selected Term”.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS CREDIT HOURS

On the Certs page, you will now see the terminated enrollment. To replace the enrollment, again highlight the enrollment that you have just terminated. Select “Cert”, then “Colmery Replacement” from the drop-down menu, and then select the correct extension campus where the student attended classes. In this case, the student was enrolled at the main campus for 12 credit hours (222222222 Demo IHL) but was taking classes at the extension campus (22X22222 Demo UNIV EXT 1) so we will select the “Demo UNIV EXT 1” facility.
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

**Note: the hours and Tuition & Fees entered must match the values on the original Enrollment.**
The Replacement enrollment will now appear in the list of Enrollments. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, “Save”, and then Submit.**

Once submission is complete, the replacement enrollment will appear on the Bio page.
SCENARIO 2: RECERTIFYING AN ENROLLMENT FOR HOURS TAKEN AT THE MAIN CAMPUS AND EXTENSION CAMPUS

SCENARIO INTRODUCTION

DESCRIPTION: This scenario provides the steps and screenshots to recertify a student that initially had all credit hours certified at a main campus with a correction added for Tuition and Fees (T&F). In this situation, a student was attending half of their hours at the main campus and half of their hours at an extension campus.

EXPECTED OUTCOME: There will be 2 replacement certifications displayed – one for the main facility for half of the credit hours (4.5 credit hours) and one for the extension facility for half of the credit hours (4.5 credit hours).

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the “Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

To begin, select the appropriate Enrollment that you would like to replace. In this case, it will be the enrollment at the main campus.
Select “Certs” to go to the Certifications page.

You will see a Fall 18 term at the Main Campus with 9 credits. Expand the term by selecting the drop-down arrow to the left of “FALL 18”.
You will now see the enrollment, as well as any amendments. Select the latest amendment.

Select “Cert” then “Terminate”.
Select “Colmery Section 107” as the Termination Reason and then select “SAVE”.

Submit the Termination by selecting “Submit” and then “Submit Selected Term”.

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REPLACING THE ORIGINAL ENROLLMENT – MAIN CAMPUS CREDIT HOURS

On the Certs page, you will now see the terminated enrollment. To replace the enrollment, again highlight the enrollment that you have just terminated. Select “Cert”, “Colmery Replacement”, and then select the campus that you would like to replace the terminated enrollment with. In this case, the student took 4.5 hours at the main campus (222222222 Demo IHL) and 4.5 hours at the extension campus (22X22222 Demo UNIV EXT 2), so we will begin by replacing the 9 hour enrollment at the main campus by selecting the main campus “222222222 Demo IHL”.

Enter the correct hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

*Note: the total hours and Tuition & Fees entered for the replacement enrollments must match the value on the original Enrollment.*
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS CREDIT HOURS

On the Bio page, you will now see the terminated enrollment as well as the first replacement enrollment. To continue replacing the original enrollment, again highlight the terminated enrollment certification. Select “Cert”, “Colmery Replacement”, and then select the extension campus that you would like to replace the terminated enrollment with. Since we have already certified half of the hours from the original enrollment to the main campus, we will now replace the rest of the hours with the extension campus (22X22222 Demo UNIV EXT 2).

Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.
The Replacement enrollment will now appear. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit **

Once submission is complete, both replacement enrollments will appear on the Bio page.
SCENARIO #3: RECERTIFYING FOR HOURS AT MULTIPLE EXTENSION CAMPUSES

SCENARIO INTRODUCTION

Description: This scenario provides the steps and screenshots to recertify a student that initially had all credit hours certified at a main campus. In this situation, a student was attending multiple extension campuses and was not enrolled at the main campus.

Expected Outcome: There will be 3 replacement certifications displayed – one for each of the extension campus facilities that the student was enrolled at.

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the "Training Type" field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

Select the appropriate Enrollment that you would like to replace. In this case, this will be the enrollment at the main campus.
Select “Certs” to go to the Certifications page.

You will see a Fall 18 term at the Main Campus with 12 credits, as well a Spring 2019 enrollment at the Main Campus for 9 credits. Expand the term that needs to be replaced by selecting the drop-down arrow to the left of the term. In this case, that is the “FALL 18” Enrollment. You will now see the enrollment, as well as any amendments. Select the latest enrollment.
Select “Cert” and “Terminate”.

Select “Colmery Section 107” as the Termination Reason and then select “SAVE”.
Submit the Termination by selecting “Submit” and then “Submit Selected Term”.

A pop-up box will appear because there is a subsequent term at the Main Campus that may require recertification. Please select “OK”.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #1

On the Bio page, you will now see the terminated enrollment. To replace the enrollment, highlight the terminated enrollment. Select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the enrollment for. In this case, the student took 4 credit hours at each of the three extension campuses, so we will begin by replacing the enrollment at DEMO UNIV EXT 1 by selecting “22X222221 DEMO UNIV EXT 1” as the replacement.

Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that you will need to distribute the T&F across the enrollments. Please also note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

![Image of the VA data system interface showing the enrollment replacement process.](image-url)
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #2

To replace the enrollment at the second extension campus, highlight the terminated enrollment certification with the correct hours and Tuition & Fees. Select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the enrollment for. Since we have already certified at the first extension campus that the student attended, we will now certify at the second extension campus (22X22222 Demo UNIV EXT 2).

**Note: If you attempt to replace the enrollment with an extension campus that has already been used as a replacement, you will receive the following error.**
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that you will need to distribute the T&F across the enrollments. Please also note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

The Replacement enrollment will now appear.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #3

To replace the enrollment at the third extension campus, again highlight the terminated enrollment certification with the correct hours and Tuition & Fees. Select “Cert”, “Colmery Replacement”, and then select the third campus that you are replacing the original enrollment with. Since we have already certified at the first two extension campuses that the student attended, we will now certify at the third extension campus (22X22223 Demo UNIV EXT 3).

**Note: If you attempt to replace the enrollment with an extension campus that has already been used as a replacement, you will receive the following error.**
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that you will need to distribute the T&F across the enrollments. Please also note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

The Replacement enrollment will now appear. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit **
Once submission is complete, all replacement enrollments will appear on the Certs page.
SCENARIO 4: REDUCTION ON TERM THAT SCO PREVIOUSLY PERFORMED THE 107 RECERTIFICATION PROCESS ON

SCENARIO INTRODUCTION

DESCRIPTION: This scenario provides the steps and screenshots to recertify a student that reduced their hours from 12 to 9 and was taking classes at an extension campus. All credit hours were originally certified at the main campus.

EXPECTED OUTCOME: There will be 2 certifications displayed – one for the main facility and one for the extension facility. If attending more than one extension, repeat steps to add the student at the extension facility and complete a certification for the hours taken at that location.

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the “Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

Select the appropriate Enrollment that you would like to terminate. This will be the enrollment at the main campus.
Select “Certs” to go to the Certifications page.

You will see a Fall 18 term at the Main Campus with 12 credits. Expand the term by selecting the drop-down arrow to the left of “FALL 18”.
You will now see the enrollments, as well as any amendments. Select the enrollment that needs to be recertified.

Select “Cert” and “Terminate.”
Select “Colmery Section 107” as the Termination Reason and then select “SAVE”.

Submit the Termination by selecting “Submit” and then “Submit Selected Term”.

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<th>Unit</th>
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<th>SD</th>
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Colmery Section 107
REPLACING THE ORIGINAL ENROLLMENT – MAIN CAMPUS CREDIT HOURS

On the Bio page, you will now see the terminated enrollment. To replace the enrollment, highlight the latest enrollment certification that had the correct hours and Tuition & Fees. Select “Cert”, “Colmery Replacement”, and then select the first campus that will be used to replace the original enrollment. In this case, the student took 6 hours at the main campus (222222222 Demo IHL) and 3 hours at the extension campus (22X2222 Demo UNIV EXT 1), so we will begin by replacing the previous enrollment by entering the correct hours at the main campus by selecting “222222222 Demo IHL”.

Enter the correct hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. Once complete, select “Save”. 
On the Certs page, you will now see the terminated enrollment, as well as the first replacement enrollment. To replace the previous enrollment with the extension campus, again highlight the original enrollment certification. Select “Cert”, “Colmery Replacement”, and then select the extension campus that you are replacing hours certified at the main campus with. Since we have already certified the main campus replacement, we will now certify for the extension campus (22X22222 Demo UNIV EXT 1).
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

The Replacement enrollment will now appear. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit.**
Once submission is complete, both replacement enrollments will appear on the Bio page.

To reduce the number of hours that took place at the extension campus, you will need to highlight the extension. At the top of the screen, click “Cert” then “Adjust”. A popup will appear asking “Is this replacement an Adjustment that was previously submitted. Click “Okay”.
Make the appropriate reduction to the number of hours. In this case, we will reduce the hours from 6 to 3.

Select the “Reason for Adjustment” dropdown arrow and select the appropriate Adjustment Reason. In this case, the student dropped the course after the drop period, so we will click “Reduction after drop period- Non-Punitive Grades Assigned”. In this situation, the last date the student attended, and the last date credit accrued will also be needed to process the adjustment. Once complete, click “Save”.

![Image of VA Choice interface with highlighted fields and selected reason]

![Image of VA Choice interface with highlighted fields and selected reason]
Click “Submit” then press “Submit Selected Term”. The “Reasons for Adjustment”, “Hours”, “Tuition and Fees” fields will not be editable. So, please make those field match the fields on the original reduction.

The original and replacement terms will appear on the Bio page. Replacements are indicated with an “R” icon and have a Term Name of “Replace”.

SCENARIO #5: REDUCTION OF HOURS AT MULTIPLE EXTENSION CAMPUSES

SCENARIO INTRODUCTION

Description: This scenario provides the steps and screenshots to reduce credit hours for a student taking classes at multiple extension campuses. In this situation, the student was originally certified at a main campus. The student began taking hours at extension campuses. The student reduced credit hours from 6 to 3 credit hours. In accordance with Section 107, the student must have their original enrollment recertified to the physical location that they were attending classes.

Expected Outcome: There will be 2 replacement certifications displayed – one for each of the extension campus facilities that the student was enrolled at.

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the ‘Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

Select the appropriate enrollment that you would like to replace. In this case, this will be the enrollment at the main campus, Demo IHL.
Select “Certs” to go to the Certifications page.

Expand the term that you would like to adjust by selecting the drop-down arrow to the left of the term. The term that we would like to adjust is the Spring 19 term at the Main Campus with 9 credits. You will now see the enrollment, as well as any amendments. Select the latest enrollment.
Select “Cert” and “Terminate”.

Select “Colmery Section 107” as the Termination Reason and then select “SAVE”.
Submit the Termination by selecting “Submit” and then “Submit Selected Term”.
On the Certs page, you will now see the terminated enrollment. To replace the enrollment, highlight the terminated enrollment certification. Select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the previous enrollment with. In this case, the student took 4 credit hours at the all three extension campuses, so we will begin by replacing the enrollment at DEMO UNIV EXT 2 and select “22X222221 DEMO UNIV EXT 2”.

Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that you will need to distribute the T&F across the enrollments. Please also note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

(Visual representation of the steps mentioned in text)
Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note:** if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit. **

Once submission is complete, all replacement enrollments will appear on the Certs page.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #2 CREDIT HOURS

To replace the enrollment with the second extension campus, again highlight the terminated enrollment. Select “Cert”, “Colmery Replacement”, and then select the next campus that you are replacing the enrollment with. Since we have already certified at the second extension campus, we will now certify the enrollment at the next extension campus (22X22222 Demo UNIV EXT 3). **Note: If you attempt to add a replacement enrollment for an extension campus that already has a replacement enrollment, you will receive the following error.**
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that you will need to distribute the T&F across the enrollments. Please also note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit.**
Once submission is complete, all replacement enrollments will appear on the Certs page
REDUCING CREDIT HOURS AT AN EXTENSION CAMPUS

In this example, the student reduced their hours from three to zero hours at the extension campus. Highlight the replacement enrollment at the extension campus where the student reduced their hours, select “Cert” and then “Terminate”.

A popup will appear asking “Is this replacement an Adjustment that was previously submitted. Click “Okay”.
Select the “Reason for Adjustment” dropdown arrow and select the appropriate reason for the adjustment. In this case, the student reduced due to a reduction after the drop period, so the “Reduction after drop period- Non-Punitive Grades Assigned” option was selected.

Enter the last date effective. Once complete click “Save”.

[Image of VA Form 2210-10 interface with selected options and dates]

[Image of VA Form 2210-10 interface with highlighted fields and dates]
Click “Submit” then click “Submit Selected Term”.

Once submission is complete, the replacement enrollment and adjustment will appear on the Bio page.
SCENARIO 6: RECERTIFYING FOR HOURS AT THE MAIN CAMPUS AND EXTENSION CAMPUS AFTER GRADUATION

SCENARIO INTRODUCTION

**Description:** This scenario provides the steps and screenshots to recertify a student that initially had all credit hours certified at a main campus and the term has been terminated for graduation. In this situation, a student was actually attending some of their hours at the main campus and some of their hours at an extension campus. In accordance with Section 107, the student must have their original enrollment recertified to the physical location that they were attending classes.

**Expected Outcome:** There will be 2 replacement certifications displayed – one for the main facility for half of the credit hours (4.5 credit hours) and one for the extension facility for half of the credit hours (4.5 credit hours).

**Prerequisite:** Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the “Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

REPLACING THE TERMINATED ENROLLMENT

Select the terminated enrollment that you need to recertify. Below, you will see that this term has a Reason for Termination of “Graduation”. You will be unable to terminate this term because it has already been terminated.
Select the terminated enrollment that needs to be replaced. Then select “Cert” and then “Colmery Replacement” and then the facility code that the student was physically attending classes at. In this case, that was “DEMO UNIV EXT 1”, with Facility Code “22X22122”.

Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

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![Image of the VA2NCE interface with selected enrollment and Edit Enrollment section highlighted.](image-url)
The Replacement enrollment will now appear with the appropriate Standard Remark. Select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit **
INDICATING THE STUDENT GRADUATED

Once submission is complete, the replacement enrollment will appear on the Certs page. You will still need to indicate that the student graduated. To do this, select the Replacement enrollment, and then select, “Cert” and “Terminate”.

The following message will appear. If the replacement enrollment is replacing an adjustment that was previously submitted, select “OK”.

![Image of the Certs page showing the replacement enrollment and the option to select “Cert” and “Terminate”]

![Image of the message that appears after selecting “Cert” and “Terminate”, indicating that the replacement enrollment is replacing an adjustment previously submitted. The user is prompted to select “OK” to confirm the action.]
Select the “Graduation” Termination reason.

To submit the termination, select “Submit” and then “Submit Selected Term”.
The replacement term and graduation will now both appear for the enrollment on the Certs page.
SCENARIO 7: RECERTIFICATION DUE TO TERMINATION OF ALL HOURS AT THE MAIN CAMPUS, ATTENDED EXTENSION CAMPUS FOR SOME HOURS

SCENARIO INTRODUCTION

Description: This scenario provides the steps and screenshots to recertify a student that had all credit hours terminated at a main campus. However, prior to the termination, the student was physically attending 6 credit hours at a main campus and 3 of their hours at an extension campus. In accordance with Section 107, the student must have their original enrollment recertified to the physical location(s) that they were attending classes.

Expected Outcomes: There will be 2 replacement certifications displayed – one for the main facility (6 credit hours) and one for the extension facility (3 credit hours).

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the "Training Type" field on the student’s Bio page is reflective of their training status during the term that you are replacing.

REPLACING THE ORIGINAL ENROLLMENT – MAIN CAMPUS CREDIT HOURS

Select the appropriate Enrollment that you would like to adjust. This will be the enrollment at the main campus.
Select “Certs” to go to the Certifications page.

Expand the term that you would like to adjust by selecting the drop-down arrow to the left of the term. The term that we would like to adjust is the Spring 19 term at the Main Campus with 9 credits.
You will now see the enrollment, as well as any amendments. Select the latest enrollment.

On the “Certs” page, you will see the “Spring 19” enrollment. To replace the enrollment, select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the enrollment with. In this case, the student took 6 hours at the main campus (222222222 Demo IHL) and 3 hours at the extension campus (22X22222 Demo UNIV EXT 2), so we will begin by replacing the original enrollment with the correct hours taken at the main campus by selecting “222222222 Demo IHL”.
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section that the student physically attended classes at this location for the term in question. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS CREDIT HOURS

On the Bio page, you will see the “Spring 19” enrollment. To replace the original enrollment with the hours taken at the extension campus, select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the enrollment with. Since we have already certified the student for the correct hours taken at the main campus, we will now certify at the extension campus (22X22222 Demo UNIV EXT 2).
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For terms that are graduated terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

![Diagram of VA Choice system interface with highlighted enrollment details]
The Replacement enrollment will now appear. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.
**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, SAVE, and then Submit. **

Once submission is complete, both replacement enrollments will appear on the Bio page.
TERMINATING HOURS AT THE MAIN CAMPUS

Highlight the replacement enrollment at the main campus. Select “Cert” and press “Terminate”. A pop-up will appear asking “Is this replacing an adjustment that was previously submitted?”. Press “Ok”.

Select Reason for Termination. In this case, the reason for termination should be “Withdraw after Drop Period- Non-Punitive Grades Assigned”.

![Image of the VAEnroll system interface showing the process of terminating hours at the main campus, with a focus on the Cert button and the pop-up window for replacing adjustments.](image-url)
Enter Original Effective Date and click “Save”.

![Image of VA REECE Certificate Complete System]

The screenshot shows the interface of the VA REECE Certificate Complete System. The image highlights a section where an original effective date is entered and the user is instructed to click “Save.” This likely refers to the process of certifying the reissuance of a certificate for academic purposes under the Harry W. Colmery Veterans Educational Assistance Act, also known as the Forever GI Bill.
CREDIT HOUR WITHDRAWAL FROM THE EXTENSION CAMPUS

Highlight the replacement enrollment at the extension campus that needs to have the credit hour withdrawal. Select “Cert” and press “Terminate”. A pop up will appear asking “Is this replacing an adjustment that was previously submitted?”. Press “Ok”.

Select the reason for Termination. In this case, the reason for termination should be “Withdraw after Drop Period- Non-Punitive Grades Assigned”.
Enter Original Effective Date and click “Save”.

Click “Submit” then click “Submit Selected Term”.

Replacement Cert For Colmery Section 107. Begin Date: 01/15/2019 End Date: 05/15/2019 ID: 406274861
On the Bio page you will now see the all replacement enrollments.
SCENARIO 8: RECERTIFICATION OF AN ENROLLMENT WITH AN ADJUSTMENT TO HOURS TAKEN AT A DIFFERENT LOCATION

SCENARIO INTRODUCTION

Description: This scenario provides the steps and screenshots to recertify a student that had an enrollment certification at a main or branch campus, and an adjustment to add hours taken at a new facility code where none of the hours on the original enrollment were taken. In this situation, the student was really taking the originally certified hours at an extension campus and the adjusted hours at a different facility.

Expected Outcomes: There will be a replacement certification for the original enrollment and a new enrollment submitted for the hours taken at a different location.

Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the “Training Type” field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

To begin, select the appropriate Enrollment that you would like to replace. In this case, this will be the original enrollment at the main campus.
Select “Certs” to go to the Certifications page.

Expand the term by selecting the drop-down arrow to the left of “SPRG 18”. You will now see the enrollment, as well as any amendments. Select the latest enrollment.

**Note: make sure to select the actual enrollment, not the virtual enrollment.**
Select “Cert” and “Terminate”.

Select “Colmery Section 107” as the Termination Reason, and select “Save”.
Then, submit the Termination by selecting “Submit” and then “Submit Selected Term”.
REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS CREDIT HOURS

On the Certs page, you will now see the terminated enrollment. To replace the enrollment, highlight the enrollment that you have just terminated. Select “Cert”, then “Colmery Replacement” from the drop-down menu, and then select the correct extension campus where the student attended classes.
Enter the hours and the Tuition & Fees into the “Edit Enrollment” section to reflect the hours and T&F taken at the extension campus. Please note that the Term Name, Begin Date, and End Date will be greyed out and will not be editable. For graduate level terms, the TT/FT box will also be populated and will not be editable. Once complete, select “Save”.

**Note: the hours and Tuition & Fees entered must match the values on the original Enrollment.**
The Replacement enrollment will now appear in the list of Enrollments. Once all replacement enrollments have been added, select “Submit” and then “Submit All Colmery Replacements”.

**Note: if there are errors, the system will notify you what the errors are and will instruct you to fix those errors before being able to submit. Please make those corrections, “Save”, and then Submit. **

Once submission is complete, the replacement enrollment will appear on the Certs page.
SUBMITTING A NEW ENROLLMENT FOR THE HOURS TAKEN AT A DIFFERENT FACILITY

Because the original enrollment also had an adjustment to add residence hours taken at a different facility, in this example hours taken at the main campus, you will need to add a new enrollment certification for these hours. First, you will need to make sure you are adding the hours to the correct campus by returning to the Select page. On the Select page, search for the student, and select the student’s record at the facility where these hours need to be certified. In this case, the record at the main campus.
Click “Certs” to go to the Certs page. Select “Cert” then “New” to create the new enrollment.

For the new enrollment, enter in the Term Name, the same Begin Date and End date as the original enrollment, and the correct number of added hours and T&F. Then, select “Modify Remarks List” to add a free text remark.
On the Remarks pop-up window, select “Other” from the VBA Standard Remarks and School Standard Remarks drop-down menus. Then, enter in “Replacement certification for Colmery Section 107 – Addition of hours at new facility code”. When you have finished entering in the remark, select “Save” then “Done”.

**Note: It is important to enter in this free text remark so that claims processors can identify that this enrollment is for Colmery recertification.**

When you have completed the enrollment certification, select “Submit” and “Submit Selected Term”.

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**Note:**

- If you have completed all terms and are now attending a new school, you will need to file a Change of Institution form. You can find the form on the VA website or through your school.
- Always make sure to have your GI Bill and VA certificates with you when you attend school, as they may be required for verification of enrollment.
- Keep good records of your attendance, grades, and other educational activities, as these may be required for reimbursement under the GI Bill.
Once the new enrollment is submitted, you will see the original enrollment certification that is now terminated with the total hours, the replacement enrollment certification for the hours taken at the extension campus, and the new enrollment certification (also named REPLACE) for the hours that were taken at the main campus listed on the Certs page. Notice, the hours for both of the “replacement” certifications add up to the total hours on the original enrollment certification.