



HARRY W. COLMERY VETERANS EDUCATIONAL ASSISTANCE ACT — FOREVER GI BILL

SECTION 107 RECERTIFICATION VA-ONCE QUICK REFERENCE GUIDE



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DEPARTMENT OF VETERANS AFFAIRS



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PURPOSE

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

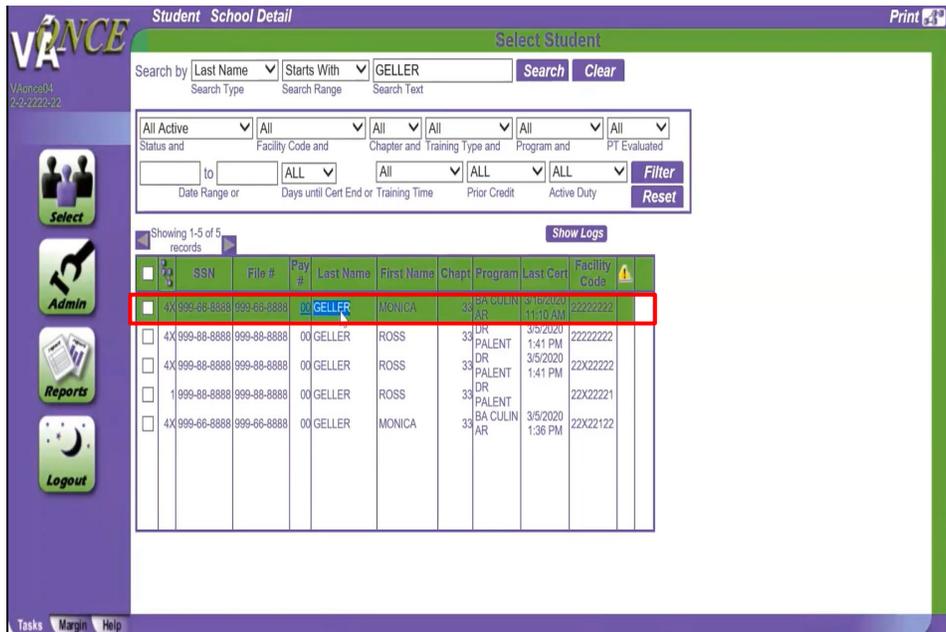
Scenario Description: This scenario provides the steps and screenshots to recertify a student that initially had all credit hours certified at a main campus but was taking all credit hours at an extension campus.

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).

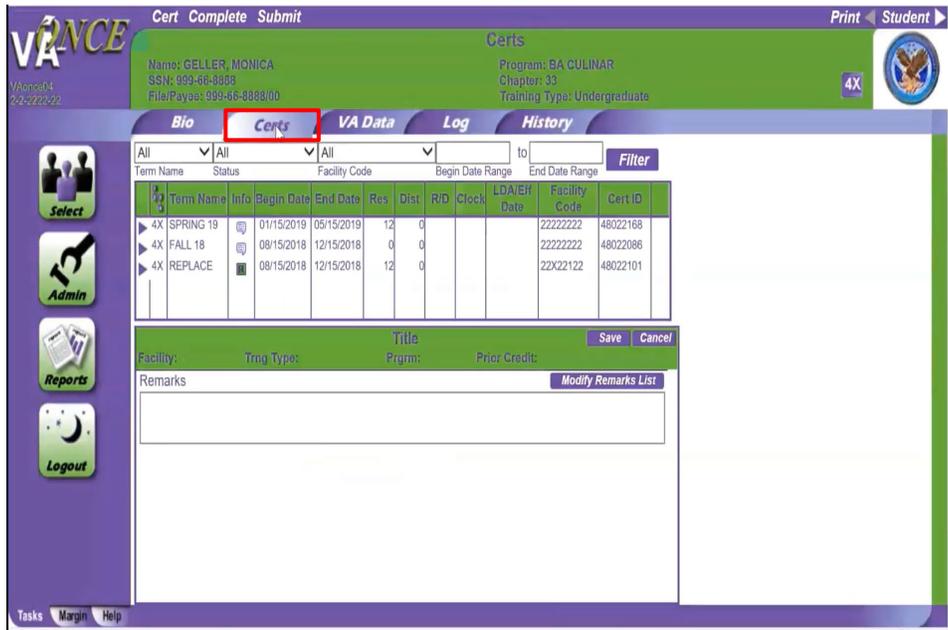
Prerequisite: Before beginning, please determine the student and terms that need to be replaced. Add the student to the appropriate extension campus(es) if needed, and make sure the ‘Training Type’ field on the student’s Bio page is reflective of their training status during the term that you are replacing.

TERMINATING THE ORIGINAL ENROLLMENT

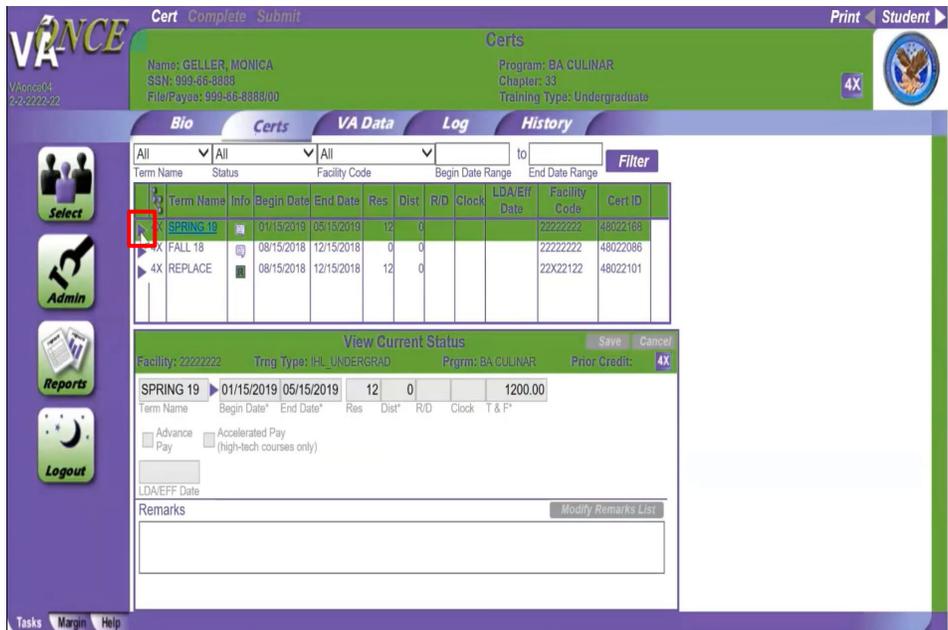
To begin, select the appropriate Enrollment that you would like to replace. In this case, this will be the enrollment at the main campus.



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.****

The screenshot shows the VAANCE system interface. At the top, the user is logged in as 'Student'. The main header displays the student's name: GELLER, MONICA, SSN: 999-66-8888, and File/Payee: 999-66-8888/00. The program is BA CULINAR, Chapter: 33, and Training Type: Undergraduate. The interface has tabs for Bio, Certs, VA Data, Log, and History. A table lists enrollment terms:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019 05/15/2019	12 0	22222222 48022168
4X SPRING 18			01/15/2019 05/15/2019	12 0	22222222 48022168
4X FALL 18			08/15/2018 12/15/2018	0 0	22222222 48022086
4X REPLACE			08/15/2018 12/15/2018	12 0	22X22122 48022101

The 'View Enrollment' section for the selected term (SPRING 19) shows the following details:

- Facility: 22222222
- Trng Type: IHL_UNDERGRAD
- Prgrm: BA CULINAR
- Prior Credit: 4X
- Term Name: SPRING 19
- Begin Date: 01/15/2019
- End Date: 05/15/2019
- Res: 12
- Dist: 0
- Clock: 1200.00

Select "Cert" and "Terminate".

The screenshot shows the VAANCE system interface with the 'Cert' dropdown menu open. The menu options are: New, New Multiple Term, Amend, Adjust, **Cert**, and **Terminate**. The 'Cert' and 'Terminate' options are highlighted with red boxes. The background shows the same enrollment table and 'View Enrollment' section as in the previous screenshot.

Select "Colmery Section 107" as the Termination Reason and then select "SAVE".

VA VANCE Cert Complete Submit Print Student

Name: GELLER, MONICA Program: BA CULINAR
 SSN: 999-66-8888 Chapter: 33
 File/Payee: 999-66-8888/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X FALL 18		08/15/2018	12/15/2018	0	0			22222222	48022086	
4X REPLACE		08/15/2018	12/15/2018	12	0			22X22122	48022101	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BA CULINAR Prior Credit: 2

SPRING 19 01/15/2019 05/15/2019 12 0 1200.00

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

- End Of Term Or Course
- Graduation
- Unsatisfactory Attendance, Conduct, Or Progress
- Withdraw Before Beginning Of Term
- Withdrawal After Drop Period - Non-Punitive Grades Assigned
- Withdrawal After Drop Period - Punitive Grades Assigned
- Withdrawal During Drop Period
- Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
- Preregistered But Never Attended
- Other (Explanation In Remarks)
- Colmery Section 107**

Submit the Termination by selecting "Submit" and then "Submit Selected Term".

VA VANCE Cert Complete **Submit** Print Student

Name: GELLER, MONICA Program: BA CULINAR
 SSN: 999-66-8888 Chapter: 33
 File/Payee: 999-66-8888/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X SPRING 19		01/15/2019	05/15/2019	12	0			22222222	48022168	
4X FALL 18		08/15/2018	12/15/2018	0	0			22222222	48022086	
4X REPLACE		08/15/2018	12/15/2018	12	0			22X22122	48022101	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BA CULINAR Prior Credit: 2

SPRING 19 01/15/2019 05/15/2019 0 0 1200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Reason for Termination: **Colmery Section 107**

Remarks: Modify Remarks List

Termination For Section 107 Of Colmery Act. (01/15/2019 - 05/15/2019) ID:40627494

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 (22222222 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.

The screenshot displays the VANCE system interface. At the top, the 'Cert' dropdown menu is open, showing 'Colmery Replacement' selected. Below it, the '22X22222 Demo UNIV EXT 1' facility is highlighted. The main table shows enrollment records for SPRING 19, with the 'REPLACE' row selected. The 'View Enrollment' form below shows details for the selected enrollment, including term name, dates, credits, and facility code.

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19		01/15/2019	05/15/2019	0	0				22222222	48022168
4X SPRING 19		01/15/2019	05/15/2019	0	0			01/14/2019	22222222	48022169
4X SPRING 19		01/15/2019	05/15/2019	12	0				22222222	48022168
4X FALL 18		08/15/2018	12/15/2018	0	0				22222222	48022086
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022101

View Enrollment [Save] [Cancel]

Facility: 22222222 Trng Type: IHL UNDERGRAD Prorg: BA CULINAR Prior Credit: 4X

SPRING 19 | 01/15/2019 | 05/15/2019 | 12 | 0 | 1200.00

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]

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 screenshot shows the VANCE system interface. At the top, there are navigation links: "Cert Complete Submit", "Print", and "Student". The user's name is GELLER, MONICA, and the program is BA CULINAR. The interface has several tabs: "Bio", "Certs", "VA Data", "Log", and "History".

A table lists enrollment records:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

The "Edit Enrollment" form is open for the "REPLACE" term. The form fields are:

- Facility: 22X22122
- Term Type: I/L UNDERGRAD
- Program: BA CULINAR
- Price: 2
- Term Name: REPLACE (greyed out)
- Begin Date: 01/15/2019 (greyed out)
- End Date: 05/15/2019 (greyed out)
- Res: 12
- Dist*: 0
- R/D: (empty)
- Clock: (empty)
- T & F*: 1200.00

There are checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)". The "Remarks" section contains the text: "Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627494".

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. ****

The screenshot shows the VANCE system interface. At the top, there are tabs for 'Cert', 'Complete', and 'Submit'. The user is logged in as 'GELLER, MO' with SSN: 999-66-8888 and File/Payee: 999-66-8888/00. The program is 'BA CULINAR' and the training type is 'Undergraduate'. The 'Certs' section shows a table of enrollments:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

The 'Edit Enrollment' form is open for the 'REPLACE' enrollment. It shows the following details:

- Facility: 22X22122
- Trng Type: IHL UNDERGRAD
- Prgrm: BA CULINAR
- Prior Credit: 2
- Term Name: REPLACE
- Begin Date: 01/15/2019
- End Date: 05/15/2019
- Res: 12
- Dist: 0
- R/D: 0
- Clock: 1200.00
- Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627494

Once submission is complete, the replacement enrollment will appear on the Bio page.

The screenshot shows the VANCE system interface after submission. The user is now logged in as 'GELLER, MONICA' with SSN: 999-66-8888 and File/Payee: 999-66-8888/00. The program is 'BA CULINAR' and the training type is 'Undergraduate'. The 'Bio' section shows a table of enrollments:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

The 'View Current Status' form is open for the 'REPLACE' enrollment. It shows the following details:

- Facility: 22X22122
- Trng Type: IHL UNDERGRAD
- Prgrm: BA CULINAR
- Prior Credit: 4X
- Term Name: REPLACE
- Begin Date: 01/15/2019
- End Date: 05/15/2019
- Res: 12
- Dist: 0
- R/D: 0
- Clock: 1200.00
- Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627494

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.

The screenshot shows the VANCE Student School Detail interface. The search criteria are set to 'Last Name' with the value 'GELLER'. The search results table is as follows:

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
4X 999-66-8888	999-66-8888	00	GELLER	MONICA	33	BA CULIN AR	3/5/2020 1:33 PM	22X22222
4X 999-88-8888	999-88-8888	00	GELLER	ROSS	33	DR PALENT	3/5/2020 6:27 AM	22X22222
1 999-88-8888	999-88-8888	00	GELLER	ROSS	33	DR PALENT		22X22222
1 999-88-8888	999-88-8888	00	GELLER	ROSS	33	DR PALENT		22X22221
4X 999-66-8888	999-66-8888	00	GELLER	MONICA	33	BA CULIN AR	3/5/2020 1:36 PM	22X22122

Select "Certs" to go to the Certifications page.

VA NCE Bio Data

Name: GELLER, ROSS Program: DR PALENT
 SSN: 999-88-8888 Chapter: 33
 File/Payee: 999-88-8888/00 Training Type: Graduate

Save Cancel Print Student

Bio **Certs** VA Data Log History

Salutation First Name Middle Name Last Name Suffix
 | ROSS | | GELLER | |

999-88-8888 10004 Address* Location Domestic
 SSN* Student ID 125 8TH AVE APT 4B
 999-88-8888 00 33
 File Number* Payee# Chapter*
 IHL_GRAD City* State*
 Training Type* NEW YORK NY
 DEMO IHL 2-2-2222-22 04107 Zip* Zip Suffix
 School Short Name Facility Code
 Patentology - Doctorate Program*
 NA PT Evaluated
 Prior Training Credit*
 Guest Student Active Duty
 STEM Scholarship Recipient
 Primary School - Name - State
 Fry 33 percent fin Aid Counseling

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".

VA NCE Certs

Name: GELLER, ROSS Program: DR PALENT
 SSN: 999-88-8888 Chapter: 33
 File/Payee: 999-88-8888/00 Training Type: Graduate

Print Student

Bio Certs VA Data Log History

All All All to Filter
 Term Name Status Facility Code Begin Date Range End Date Range

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
FALL 18		08/15/2018	12/15/2018	9	0				22222222	48022087

View Current Status Save Cancel
 Facility: 22222222 Trng Type: IHL_GRAD Prgrm: DR PALENT Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 9 0 9000.00 9
 Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date
 Remarks Modify Remarks List

You will now see the enrollment, as well as any amendments. Select the latest amendment.

The screenshot shows the VA NANCE system interface. At the top, there are navigation links: "Cert", "Complete", and "Submit". The user's name is GELLER, ROSS, and the program is DR PALENT. The "Certs" section is active, showing a table of enrollment records. The table has columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The latest amendment is highlighted with a red box.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X FALL 18			08/15/2018	12/15/2018
4X FALL 18			08/15/2018	12/15/2018
4X FALL 18			08/15/2018	12/15/2018

Below the table, there is a "View Amendment" section. It shows details for the selected amendment, including the facility code (22222222), term type (JHL GRAD), program (DR PALENT), and prior credit (4X). The amendment details include the term name (FALL 18), begin date (08/15/2018), end date (12/15/2018), and a remark: "Amends Training Period (08/15/2018-12/15/2018) On 1999 Dated: 03/05/2020".

Select "Cert" then "Terminate".

The screenshot shows the VA NANCE system interface with the "Cert" dropdown menu open. The menu options are: "New", "New Multiple Term", "Salary Replacement", "Amend", "Adjust", and "Terminate". The "Terminate" option is highlighted with a red box. The background shows the same "Certs" page as the previous screenshot, but the focus is on the dropdown menu.

Select "Colmery Section 107" as the Termination Reason and then select "SAVE".

The screenshot shows the 'Edit Termination' form in the VA NANCE system. The form includes fields for Facility (22222222), Term Type (HL GRAD), Program (DR PALENT), and Prior Credit (2). The selected term is FALL 18, with a start date of 08/15/2018 and an end date of 12/15/2018. The reason for termination is currently blank, and a dropdown menu is open, showing a list of options including 'Colmery Section 107', which is highlighted. A red box highlights the dropdown menu and the 'Save' button.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018 - 12/15/2018	9 0	
4X FALL 18			08/15/2018 - 12/15/2018	9 0	
4X FALL 18			08/15/2018 - 12/15/2018	9 0	
4X FALL 18			08/15/2018 - 12/15/2018	9 0	

Submit the Termination by selecting "Submit" and then "Submit Selected Term".

The screenshot shows the 'Edit Termination' form after the 'Colmery Section 107' reason has been selected. The 'Reason for Termination' field is populated with 'Colmery Section 107'. The 'Remarks' field contains the text: 'Termination For Section 107 Of Colmery Act. (08/15/2018 - 12/15/2018) ID:40627425'. The 'Submit' button is highlighted in red, and the 'Submit Selected Term' button is also visible.

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 (22222222 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 “22222222 Demo IHL”.

The screenshot shows the VA NCE interface. At the top, there are buttons for 'Cert', 'Complete', and 'Submit'. Below this, a 'New Multiple Term' section contains buttons for 'Colmery Replacement', '22X22222 DEMO EXT 4', '22X22222 DEMO UNIV EXT 2', and '22222222 DEMO IHL'. The '22222222 DEMO IHL' button is highlighted with a red box. Below the buttons is a table with columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, and Filter. The table contains several rows for 'FALL 18' terms. Below the table is the 'View Amendment' section, which shows details for a term at facility 22222222, including 'Term Name: FALL 18', 'Begin Date: 08/15/2018', 'End Date: 12/15/2018', 'Res: 9', 'Dist: 0', 'R/D: 0', 'Clock: 9000.00', and 'TT/FT: 9'. There are also checkboxes for 'Advance Pay' and 'Accelerated Pay', and a 'Remarks' field with the text 'Amends Training Period (08/15/2018-12/15/2018) On 1999 Dated: 03/05/2020'.

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.*

The screenshot shows the VA NCE interface. At the top, there are buttons for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. Below this, a table with columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, and Filter. The table contains several rows for 'FALL 18' terms. Below the table is the 'Edit Enrollment' section, which shows details for a term at facility 22222222, including 'Term Name: REPLACE', 'Begin Date: 08/15/2018', 'End Date: 12/15/2018', 'Res: 4.5', 'Dist: 0', 'R/D: 0', 'Clock: 4500', and 'TT/FT: 9'. There are also checkboxes for 'Advance Pay' and 'Accelerated Pay', and a 'Remarks' field with the text 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627425'.

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).

The screenshot shows the 'Certs' page in the VA NCE system. The 'Cert' button is highlighted in red. Below it, 'Colmery Replacement' and '22X22222 DEMO UNIV EXT' are also highlighted in red. A table lists enrollment records, with the 'REPLACE' row selected. The 'View Amendment' form below shows details for the replacement enrollment, including dates, credits, and remarks.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
2 REPLACE			08/15/2018	12/15/2018	

View Amendment

Facility: 22222222 Trng Type: IHL GRAD Prgrm: DR PALENT Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 9 0 9000.00 9

Term Name Begin Date* End Date* Res Dist* R/D Clock LDA/EF Date TT/FT*

Remarks
Amends Training Period (08/15/2018-12/15/2018) On 1999 Dated: 03/05/2020

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 screenshot shows the 'Edit Enrollment' form in the VA NCE system. The 'Res' field is set to 4.5 and 'T & F' is set to 4500. The 'Save' button is highlighted in red.

Edit Enrollment

Facility: 22X22222 Trng Type: IHL GRAD Prgrm: DR PALENT

REPLACE 08/15/2018 12/15/2018 4.5 0 4500 9

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

Remarks
Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627425

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 **

VA VANCE Cert Complete Submit Print Student

Name: GELLER, ROSS SSN: 999-98-8888 File/Payee: 999-98-8888/00

Program: DR PALENT Chapter: 33 Training Type: Graduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter					
Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EF Data	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	0	0				22222222	48022087
2 REPLACE		08/15/2018	12/15/2018	4.5	0				22222222	
2 REPLACE		08/15/2018	12/15/2018	4.5	0				22X22222	

Edit Enrollment Save Cancel

Facility: 22X22222 Trng Type: IHL_GRAD Prgrm: DR PALENT Prior Credit: 2

REPLACE 08/15/2018 12/15/2018 4.5 0 4500.00 9

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks: Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627425

Once submission is complete, both replacement enrollments will appear on the Bio page.

VA VANCE Cert Complete Submit Print Student

Name: GELLER, ROSS SSN: 999-98-8888 File/Payee: 999-98-8888/00

Program: DR PALENT Chapter: 33 Training Type: Graduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter					
Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EF Data	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	0	0				22222222	48022087
4X REPLACE		08/15/2018	12/15/2018	4.5	0				22222222	48022104
4X REPLACE		08/15/2018	12/15/2018	4.5	0				22X22222	48022103

View Current Status Save Cancel

Facility: 22X22222 Trng Type: IHL_GRAD Prgrm: DR PALENT Prior Credit: 4X

REPLACE 08/15/2018 12/15/2018 4.5 0 4500.00 9

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks: Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627425

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.

The screenshot shows the VANCE Student School Detail interface. The search criteria are set to Last Name: TRIB, Starts With: TRIB, and Search Text: TRIB. The search results show 4 records, with the first record highlighted in red. The table below shows the details of the enrollment records.

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input checked="" type="checkbox"/>	1999-44-8888	999-44-8888	00	TRIBIANI	JOEY	33	BA ARTS	22X22222	22X22222
<input type="checkbox"/>	1999-44-8888	999-44-8888	00	TRIBIANI	JOEY	33	BA ARTS	22X22122	22X22122
<input type="checkbox"/>	1999-44-8888	999-44-8888	00	TRIBIANI	JOEY	33	BA ARTS	22X22322	22X22322

Select "Certs" to go to the Certifications page.

VA NANCE Bio Data Save Cancel Print Student

Name: TRIBBIANI, JOEY Program: BA ARTS
 SSN: 999-44-8888 Chapter: 33
 File/Payee: 999-44-8888/00 Training Type: Undergraduate

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

JOEY TRIBBIANI

Salutation First Name* Middle Name Last Name* Suffix

999-44-8888 10007 Address* Location Domestic

SSN* Student ID 123 8TH AVE APT B

999-44-8888 00 33

File Number* Payee# Chapter*

IHL UNDERGRAD NEW YORK NY

Training Type* City* State*

DEMO IHL 2-2-2222-22 04107

School Short Name Facility Code Zip* Zip Suffix

Performing Arts - BA Phone Extension

Program* nofoodsharing@noreply.com

NA PT Evaluated Email*

Guest Student Active Duty Alternate Email

STEM Scholarship Recipient Notes

Primary School -- Name -- State

Fry 33 percent In Aid Counseling

You will see a Fall 18 term at the Main Campus with 12 credits, as well as 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.

VA NANCE Cert Complete Submit Print Student

Name: TRIBBIANI, JOEY Program: BA ARTS
 SSN: 999-44-8888 Chapter: 33
 File/Payee: 999-44-8888/00 Training Type: Undergraduate

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

All All All Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/EFF Data	Facility Code	Cert ID
4X SPRING 19			01/15/2019	05/15/2019	9	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022089

View Enrollment Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BA ARTS Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 12 0 1200.00

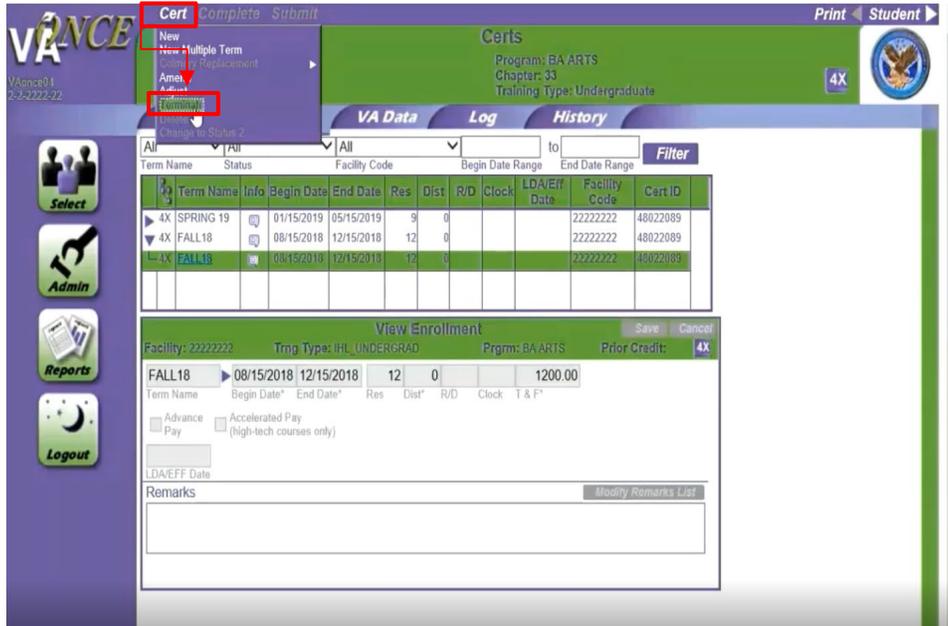
Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

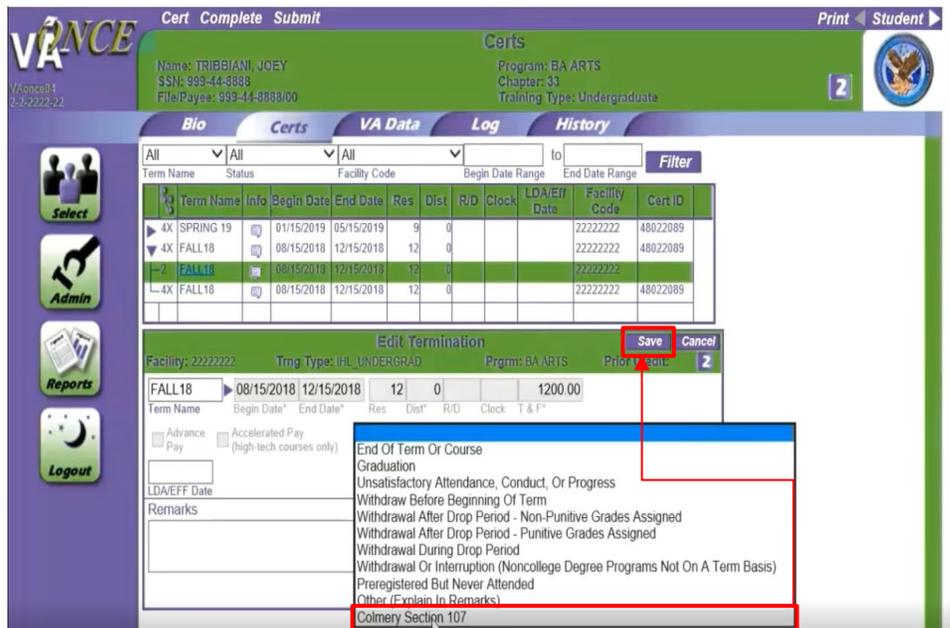
LDA/EFF Date

Remarks Modify Remarks List

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”.

VA-ONCE Cert Complete Submit Print Student

Name: TRIBBIANI, JOE Program: BA ARTS
 SSN: 999-44-8888 Chapter: 33
 File/Payee: 999-44-8888/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X FALL18			08/15/2018	12/15/2018	
4X FALL18			08/15/2018	12/15/2018	
4X FALL18			08/15/2018	12/15/2018	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgr: BA ARTS Prior Credit: 2

FALL18 08/15/2018 12/15/2018 0 0 1200.00

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

Advance Pay Accelerated Pay Colmery Section 107 (high-tech courses only) Reason for Termination

08/14/2018 LDA/EFF Date

Remarks Termination For Section 107 Of Colmery Act. (08/15/2018 - 12/15/2018) ID:40627426

A pop-up box will appear because there is a sub/D term at the Main Campus that may require recertification. Please select “OK”.

VA-ONCE Cert Complete Submit Print Student

Name: TRIBBIANI, JOE Program: BA ARTS
 SSN: 999-44-8888 Chapter: 33
 File/Payee: 999-44-8888/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X FALL18			08/15/2018	12/15/2018	
4X FALL18			08/15/2018	12/15/2018	
4X FALL18			08/15/2018	12/15/2018	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgr: BA ARTS Prior Credit: 2

FALL18 08/15/2018 12/15/2018

Term Name Begin Date* End Date*

Advance Pay Accelerated Pay Colmery Section 107 (high-tech courses only) Reason for Termination

08/14/2018 LDA/EFF Date

Remarks Termination For Section 107 Of Colmery Act. (08/15/2018 - 12/15/2018) ID:40627426

Message from webpage

If the following terms remain as previously certified, click OK. To automatically terminate the terms that begin on or after the termination date, click Cancel. VA-ONCE recognizes subsequent terms to be those terms which start on or after the effective date of the termination being submitted. NOTE: Please read the help text concerning subsequent terms to ensure proper processing.

OK Cancel

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.

The screenshot shows the 'Certs' page in the VA NANCE system. A dropdown menu is open for 'Colmery Replacement', showing options like '22X222221 DEMO UNIV EXT 1'. The table below shows enrollment records for FALL 18.

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 19			01/15/2019	05/15/2019	9	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0		08/14/2018		22222222	48022105
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022089

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 screenshot shows the 'Edit Enrollment' section in the VA NANCE system. The 'Res' field is set to 4 and 'T & F' is set to 400. The 'Save' button is highlighted.

Term Name	Begin Date	End Date	Res	Dist	R/D	Clock	T & F
REPLACE	08/15/2018	12/15/2018	4	0			400

REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #2

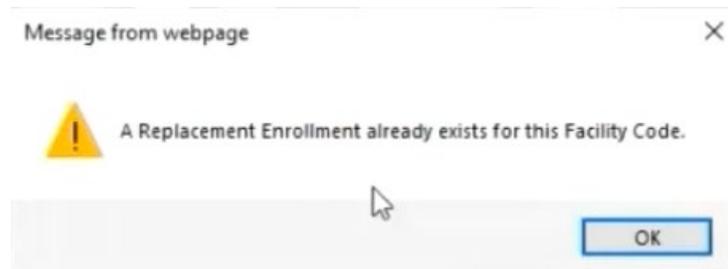
To replace the enrollment at the second extension campus, highlight the terminated enrollment certification with the correct hours and Tuition & Fees. Select “Cert”, “Colmery Replacement”, and then select the campus that you are replacing the enrollment for. Since we have already certified at the first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

The screenshot shows the VANCE system interface. At the top, there are buttons for 'Cert', 'Complete', and 'Submit'. Below these, there are dropdown menus for 'New Multiple Term' (set to 'Colmery Replacement 2'), 'Term' (set to '22X22222.DEMO UNIV EXT 1'), 'Facility' (set to '22X22222.DEMO UNIV EXT 1'), and 'Status' (set to '22X22222.DEMO IHL'). The main area displays a table of enrollment records:

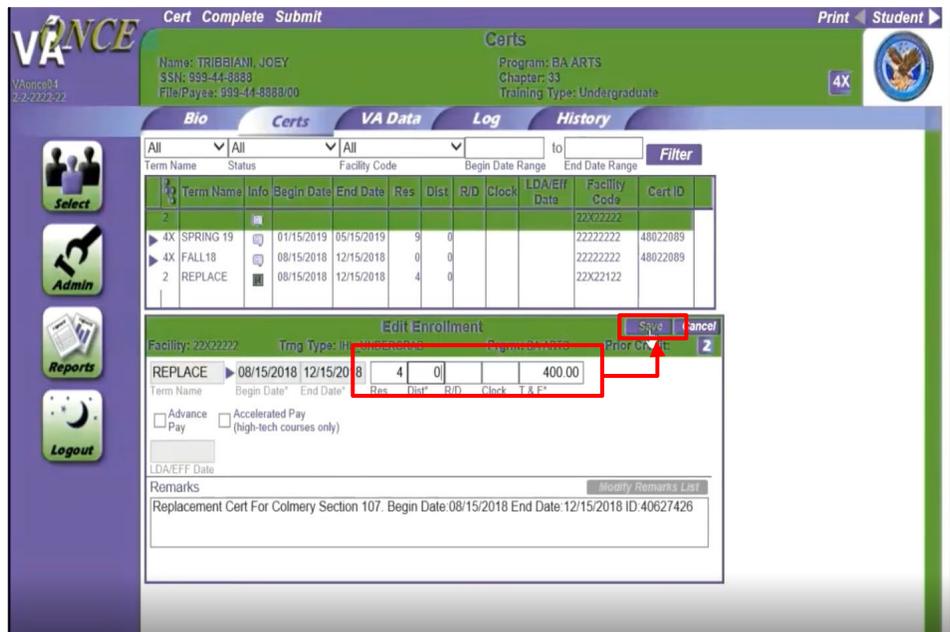
Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19			01/15/2019	05/15/2019	9	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0		08/14/2018		22222222	48022105
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022089
2 REPLACE			08/15/2018	12/15/2018	4	0				22X22122	

Below the table, there is a 'View Enrollment' section for Facility: 22222222, Trng Type: IHL UNDERGRAD, Prgrm: BA ARTS, and Prior Credit: 4X. It shows details for FALL 18, including dates (08/15/2018 to 12/15/2018), Res (12), Dist (0), and Clock (1200.00). There are checkboxes for 'Advance Pay' and 'Accelerated Pay', and a 'Remarks' field.

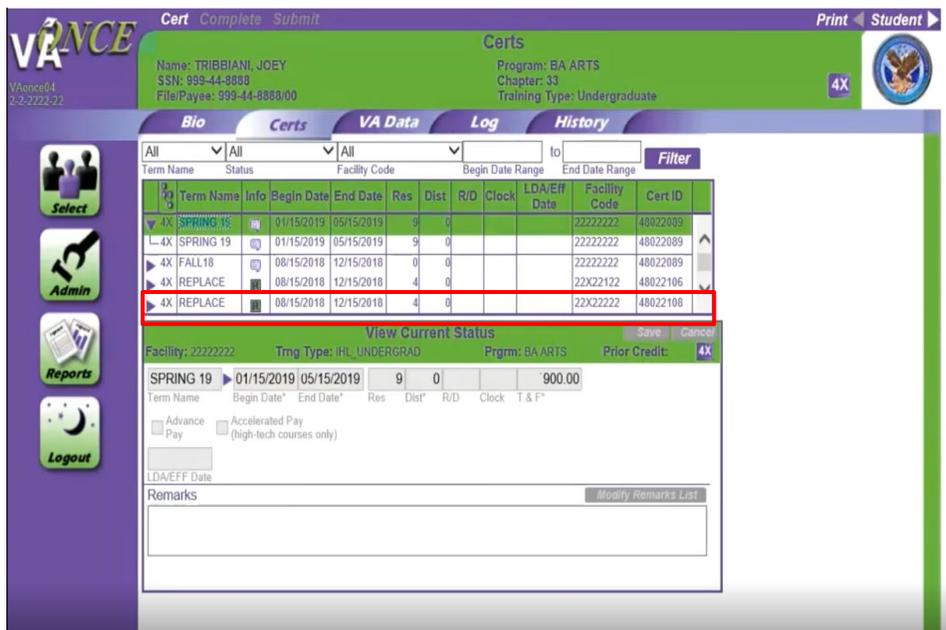
**** Note:** If you attempt to replace the enrollment with an extension campus that has already been used as a replacement, you will receive the following error. **



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).

The screenshot shows the VANCE system interface. At the top, there are buttons for "Cert", "Complete", and "Submit". Below these, a dropdown menu is open, showing options: "New", "Modify", "Form", "Colmery Replacement", "22X22122 DEMO UNIV EXT 1", "22X22222 DEMO UNIV EXT 2", and "22X22223 DEMO UNIV EXT 3". The "Colmery Replacement" option is highlighted. Below the dropdown, there are buttons for "Log" and "History".

The main area displays a table of enrollment records:

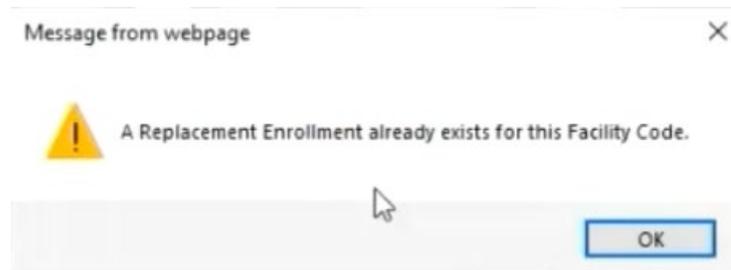
Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Data	Facility Code	Cert ID
4X SPRING 19			01/15/2019	05/15/2019	9	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0			08/14/2018	22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0				22222222	48022105
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022089
2 REPLACE			08/15/2018	12/15/2018	4	0				22X22122	

Below the table, there is a "View Enrollment" section with fields for Facility (22222222), Trng Type (HLL UNDERGRAD), Prgm (BA ARTS), and Prior Credit (4X). It also shows a table for the selected enrollment:

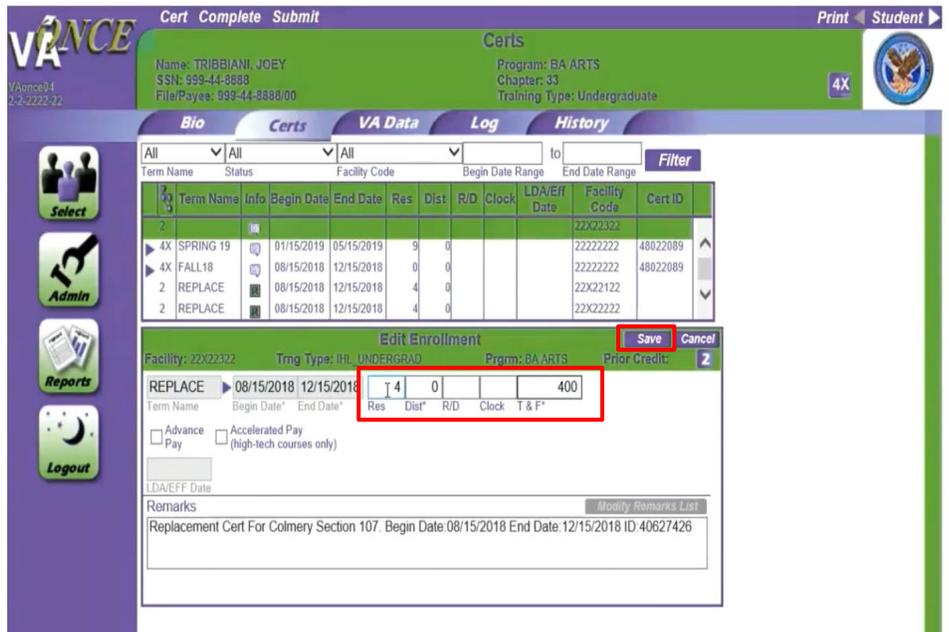
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*
FALL18	08/15/2018	12/15/2018	12	0			1200.00

There are also checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)", and a "Remarks" field with a "Modify Remarks List" button.

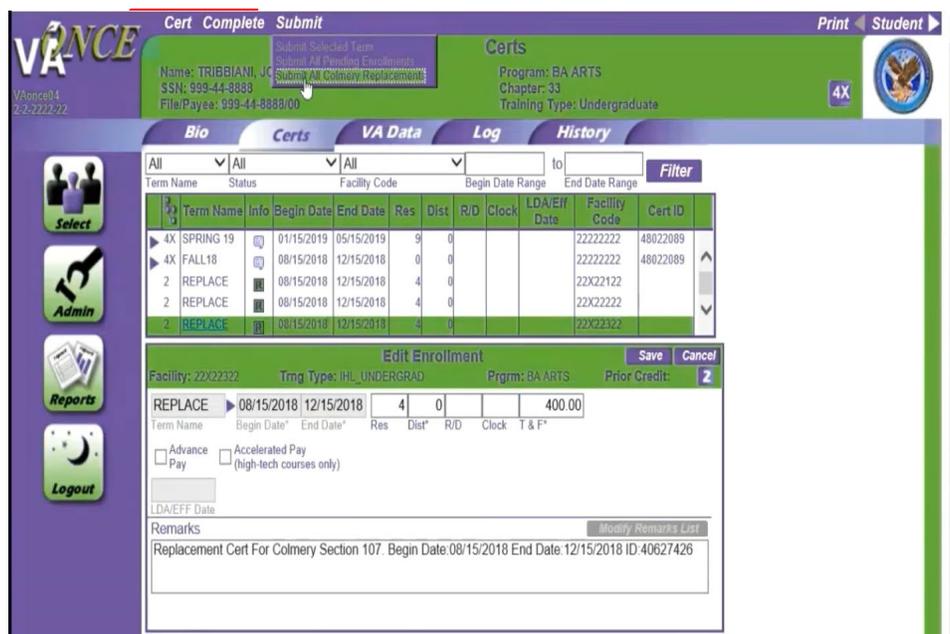
**** Note:** If you attempt to replace the enrollment with an extension campus that has already been used as a replacement, you will receive the following error. **



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.

The screenshot displays the VA NCE system interface. At the top, it shows the user's name (TRIBBIANI, JOEY), SSN (999-44-8888), and File/Payer (999-44-8888/00). The program is BA ARTS, Chapter 33, and the training type is Undergraduate. The page is titled 'Certs' and includes navigation tabs for Bio, Certs, VA Data, Log, and History. A table lists enrollment records, with three 'REPLACE' entries highlighted in red. Below the table, the 'Edit Enrollment' form is visible, showing details for a 'REPLACE' enrollment with a begin date of 08/15/2018, end date of 12/15/2018, 4 credits, and a cost of 400.00. The remarks section contains the text: 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627426'.

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 19			01/15/2019	05/15/2019	9	0				22222222	48022089
4X FALL 18			08/15/2018	12/15/2018	0	0				22222222	48022089
2 REPLACE			08/15/2018	12/15/2018	4	0				22022122	
2 REPLACE			08/15/2018	12/15/2018	4	0				22022222	
2 REPLACE			08/15/2018	12/15/2018	4	0				22022322	

Edit Enrollment

Facility: 22022222 Trng Typ: IHL UNDERGRAD Prgm: BA ARTS Prior Credit: 2

REPLACE ▶ 08/15/2018 12/15/2018 4 0 400.00

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
Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627426

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.

The screenshot shows the 'Select Student' interface in the VANCE system. The search criteria are set to 'Last Name' with the value 'BUFFAY'. Below the search bar, there are several filter dropdowns for Status, Facility Code, Chapter, Training Type, Program, and PT Evaluated. A table displays 6 records of student enrollments. The first record is highlighted with a red border.

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input type="checkbox"/>	2 999-33-8888	999-33-8888	00	BUFFAY	PHOEBE	33	MASS THERA	3/6/2020 11:39 AM	22222222
<input type="checkbox"/>	4X 999-22-7777	999-22-7777	00	BUFFAY	URSULA	33	MASS THERA	3/10/2020 9:43 AM	22222222
<input type="checkbox"/>	4X 999-44-7777	999-44-7777	00	BUFFAY	FRANK	33	BS-GAM	3/10/2020 10:06 AM	22222222
<input type="checkbox"/>	4X 999-44-7777	999-44-7777	00	BUFFAY	FRANK	33	BS-GAM	3/10/2020 10:07 AM	22X22222
<input type="checkbox"/>	4X 999-33-8888	999-33-8888	00	BUFFAY	PHOEBE	33	MASS THERA	3/6/2020 11:39 AM	22X22122
<input type="checkbox"/>	1 999-22-7777	999-22-7777	00	BUFFAY	URSULA	33	MASS THERA		22X22122

Select "Certs" to go to the Certifications page.

VA NANCE Save Cancel Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree Collage

Bio **Certs** VA Data Log History

URSULA BUFFAY

Salutation First Name* Middle Name Last Name* Suffix

999-22-7777 20077 Address* Location Domestic

SSN* Student ID 123 AVENUE B

999-22-7777 00 33 File Number* Payee# Chapter* NEW YORK NY

NCD City* State*

Training Type* DEMO IHL 2-2-2222-22 01547 Zip* Zip Suffix

School Short Name Facility Code

Program* Massage Therapy

NA PT Evaluated

Prior Training Credit* Email* phoebesister@noreply.com

Alternate Email

Notes

Primary School - Name - State

Fry 33 percent fin Aid Counseling

Tasks Margin Help

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".

VA NANCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree Collage

Bio **Certs** VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Status	Facility Code	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X FALL 18			08/15/2018	12/15/2018	9	0				22222222	40027520

View Current Status Save Cancel

Facility: 22222222 Trng Type: NCD Prgrms: MASS THERA Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 9 0 1200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks Modify Remarks List

Tasks Margin Help

You will now see the enrollments, as well as any amendments. Select the enrollment that needs to be recertified.

VA NCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College 4X

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

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	9	0			10/31/2018	22222222	48022120
4X FALL 18		08/15/2018	12/15/2018	9	0				22222222	48022121
4X FALL 18		08/15/2018	12/15/2018	12	0				22222222	48022120

View Enrollment Save Cancel

Facility: 22222222 Trng Type: NCD Prgrm: MASS THERA Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 12 0 1200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks [Modify Remarks List](#)

Tasks Margin Help

Select "Cert" and "Terminate".

VA NCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College 4X

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

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	9	0			10/31/2018	22222222	48022120
4X FALL 18		08/15/2018	12/15/2018	9	0				22222222	48022121
4X FALL 18		08/15/2018	12/15/2018	12	0				22222222	48022120

View Enrollment Save Cancel

Facility: 22222222 Trng Type: NCD Prgrm: MASS THERA Prior Credit: 4X

FALL 18 08/15/2018 12/15/2018 12 0 1200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date LD Accrued

Remarks [Modify Remarks List](#)

Tasks Margin Help

Select "Colmery Section 107" as the Termination Reason and then select "SAVE".

VA NANCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College

VA Data | **Log** | **History**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018 12/15/2018	9 0	
4X FALL 18			08/15/2018 12/15/2018	12 0	
4X FALL 18			08/15/2018 12/15/2018	9 0	10/31/2018
4X FALL 18			08/15/2018 12/15/2018	12 0	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: NCD Prgr: MASS THERA Prior Credit: 2

FALL 18 08/15/2018 12/15/2018 12 0 1200.00

End Of Term Or Course
 Graduation
 Unsatisfactory Attendance, Conduct, Or Progress
 Withdraw Before Beginning Of Term
 Withdrawal After Drop Period - Non-Punitive Grades Assigned
 Withdrawal After Drop Period - Punitive Grades Assigned
 Withdrawal During Drop Period
 Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
 Preregistered But Never Attended
 Other (Explain In Remarks)
Colmery Section 107

Submit the Termination by selecting "Submit" and then "Submit Selected Term".

VA NANCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College

VA Data | **Log** | **History**

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018 12/15/2018	9 0	
4X FALL 18			08/15/2018 12/15/2018	12 0	
4X FALL 18			08/15/2018 12/15/2018	9 0	10/31/2018
4X FALL 18			08/15/2018 12/15/2018	12 0	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: NCD Prgr: MASS THERA Prior Credit: 2

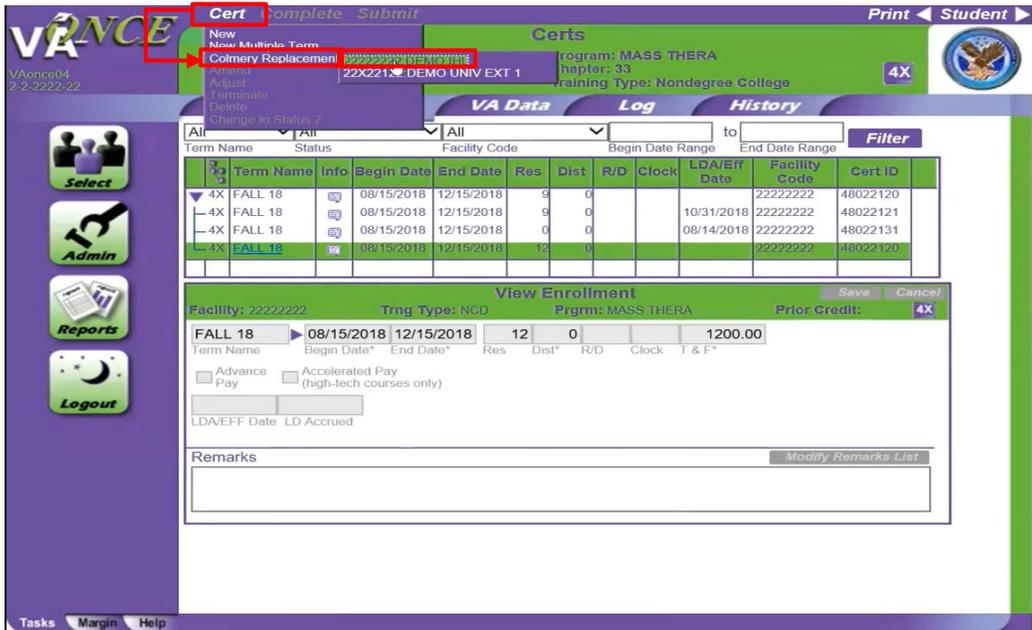
FALL 18 08/15/2018 12/15/2018 0 0 1200.00

Reason for Termination
Colmery Section 107

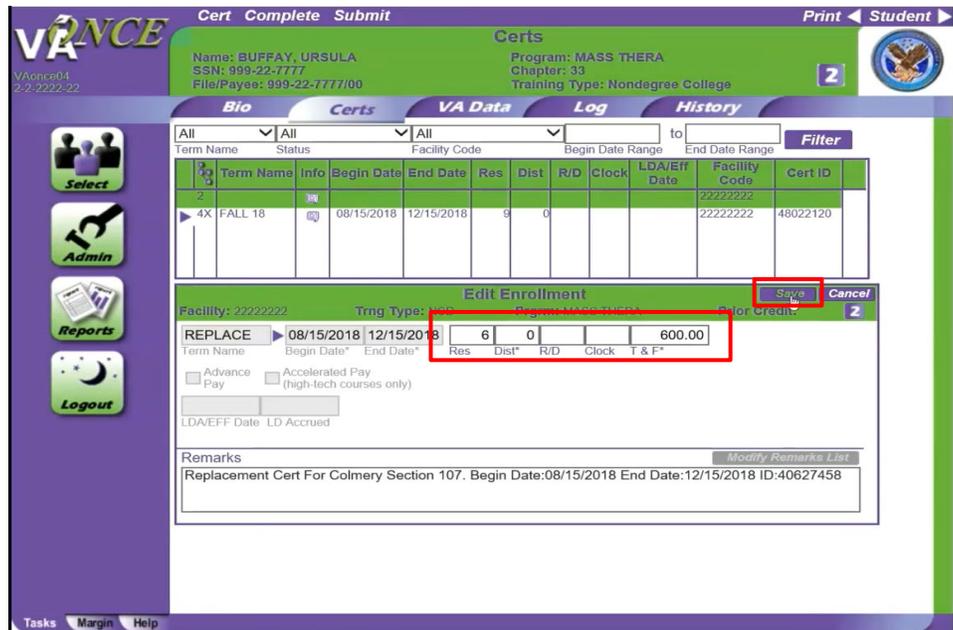
Remarks
 Termination For Section 107 Of Colmery Act. (08/15/2018 - 12/15/2018) ID:40627458

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 (22222222 Demo IHL) and 3 hours at the extension campus (22X22222 Demo UNIV EXT 1), so we will begin by replacing the previous enrollment by entering the correct hours at the main campus by selecting “22222222 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”.



REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS CREDIT HOURS

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).

The screenshot displays the VAANCE system interface. At the top, there are buttons for 'Cert', 'Complete', and 'Submit'. Below these, a dropdown menu for 'Colmery Replacement' is open, showing the selected option '22X22222 DEMO UNIV EXT 1'. The main area features a table of enrollment records with the following data:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
4X FALL 18			08/15/2018	12/15/2018	
Z REPLACE			08/15/2018	12/15/2018	

Below the table, the 'View Enrollment' section shows details for 'FALL 18' with a 'Prior Credit' of '4X'. The 'Remarks' field is empty.

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 screenshot shows the 'Edit Enrollment' form in the VA NCE system. The form is for a student named BUFFAY, URSULA. The enrollment record being edited is for the term 'REPLACE' starting on 08/15/2018 and ending on 12/15/2018. The input fields for the enrollment are: Res: 6, Dist*: 0, R/D: (empty), Clock: (empty), and T & F*: 600. The form also includes a 'Remarks' section with the text: 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627458'.

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. **

The screenshot shows the 'Edit Enrollment' form in the VA NCE system. The form is for a student named BUFFAY, URSULA. The enrollment record being edited is for the term 'REPLACE' starting on 08/15/2018 and ending on 12/15/2018. The input fields for the enrollment are: Res: 6, Dist*: 0, R/D: (empty), Clock: (empty), and T & F*: 600.00. The form also includes a 'Remarks' section with the text: 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627458'. A red box highlights the 'Submit All Colmery Replacements' button in the top navigation bar.

Once submission is complete, both replacement enrollments will appear on the Bio page

Certs
 Name: BUFFAY, URSULA
 SSN: 999-22-7777
 File/Payer: 999-22-7777/00
 Program: MASS THERA
 Chapter: 33
 Training Type: Nondegree College

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

View Current Status
 Facility: 22X22122 Trng Type: NCD Prgrm: MASS THERA Prior Credit: 4X

REPLACE 08/15/2018 12/15/2018 Res: 6 Dist: 0 R/D: 0 Clock: 600.00

Remarks
 Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627458

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".

Certs
 Name: BUFFAY, URSULA
 SSN: 999-22-7777
 File/Payer: 999-22-7777/00
 Program: MASS THERA
 Chapter: 33
 Training Type: Nondegree College

New Multiple Term Colmery Replacement

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

Message from webpage: Is this replacing an Adjustment that was previously submitted? If OK, copy the replacement remark. If CANCEL, no remark is inserted.

REPLACE 08/15/2018 12/15/2018 Res: 6 Dist: 0 R/D: 0 Clock: 600.00

Remarks
 Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627458

Make the appropriate reduction to the number of hours. In this case, we will reduce the hours from 6 to 3.

VA NANCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
2 REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

Edit Adjustment Save Cancel

Facility: 22X22122 Trng Type: NCD Prgr: MASS THERA Prior Credit: 2

REPLACE 08/15/2018 12/15/2018 **3** 0 600.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment

LD/AEFF Date LD Accrued

Remarks [Modify Remarks List](#)

Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627458

Tasks Margin Help

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".

VA NANCE Cert Complete Submit Print Student

Name: BUFFAY, URSULA Program: MASS THERA
 SSN: 999-22-7777 Chapter: 33
 File/Payee: 999-22-7777/00 Training Type: Nondegree College

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X FALL 18			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	
2 REPLACE			08/15/2018	12/15/2018	
4X REPLACE			08/15/2018	12/15/2018	

Edit Adjustment Save Cancel

Facility: 22X22122 Trng Type: NCD Prgr: MASS THERA Prior Credit: 2

REPLACE 08/15/2018 12/15/2018 3 0 600.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment

LD/AEFF Date LD Accrued

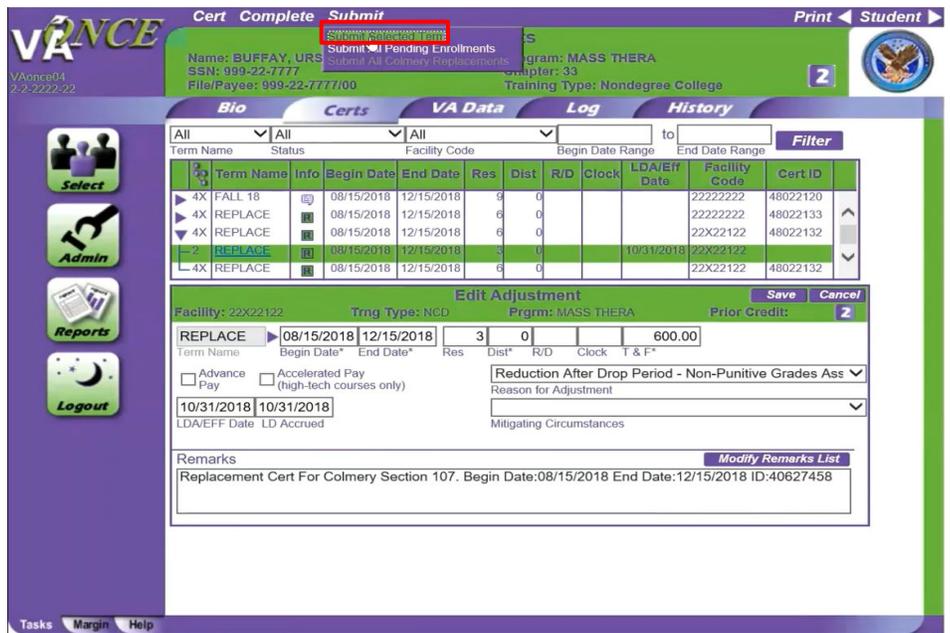
Remarks [Modify Remarks List](#)

Replacement Cert For Colmery S

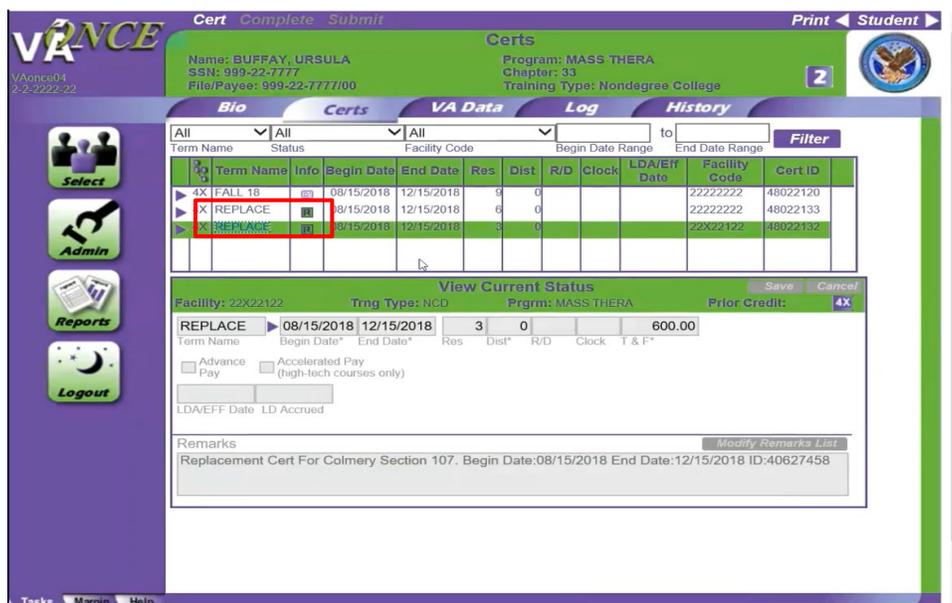
- Increase
- Increase On First Day Of Term
- Preregistered But Reduced Prior To First Day Of Term
- Reduction (Non College)
- Reduction After Drop Period - Non-Punitive Grades Assigned**
- Reduction After Drop Period - Punitive Grades Assigned
- Reduction During Drop Period
- Reduction On First Day Of Term
- Student Completed Term But Non-Punitive Grades Assigned For One Or More Courses
- Other (Explain In Remarks)

Tasks Margin Help

Click “Submit” then press “Submit Selected Term”. The “Reasons for Adjustment”, “Hours”, “Tuitions 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

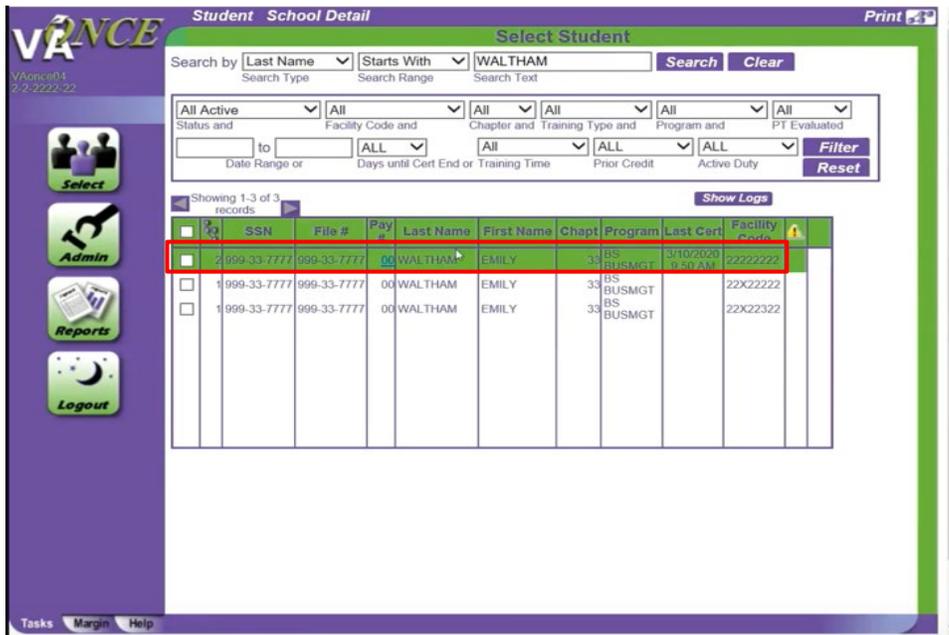
Description: This scenario provides the steps and screenshots to reduce credit hours for a student taking classes at multiple extension campuses. In this situation, the student was originally certified at a main campus. The student began taking hours at extension campuses. The student reduced credit 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.



The screenshot shows the VANCE Student School Detail interface. The search criteria are set to 'Last Name' with the value 'WALTHAM'. The search results table displays three records for the student EMILY WALTHAM, all enrolled in the 'BS BUSMGT' program at Chapter '33'. The first record is highlighted in red, indicating it is the selected enrollment for replacement. This record shows a 'Last Cert' date of 3/10/2020 and a 'Facility Code' of 22222222.

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
2 999-33-7777	999-33-7777	00	WALTHAM	EMILY	33	BS BUSMGT	3/10/2020 9:56 AM	22222222
1 999-33-7777	999-33-7777	00	WALTHAM	EMILY	33	BS BUSMGT		22X22222
1 999-33-7777	999-33-7777	00	WALTHAM	EMILY	33	BS BUSMGT		22X22322

Select "Certs" to go to the Certifications page.

VAANCE 2.2.2222.22

Name: WALTHAM, EMILY
 SSN: 999-33-7777
 File/Payee: 999-33-7777/00

Program: BS BUSMGT
 Chapter: 33
 Training Type: Undergraduate

Save Cancel Print Student

Bio **Certs** VA Data Log History

Salutation First Name* Middle Name Last Name* Suffix
 EMILY WALTHAM

999-33-7777 200014
 SSN* Student ID

999-33-7777 00 33
 File Number* Payee# Chapter*

IHL_UNDERGRAD
 Training Type*

DEMO IHL 2-2-2222-22
 School Short Name Facility Code

Business Management - BS
 Program*

NA PT Evaluated
 Prior Training Credit*

Guest Student Active Duty
 STEM Scholarship Recipient

Address* Location Domestic
 123 TEST DR

ENGLAND NY
 City* State*

01547
 Zip* Zip Suffix

Phone Extension
 leftalter@noreply.com
 Email*

Alternate Email

Notes

Primary School - Name - State

Fry 33 percent fin Aid Counseling

Tasks Margin Help

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.

VAANCE 2.2.2222.22

Name: WALTHAM, EMILY
 SSN: 999-33-7777
 File/Payee: 999-33-7777/00

Program: BS BUSMGT
 Chapter: 33
 Training Type: Undergraduate

Print Student

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 19			01/15/2019	05/15/2019	3	0				22222222	48022122
4X SPRING 19			01/15/2019	05/15/2019	3	0		03/31/2019		22222222	48022123
4X SPRING 19			01/15/2019	05/15/2019	3	0				22222222	48022122

View Enrollment Save Cancel

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 4X

SPRING 19 01/15/2019 05/15/2019 6 0 600.00

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

Tasks Margin Help

Select "Cert" and "Terminate".

Certs
 Program: BS BUSMGT
 Chapter: 33
 Training Type: Undergraduate

Term Name	Status	Facility Code	Begin Date Range	to	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019		
4X SPRING 19			01/15/2019	05/15/2019		
4X SPRING 19			01/15/2019	05/15/2019		

View Enrollment
 Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 4X

SPRING 19 | 01/15/2019 | 05/15/2019 | 6 | 0 | 600.00

Res: 6 Dist: 0 R/D: 0 Clock: 0 T & F: 0

Remarks:

Select "Colmery Section 107" as the Termination Reason and then select "SAVE".

Edit Termination
 Name: WALTHAM, EMILY
 SSN: 999-33-7777
 File/Payer: 999-33-7777/00
 Program: BS BUSMGT
 Chapter: 33
 Training Type: Undergraduate

Term Name	Status	Facility Code	Begin Date Range	to	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019		
4X SPRING 19			01/15/2019	05/15/2019		
4X SPRING 19			01/15/2019	05/15/2019		
4X SPRING 19			01/15/2019	05/15/2019		

Edit Termination
 Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 2

SPRING 19 | 01/15/2019 | 05/15/2019 | 6 | 0 | 600.00

Res: 6 Dist: 0 R/D: 0 Clock: 0 T & F: 0

End Of Term Or Course
 Graduation
 Unsatisfactory Attendance, Conduct, Or Progress
 Withdraw Before Beginning Of Term
 Withdrawal After Drop Period - Non-Punitive Grades Assigned
 Withdrawal After Drop Period - Punitive Grades Assigned
 Withdrawal During Drop Period
 Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
 Preregistered But Never Attended
 Other (Explain In Remarks)
Colmery Section 107

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

VA VANCE Cert Complete **Submit** Print Student

Name: WALTHAM, E SSN: 999-33-7777 File/Payee: 999-33-7777/00 Program: BS BUSMGT Chapter: 33 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X SPRING 19			01/15/2019	05/15/2019	
4X SPRING 19			01/15/2019	05/15/2019	
4X SPRING 19			01/15/2019	05/15/2019	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IRL_UNDERGRAD Prgm: BS BUSMGT Prior Credit: 2

SPRING 19 01/15/2019 05/15/2019 0 0 600.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Colmery Section 107 Reason for Termination

1/14/2019 LDA/EFF Date

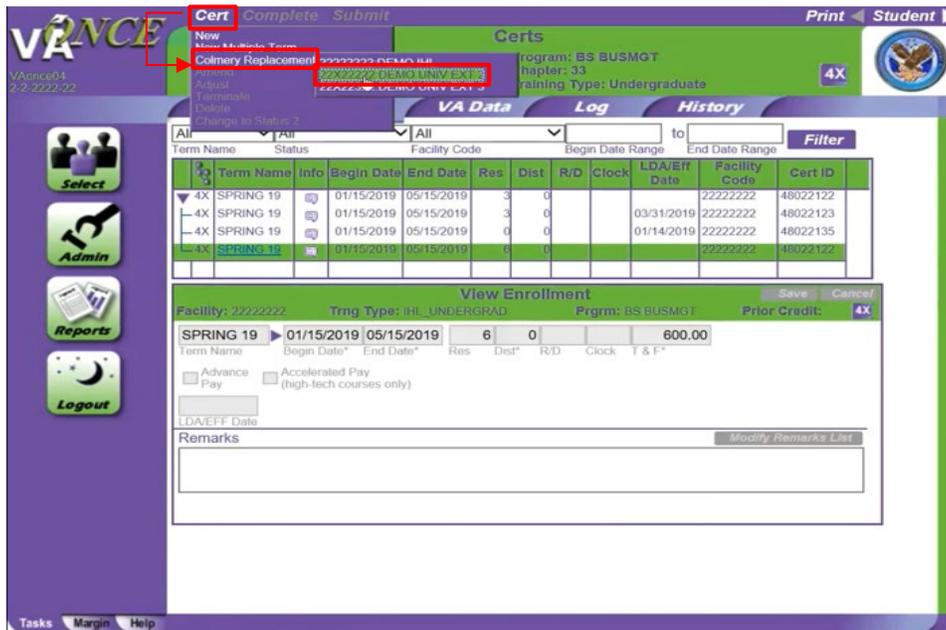
Remarks [Modify Remarks List](#)

Termination For Section 107 Of Colmery Act. (01/15/2019 - 05/15/2019) ID:40627459

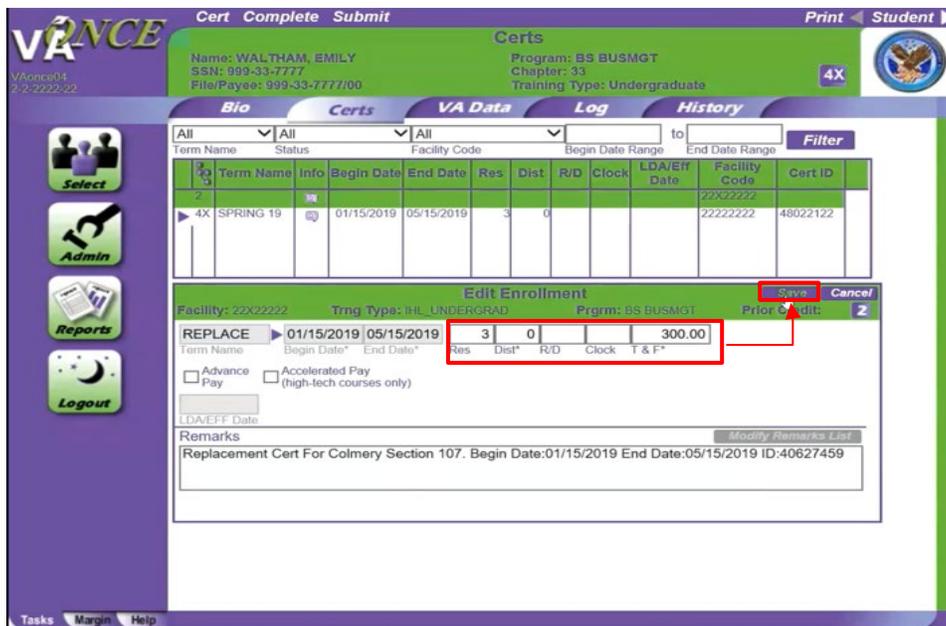
Tasks Margin Help

REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #1 CREDIT HOURS

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”.



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. **

Submit All Colmery Replacement Certs

Submit All Colmery Replacements

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
2 REPLACE			01/15/2019	05/15/2019	
2 REPLACE			01/15/2019	05/15/2019	

Facility: 22X22322 Trng Type: IHL UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 3 0 300.00

Remarks
Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627459

Once submission is complete, all replacement enrollments will appear on the Certs page.

Certs

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

Facility: 22X22322 Trng Type: IHL UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 4X

REPLACE 01/15/2019 05/15/2019 3 0 300.00

Remarks
Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627459

REPLACING THE ORIGINAL ENROLLMENT – EXTENSION CAMPUS #2 CREDIT HOURS

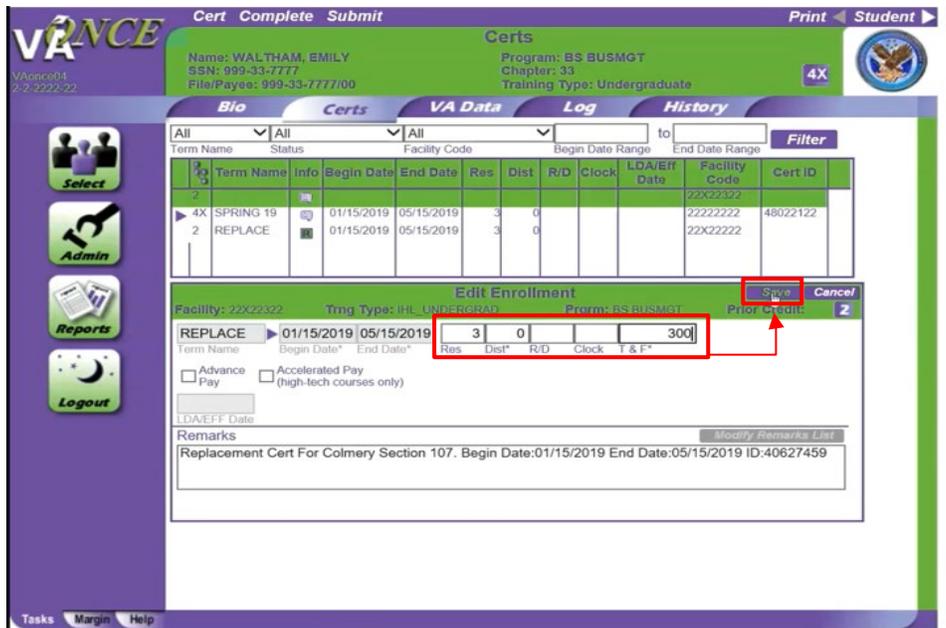
To replace the enrollment with the second extension campus, again highlight the terminated enrollment. Select “Cert”, “Colmery Replacement”, and then select the next campus that you are replacing the enrollment with. Since we have already certified at the second extension campus, we will now certify 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.**

The screenshot shows the VA VANCE system interface. At the top, there are navigation buttons: "Cert", "Complete", and "Submit". Below these, there are tabs for "VA Data", "Log", and "History". The main content area displays a table of enrollment records. The table has columns for Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The records are as follows:

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 19			01/15/2019	05/15/2019	3	0				22222222	48022122
4X SPRING 19			01/15/2019	05/15/2019	3	0		03/31/2019	22222222	48022123	48022135
4X SPRING 19			01/15/2019	05/15/2019	0	0		01/14/2019	22222222	48022135	48022122
4X SPRING 19			01/15/2019	05/15/2019	3	0			22X22222	22X22222	48022122
2 REPLACE			01/15/2019	05/15/2019	3	0			22X22222	22X22222	

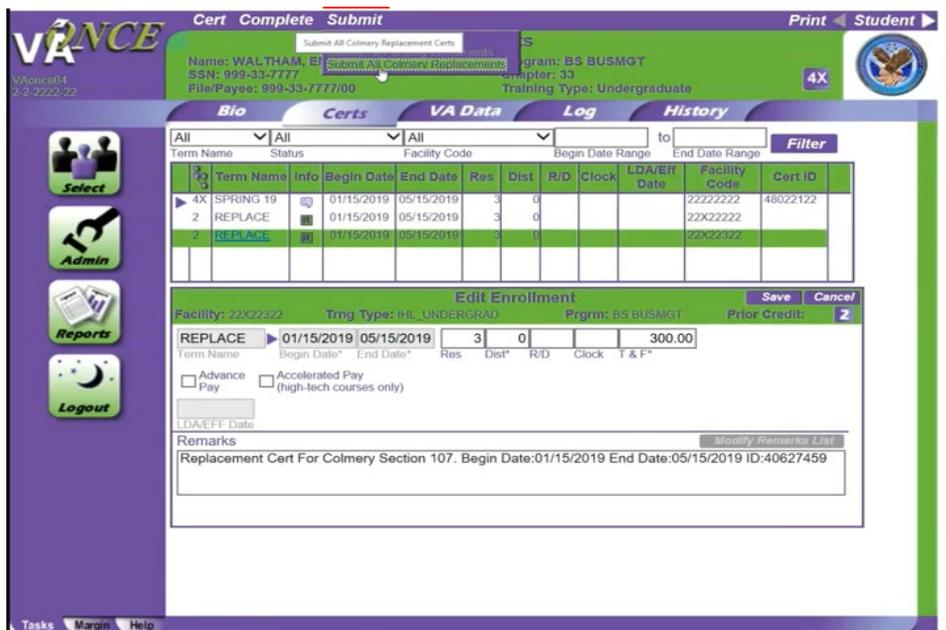
Below the table, there is a "View Enrollment" section. It shows details for the selected enrollment: Facility: 22222222, Trng Type: IHL UNDERGRAD, Prgrm: BS BUSMGT, Prior Credit: 4X. The enrollment details include Term Name: SPRING 19, Begin Date: 01/15/2019, End Date: 05/15/2019, Res: 6, Dist: 0, R/D: 0, Clock: 600.00. There are checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)". A "Remarks" field is also present.

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

VA VANCE Cert Complete Submit Print Student

Name: WALTHAM, EMILY Program: BS BUSMGT
 SSN: 999-33-7777 Chapter: 33
 File/Payse: 999-33-7777/00 Training Type: Undergraduate **4X**

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

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EF Date	Facility Code	Cert ID
4X SPRING 19		01/15/2019	05/15/2019	3	0				22X22222	48022122
4X REPLACE		01/15/2019	05/15/2019	3	0				22X22222	48022137
4X REPLACE		01/15/2019	05/15/2019	3	0				22X22322	48022136
4X REPLACE		01/15/2019	05/15/2019	3	0				22X22322	48022135

View Enrollment Save Cancel

Facility: 22X22322 Trng Type: IHL_UNDERGRAD Prgrm: BS BUSMGT Prior Credit: **4X**

REPLACE 01/15/2019 05/15/2019 3 0 300.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EF Date

Remarks [Modify Remarks List](#)

Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627459

Tasks Margin Help

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”.

The screenshot shows the VA VANCE system interface. The 'Cert' menu is open, and the 'Terminate Certification' option is highlighted. The 'Certs' page displays a table of enrollment records. The last row, representing a replacement enrollment, is highlighted in red. Below the table, the 'View Enrollment' details for the selected record are shown, including dates, credits, and remarks.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

View Enrollment details for Facility: 22X22322, Trng Type: IHL_UNDERGRAD, Prgr: BS BUSMGT, Prior Credit: 4X. The enrollment shows 3 credits reduced to 0. Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627459.

A popup will appear asking “Is this replacement an Adjustment that was previously submitted. Click “Okay”.

The screenshot shows the VA VANCE system interface with a confirmation popup. The popup asks "Is this replacing an Adjustment that was previously submitted?" and has "OK" and "Cancel" buttons. The "OK" button is highlighted with a red box.

Message from webpage: Is this replacing an Adjustment that was previously submitted? If OK, copy the replacement remark. If CANCEL, no remark is inserted.

Buttons: OK, Cancel

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.

VANCE Cert Complete Submit Print Student

Name: WALTHAM, EMILY Program: BS BUSMGT
 SSN: 999-33-7777 Chapter: 33
 File/Payee: 999-33-7777/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

Edit Termination Save Cancel

Facility: 22X22322 Trng Type: IHL UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 Res: 3 Dist: 0 R/D: 0 Clock: 300.00

Advance Pay Accelerated Pay (high-tech courses only)
 LDA/EFF Date: _____
 End Of Term Or Course: _____
 Graduation _____
 Unsatisfactory Attendance, Conduct, Or Progress _____
 Withdrawal Before Beginning Of Term _____
Withdrawal After Drop Period - Non-Punitive Grades Assigned _____
 Withdrawal After Drop Period - Punitive Grades Assigned _____
 Withdrawal During Drop Period _____
 Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis) _____
 Preregistered But Never Attended _____
 Other (Explain In Remarks) _____

Remarks: Replacement Cert For Colmery Section

Tasks Margin Help

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

VANCE Cert Complete Submit Print Student

Name: WALTHAM, EMILY Program: BS BUSMGT
 SSN: 999-33-7777 Chapter: 33
 File/Payee: 999-33-7777/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

Edit Termination Save Cancel

Facility: 22X22322 Trng Type: IHL UNDERGRAD Prgrm: BS BUSMGT Prior Credit: 2

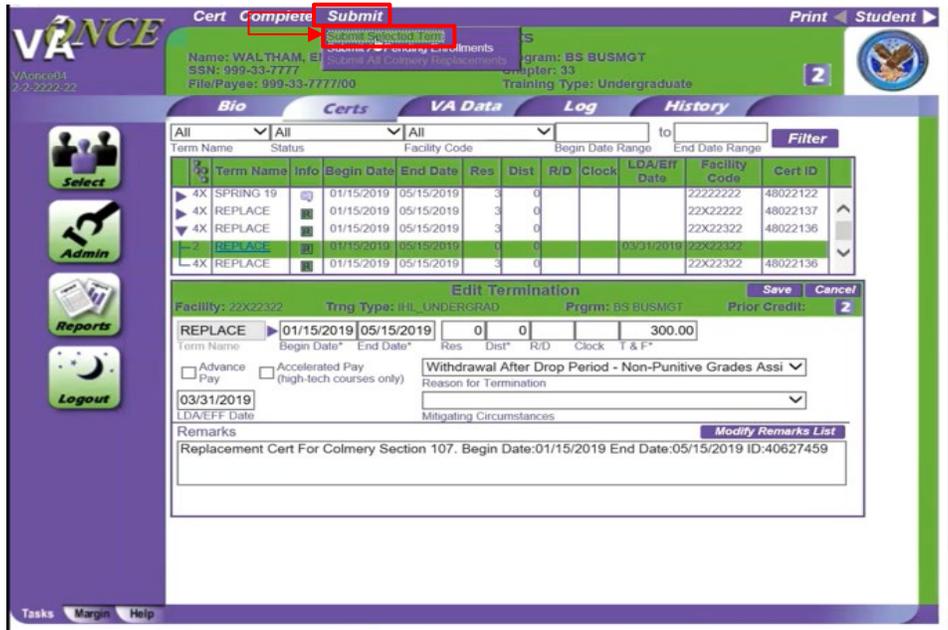
REPLACE 01/15/2019 05/15/2019 Res: 0 Dist: 0 R/D: 0 Clock: 300.00

Advance Pay Accelerated Pay (high-tech courses only)
 LDA/EFF Date: **03-31-19**
 Reason for Termination: **Withdrawal After Drop Period - Non-Punitive Grades Assi**
 Mitigating Circumstances: _____

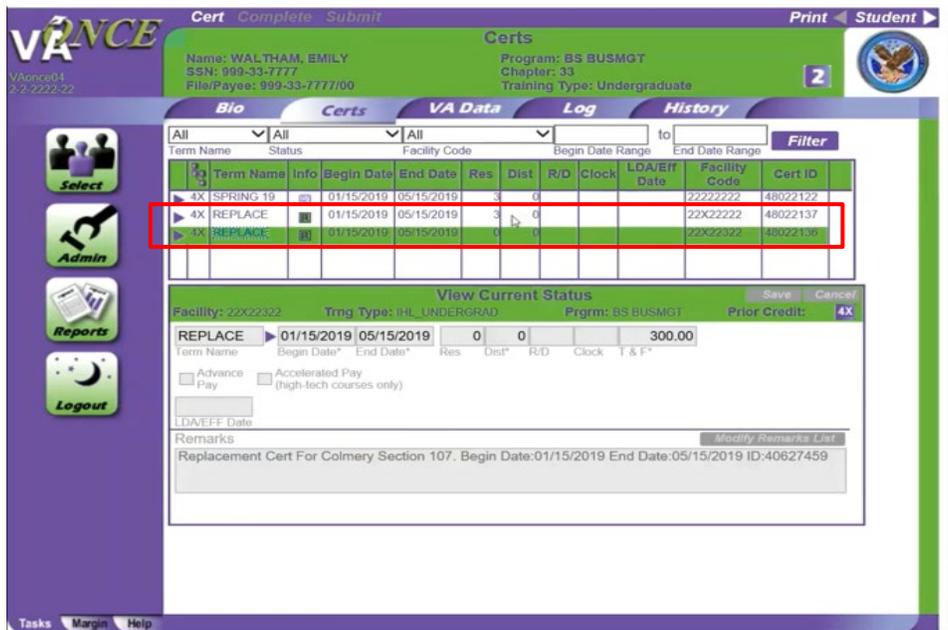
Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627459

Tasks Margin Help

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.

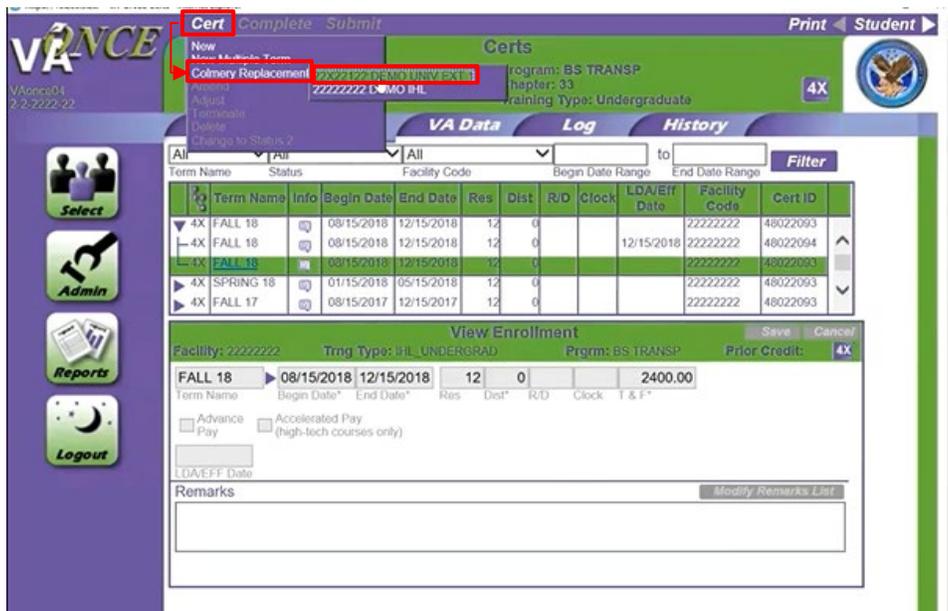
REPLACING THE TERMINATED ENROLLMENT

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.

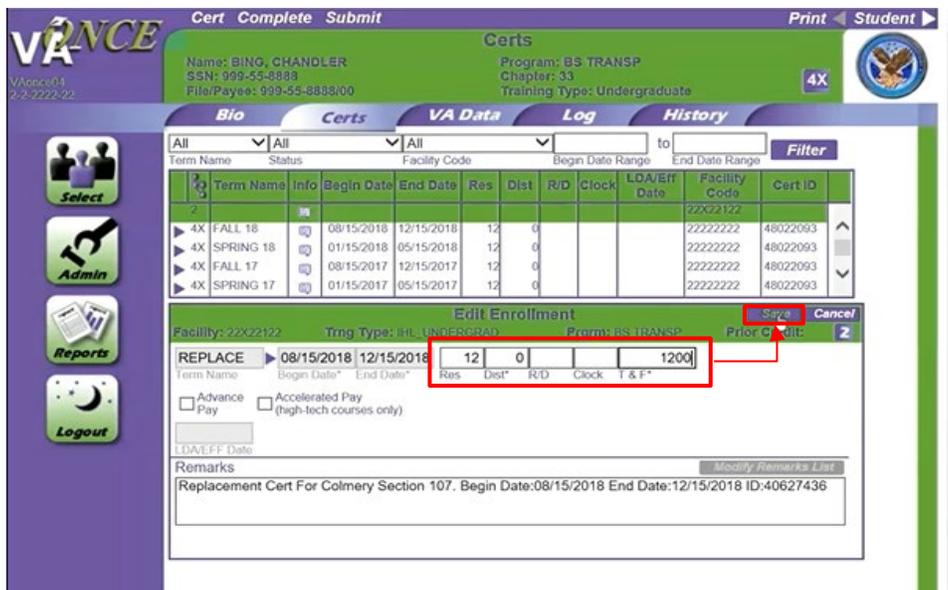
The screenshot displays the VA NCE system interface. At the top, the user is logged in as 'Student'. The main header shows the student's name 'BING, CHANDLER', SSN '999-55-8883', and Program 'BS TRANSP'. Below this, there are tabs for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. The 'Certs' tab is active, showing a table of certifications. The table has columns for Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. One row is highlighted in red, indicating a terminated enrollment for '4X FALL 18' with a 'Reason for Termination' of 'Graduation'. Below the table, the 'View Termination' window is open, showing details for the selected term: 'FALL 18' from '08/15/2018' to '12/15/2018' at facility '22222222'. The 'Reason for Termination' is set to 'Graduation'.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X FALL 18	Terminated	22222222	08/15/2018	12/15/2018	12	0			12/15/2018	22222222	48022093
4X FALL 18	Active	22222222	08/15/2018	12/15/2018	12	0				22222222	48022094
4X FALL 18	Active	22222222	08/15/2018	12/15/2018	12	0				22222222	48022093
4X SPRING 18	Active	22222222	01/15/2018	05/15/2018	12	0				22222222	48022093
4X FALL 17	Active	22222222	08/15/2017	12/15/2017	12	0				22222222	48022093

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”.



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 **

The screenshot shows the VA NCE system interface. At the top, there are buttons for 'Cert Complete', 'Submit', 'Reschedule', 'Submit All Colmery Replacements', and 'Submit All Colmery Replacements'. The user's name is BING, CHAN, and the program is BS TRANSP. The interface includes a sidebar with 'Select', 'Admin', 'Reports', and 'Logout' buttons. A table lists enrollment records with columns for Term Name, Status, Facility Code, Begin Date Range, and End Date Range. The 'Edit Enrollment' section shows details for a 'REPLACE' enrollment with a begin date of 08/15/2018 and an end date of 12/15/2018. The remarks section contains the text: 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627436'.

Term Name	Status	Facility Code	Begin Date Range	End Date Range
4X FALL 18			08/15/2018	12/15/2018
4X SPRING 18			01/15/2018	05/15/2018
4X FALL 17			08/15/2017	12/15/2017
4X SPRING 17			01/15/2017	05/15/2017

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 screenshot shows the VA VANCE system interface. At the top, there are navigation buttons: 'Cert', 'Complete', and 'Submit'. The 'Cert' button is highlighted with a red box. Below the navigation bar, there is a table of enrollment records. The table has columns for Term Name, Status, Facility Code, Begin Date, End Date, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The 'REPLACE' enrollment is highlighted in green. Below the table, there is a 'View Enrollment' section with a 'Save' and 'Cancel' button. The 'View Enrollment' section shows details for the 'REPLACE' enrollment, including the facility code (22X22122), term name (REPLACE), begin date (08/15/2018), end date (12/15/2018), and credits (12). The 'Remarks' field contains the text: 'Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627436'.

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

The screenshot shows the VA VANCE system interface with a message dialog box open. The message dialog box contains the text: 'Is this replacing an Adjustment that was previously submitted? If OK, copy the replacement remark. If CANCEL, no remark is inserted.' The 'OK' button is highlighted with a red box. The background shows the same 'View Enrollment' section as in the previous screenshot, but the 'REPLACE' enrollment is now highlighted in blue.

Select the "Graduation" Termination reason.

VA VANCE Cert Complete Submit Print Student

Name: BING, CHANDLER Program: BS TRANSP
 SSN: 999-55-8888 Chapter: 33
 File/Payee: 999-55-8888/00 Training Type: Undergraduate

Term Name Status **Facility Code** **Begin Date Range** **End Date Range** **Filter**

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	12	0				22222222	48022093
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X SPRING 18		01/15/2018	05/15/2018	12	0				22222222	48022093

Edit Termination Save Cancel

Facility: 22X22122 Trng Type: BIL UNDERGRAD Prgrm: BS TRANSP Prior Credit: 2

REPLACE 08/15/2018 12/15/2018 12 0 2400.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

Replacement Cert For Colmery Section

End Of Term Or Course

- Graduation
- Unsatisfactory Attendance, Conduct, Or Progress
- Withdraw Before Beginning Of Term
- Withdrawal After Drop Period - Non-Punitive Grades Assigned
- Withdrawal After Drop Period - Punitive Grades Assigned
- Withdrawal During Drop Period
- Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
- Preregistered But Never Attended
- Other (Explain In Remarks)

To submit the termination, select "Submit" and then "Submit Selected Term".

VA VANCE Cert Complete Submit Print Student

Name: BING, CHANDLER Program: BS TRANSP
 SSN: 999-55-8888 Chapter: 33
 File/Payee: 999-55-8888/00 Training Type: Undergraduate

Term Name Status **Facility Code** **Begin Date Range** **End Date Range** **Filter**

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X FALL 18		08/15/2018	12/15/2018	12	0				22222222	48022093
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X REPLACE		08/15/2018	12/15/2018	12	0				22X22122	48022139
4X SPRING 18		01/15/2018	05/15/2018	12	0				22222222	48022093

Edit Termination Save Cancel

Facility: 22X22122 Trng Type: BIL UNDERGRAD Prgrm: BS TRANSP Prior Credit: 2

REPLACE 08/15/2018 12/15/2018 12 0 2400.00

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

Advance Pay Accelerated Pay (high-tech courses only)

12/15/2018 LDA/EFF Date

Reason for Termination: Graduation

Mitigating Circumstances

Remarks

Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627436

The replacement term and graduation will now both appear for the enrollment on the Certs page.

The screenshot shows the VA VANCE system interface. At the top, the user is logged in as 'Student' and the page title is 'Certs'. The user's name is BING, CHANDLER, SSN: 999-55-8888, and File/Payee: 999-55-8888/00. The program is BS TRANSP, Chapter: 33, and Training Type: Undergraduate.

The main content area has tabs for 'Bio', 'Certs', 'VA Data', 'Log', and 'History'. The 'Certs' tab is active, displaying a table of enrollment terms. The table has columns for Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/EFF Date, Facility Code, and Cert ID. One row is highlighted in red:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022093
4X REPLACE			08/15/2018	12/15/2018	12	0				22X22122	48022139
4X REPLACE			08/15/2018	12/15/2018	12	0			12/15/2018	22X22122	48022140
4X REPLACE			08/15/2018	12/15/2018	12	0				22X22122	48022139
4X SPRING 18			01/15/2018	05/15/2018	12	0				22222222	48022093

Below the table is a 'View Termination' form for the selected 'REPLACE' term. The form shows the following details:

- Facility: 22X22122
- Trng Type: UG UNDERGRAD
- Prgrm: BS TRANSP
- Prior Credit: 4X
- Term Name: REPLACE
- Begin Date: 08/15/2018
- End Date: 12/15/2018
- Res: 12
- Dist: 0
- Clock: 2400.00
- Reason for Termination: Graduation
- LDA/EFF Date: 12/15/2018
- Remarks: Replacement Cert For Colmery Section 107. Begin Date:08/15/2018 End Date:12/15/2018 ID:40627436

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.

The screenshot shows the VANCE Student School Detail interface. The search criteria are set to 'Last Name' with the value 'HANNIGAN'. The search results table displays the following data:

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
1999-11-7777	999-11-7777	00	HANNIGAN	MIKE	33	BS SOC	3/19/2020	22X22222
1999-11-7777	999-11-7777	00	HANNIGAN	MIKE	33	BS SOC		22X22222
1999-11-7777	999-11-7777	00	HANNIGAN	MIKE	33	BS SOC		22X22322

Select "Certs" to go to the Certifications page.

Bio Data Save Cancel Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate 4X

Bio **Certs** VA Data Log History

Salutation MIKE First Name* Middle Name Last Name* Suffix HANNIGAN
 999-11-7777 200015 Address* Location Domestic
 SSN* Student ID 456 8TH AVE
 File Number* Payee# Chapter* 999117777 00 33
 IHL_UNDERGRAD Training Type* City* State* NEW YORK NY
 DEMO IHL 2-2-2222-22 Facility Code Zip* Zip Suffix 04107
 BS Sociology Program* Phone Extension
 NA PT Evaluated Email* phoebesdude@noreply.com
 Guest Student Active Duty
 STEM Scholarship Recipient Alternate Email
 Notes
 Primary School -- Name -- State
 Fry 33 percent In Aid Counseling

Tasks Margin Help

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.

Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate 4X

Bio **Certs** VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter
 All All All to to

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EF Date	Facility Code	Cert ID
4X SPRING 19	Info	01/15/2019	05/15/2019	0	0				22222222	48022124
4X FALL 18	Info	08/15/2018	12/15/2018	12	0				22222222	48022124

View Current Status Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 19 01/15/2019 05/15/2019 0 0 900.00
 Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Play (high-tech courses only)
 LDA/EF Date
 Remarks Modify Remarks List

Tasks Margin Help

You will now see the enrollment, as well as any amendments. Select the latest enrollment.

View Enrollment Table:

Term Name	Status	Facility Code	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19		22222222	01/15/2019	05/15/2019	0	0				22222222	48022124
4X SPRING 19		22222222	01/15/2019	05/15/2019	9	0			03/31/2019	22222222	48022125
4X SPRING 19		22X22222	01/15/2019	05/15/2019	3	0				22222222	48022124
4X FALL 18		22222222	08/15/2018	12/15/2018	12	0				22222222	48022124

View Enrollment Form:

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 19 | 01/15/2019 | 05/15/2019 | 9 | 0 | 900.00

Term Name: SPRING 19 Begin Date: 01/15/2019 End Date: 05/15/2019 Res: 9 Dist: 0 R/D: Clock: T & F: *

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date:

Remarks:

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 (22222222 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 “22222222 Demo IHL”.

Colmery Replacement Dropdown:

- 22222222 DEMO IHL
- 22X22222 DEMO UNIV EXT 2
- 22X22222 DEMO UNIV EXT 3

View Enrollment Table:

Term Name	Status	Facility Code	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRING 19		22222222	01/15/2019	05/15/2019	0	0				22222222	48022124
4X SPRING 19		22222222	01/15/2019	05/15/2019	9	0			03/31/2019	22222222	48022125
4X SPRING 19		22X22222	01/15/2019	05/15/2019	3	0				22222222	48022124
4X FALL 18		22222222	08/15/2018	12/15/2018	12	0				22222222	48022124

View Enrollment Form:

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 19 | 01/15/2019 | 05/15/2019 | 9 | 0 | 900.00

Term Name: SPRING 19 Begin Date: 01/15/2019 End Date: 05/15/2019 Res: 9 Dist: 0 R/D: Clock: T & F: *

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date:

Remarks:

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”.

The screenshot shows the VANCE system interface. At the top, there are navigation links: "Cert Complete Submit", "Print", and "Student". The user's name is HANNIGAN, MIKE, and the program is BS SOC. The "Edit Enrollment" form is open, showing a table of enrollment records. The "Edit Enrollment" section has a "REPLACE" button and input fields for "Res" (6), "Dist" (0), and "T & F*" (600.00). A red box highlights these fields, and a red arrow points to the "Save" button.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LD/VEFF Date	Facility Code	Cert ID
4X SPRING 19			01/15/2019	05/15/2019	6	0				22222222	48022124
4X FALL 18			08/15/2018	12/15/2018	12	0				22222222	48022124

Edit Enrollment

Facility: 22222222 Trng Type: IRL UNDERGRAD Prgrm: BS SOC Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 6 0 600.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LD/VEFF Date

Remarks
Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627461



HARRY W. COLMERY VETERANS EDUCATIONAL ASSISTANCE ACT — FOREVER GI BILL

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).

The screenshot shows the VANCE system interface. At the top, there are navigation buttons: "Cert", "Complete", "Submit", "Print", and "Student". Below these are options for "New", "Add/Update Term", "Colmery Replacement", "Amend", "Adjust", "Transfer", "Delete", and "Change to Status". A dropdown menu is open, showing "22X22222 DEMO IHL" and "22X22222 DEMO UNIV EXT 2".

The main area displays a table of enrollment records:

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019 05/15/2019	0 0	
4X SPRING 19			01/15/2019 05/15/2019	0 0	03/31/2019
4X SPRING 19			01/15/2019 05/15/2019	9 0	
2 REPLACE			01/15/2019 05/15/2019	6 0	
4X FALL 18			08/15/2018 12/15/2018	12 0	

Below the table is a "View Enrollment" section with the following details:

- Facility: 22222222
- Trng Type: IHL UNDERGRAD
- Prgm: BS SOC
- Prior Credit: 4X
- Term Name: SPRING 19
- Begin Date: 01/15/2019
- End Date: 05/15/2019
- Res: 9
- Dist: 0
- R/D: R/D
- Clock: 900.00
- Advance Pay:
- Accelerated Pay (high-tech courses only):
- LDA/EFF Date: [Field]
- Remarks: [Text Area]



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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”.

VANCE VA Cert Complete Submit Print Student

Certs
 Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

Table:

Term Name	Status	Facility Code	Begin Date Range	Res	Dist	R/D	Clock	LD/A/EF Date	Facility Code	Cert ID
2			22X22222							
4X SPRING 19			01/15/2019 05/15/2019	0	0				22222222	48022124
2 REPLACE			01/15/2019 05/15/2019	6	0				22222222	48022124
4X FALL 18			08/15/2018 12/15/2018	12	0				22222222	48022124

Edit Enrollment Save Cancel

Facility: 22X22222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 2

REPLACE | 01/15/2019 | 05/15/2019 | **3** | **0** | **300.00**

Term Name: REPLACE Begin Date: 01/15/2019 End Date: 05/15/2019 Res: 3 Dist: 0 R/D: Clock: T & F: 300.00

Advance Pay Accelerated Pay (high-tech courses only)

LD/A/EF Date

Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627461



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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. **

Term Name	Status	Facility Code	Begin Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 19			01/15/2019 05/15/2019	0	0				22222222	48022124
2 REPLACE			01/15/2019 05/15/2019	6	0				22222222	
2 REPLACE			01/15/2019 05/15/2019	3	0				22222222	
4X FALL 18			08/15/2018 12/15/2018	12	0				22222222	48022124

Once submission is complete, both replacement enrollments will appear on the Bio page.

Term Name	Status	Facility Code	Begin Date Range	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
4X SPRING 19			01/15/2019 05/15/2019	0	0				22222222	48022124
4X REPLACE			01/15/2019 05/15/2019	6	0				22222222	48022142
4X REPLACE			01/15/2019 05/15/2019	3	0				22222222	48022141
4X FALL 18			08/15/2018 12/15/2018	12	0				22222222	48022124



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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”.

The screenshot shows the VA NANCE interface. At the top, there are buttons for 'Cert', 'Complete', and 'Submit'. Below these is a table of enrollment records. The table has columns for Term Name, Status, Facility Code, Begin Date, End Date, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. One row is highlighted in red: '4X REPLACE' with a begin date of 01/15/2019 and end date of 05/15/2019. A red box highlights the 'Cert' button in the top left. A pop-up dialog box is open, asking 'Is this replacing an Adjustment that was previously submitted?'. The 'OK' button is highlighted in red.

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

The screenshot shows the 'Edit Termination' dialog box in the VA NANCE system. The 'Remarks' field is highlighted in red and contains the text 'Withdrawal After Drop Period - Non-Punitive Grades Assigned'. The dialog box also shows fields for Facility, Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, and LDA/Eff Date. The 'Remarks' field is the primary focus of this step.



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Enter Original Effective Date and click “Save”.

VA VANCE Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payer: 999-11-7777/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	Filter
4X SPRING 19			01/15/2019 05/15/2019	
4X REPLACE			01/15/2019 05/15/2019	
4X REPLACE			01/15/2019 05/15/2019	
4X REPLACE			01/15/2019 05/15/2019	
4X REPLACE			01/15/2019 05/15/2019	

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior cert: 48022142

REPLACE 01/15/2019 05/15/2019 0 0 600.00

Advance Day Accelerated Pay (high-tech courses only)

03-31-19

Withdrawal After Drop Period - Non-Punitive Grades Assi

Reason for Termination

Mitigating Circumstances

Remarks Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627461

Tasks Margin Help



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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”.

The screenshot shows the VA NCE interface. At the top, there are tabs for 'Cert', 'Complete', and 'Submit'. Below the tabs is a table of certificates. The table has columns for Term Name, Status, Facility Code, Begin Date Range, and Cert ID. One row is highlighted in red: 'REPLACE' with a status of 'In' and a facility code of '22X22222'. A pop-up dialog box is open, asking 'Is this replacing an Adjustment that was previously submitted?'. The 'OK' button is highlighted with a red box.

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

The screenshot shows the 'Edit Termination' dialog box in the VA NCE system. The dialog box has fields for Term Name, Begin Date, End Date, Res, Dist, R/D, Clock, and T & F*. Below these fields is a list of reasons for termination. The reason 'Withdrawal After Drop Period - Non-Punitive Grades Assigned' is highlighted with a red box. Other reasons include 'End Of Term Or Course', 'Graduation', 'Unsatisfactory Attendance, Conduct, Or Progress', 'Withdrawal During Drop Period', 'Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)', 'Preregistered But Never Attended', and 'Other (Explain In Remarks)'.



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Enter Original Effective Date and click “Save”.

VA VANCE Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

VA Data | Log | History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
2 REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

Edit Termination Facility: 22X22222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 0 0 300.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Withdrawal After Drop Period - Non-Punitive Grades Assi

Reason for Termination

LD/VEFF Date: 03-31-19 Mitigating Circumstances

Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627461

Tasks Margin Help

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

VA VANCE Cert Complete **Submit** Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

VA Data | Log | History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRING 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
2 REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	

Edit Termination Facility: 22X22222 Trng Type: IHL UNDERGRAD Prgrm: BS SOC Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 0 0 300.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Withdrawal After Drop Period - Non-Punitive Grades Assi

Reason for Termination

LD/VEFF Date: 03/31/2019 Mitigating Circumstances

Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:40627461

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On the Bio page you will now see the all replacement enrollments.

VAANCE Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS SOC
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name Status Facility Code Begin Date Range End Date Range Filter

Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/ETI Date	Facility Code	Cert ID
4X REPLACE		01/15/2019	05/15/2019	0	0				22222222	48022142
4X REPLACE		01/15/2019	05/15/2019	0	0				22X22222	48022141
4X FALL 18		08/15/2018	12/15/2018	12	0				22222222	48022124

View Current Status Save Cancel

Facility: 22222222 Trng Type: IRL UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 19 01/15/2019 05/15/2019 0 0 900.00

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

Advance Pay Accelerated Pay (high-tech courses only)

LDA/ETI Date

Remarks Modify Remarks List

Tasks Margin Help



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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.

The screenshot shows the VANCE Student School Detail page. The search criteria are set to 'Last Name' with the value 'HANNIGAN'. The table below displays two enrollment records, with the first one highlighted in red.

SSN	File #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
4X 999-11-7777	999-11-7777	HANNIGAN	MIKE	33	BS COMPSCI	8/26/2020 11:51 PM	22X22122
4X 999-11-7777	999-11-7777	HANNIGAN	MIKE	33	BS COMPSCI	8/26/2020 11:51 PM	22X22122



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Select “Certs” to go to the Certifications page.

The screenshot shows the VA VANCE interface. At the top, the user is logged in as HANNIGAN, MIKE. The 'Certs' tab is highlighted in the navigation bar. Below the navigation bar, there is a table of certifications. The table has columns for Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/ER Date, Facility Code, and Cert ID. The first row shows 'SPRG 18' with a status of 'V'. The second row shows 'L-4X SPRG 19' with a status of 'V'. The third row shows 'L-4X SPRG 19' with a status of 'V'. Below the table, there is a 'View Current Status' section for the selected term 'SPRG 19', showing details like Facility Code, Term Type, Program, and Prior Credit.

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.****

This screenshot shows the same VA VANCE interface, but with the 'SPRG 18' term expanded. A red box highlights the 'L-4X SPRG 19' row in the table, indicating the selected enrollment. The 'View Current Status' section below the table shows details for 'SPRG 19', including Facility Code, Term Type, Program, and Prior Credit. The 'L-4X' label in the table indicates a virtual enrollment, while the 'L-4X' label in the 'View Current Status' section indicates an actual enrollment.



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Select “Cert” and “Terminate”.

VA NCE Cert Complete Submit Print Student

New
New Multiple Term
Colmery Replacement
Amend
Add
Terminate

Certs
Program: BS COMPSCI
Chapter: 33
Training Type: Undergraduate

VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRG 19			01/15/2019	05/15/2019	
4X SPRG 19			01/15/2019	05/15/2019	
4X SPRG 19			01/15/2019	05/15/2019	

View Enrollment Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS COMPSCI Prior Credit: 4X

SPRG 19 01/15/2019 05/15/2019 0 3 3000.00

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

Tasks Margin Help

Select “Colmery Section 107” as the Termination Reason, and select “Save”.

VA NCE Cert Complete Submit Print Student

Name: HANNIGAN, MIKE
SSN: 999-11-7777
File/Payee: 999-11-7777/00

Certs
Program: BS COMPSCI
Chapter: 33
Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRG 19			01/15/2019	05/15/2019	
4X SPRG 19			01/15/2019	05/15/2019	
4X SPRG 19			01/15/2019	05/15/2019	
4X SPRG 19			01/15/2019	05/15/2019	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS COMPSCI Prior Credit: 2

SPRG 19 01/15/2019 05/15/2019 0 3 3000.00

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

End Of Term Or Course

- Graduation
- Unsatisfactory Attendance, Conduct, Or Progress
- Withdraw Before Beginning Of Term
- Withdrawal After Drop Period - Non-Punitive Grades Assigned
- Withdrawal After Drop Period - Punitive Grades Assigned
- Withdrawal During Drop Period
- Withdrawal Or Interruption (Noncollege Degree Programs Not On A Term Basis)
- Preregistered But Never Attended
- Other (Explain In Remarks)
- Colmery Section 107**

Tasks Margin Help



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

Cert Complete Submit Print Student

VA **VANCE** **VA**

Name: HANNIGAN, J
 SSN: 999-11-7777
 File/Payee: 999-11-7777/00

Program: BS COMPSCI
 Chapter: 33
 Training Type: Undergraduate

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

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Res	Dist	R/D	Clock	LDA/EFF Date	Facility Code	Cert ID
4X SPRG 19			01/15/2019	05/15/2019	3	3				22222222	48681897
-2 SPRG 19			01/15/2019	05/15/2019	0	3				22222222	
-4X SPRG 19			01/15/2019	05/15/2019	3	3		01/15/2019	22222222	48681898	
4X SPRG 19			01/15/2019	05/15/2019	0	3			22222222	48681897	

Edit Termination Save Cancel

Facility: 22222222 Trng Type: IHL UNDERGRAD Prgrm: BS COMPSCI Prior Credit: 2

SPRG 19 | 01/15/2019 | 05/15/2019 | 0 | 0 | 3000.00

Term Name: SPRG 19 Begin Date: 01/15/2019 End Date: 05/15/2019 Res: 0 Dist: 0 R/D: 0 Clock: 3000.00

Advance Pay Accelerated Pay (high-tech courses only)

Colmery Section 107 Reason for Termination

1/14/2019 LDA/EFF Date

Remarks: Termination For Section 107 Of Colmery Act. (01/15/2019 - 05/15/2019) ID:41098751

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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.

VA NCE Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS COMPSCI
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
2					
4X SPRG 19			01/15/2019	05/15/2019	

Edit Enrollment Save Cancel

Facility: 22X2122 Trng Type: IHL_UNDERGRAD Prgrm: BS COMPSCI Prior Credit: 2

REPLACE 01/15/2019 05/15/2019 0 3 3000

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
 Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:41098751

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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. ****

Term Name	Status	Facility Code	Begin Date Range	to	End Date Range	Filter
9X						
4X SPRG 19			01/15/2019	05/15/2019	3	3
2X REPLACE			01/15/2019	05/15/2019	0	3

REPLACE	01/15/2019	05/15/2019	0	3	3000.00
Term Name	Begin Date*	End Date*	Res	Dist*	R/D
	Begin Date*	End Date*	Res	Dist*	R/D
	Begin Date*	End Date*	Res	Dist*	R/D

Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:41098751

Once submission is complete, the replacement enrollment will appear on the Certs page.

Term Name	Status	Facility Code	Begin Date Range	to	End Date Range	Filter
9X						
4X SPRG 19			01/15/2019	05/15/2019	3	3
4X REPLACE			01/15/2019	05/15/2019	0	3
4X REPLACE			01/15/2019	05/15/2019	0	3

REPLACE	01/15/2019	05/15/2019	0	3	3000.00
Term Name	Begin Date*	End Date*	Res	Dist*	R/D
	Begin Date*	End Date*	Res	Dist*	R/D
	Begin Date*	End Date*	Res	Dist*	R/D

Remarks: Replacement Cert For Colmery Section 107. Begin Date:01/15/2019 End Date:05/15/2019 ID:41098751



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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.

VA ONCE Student School Detail Print

Select Student

Search by Last Name Starts With HANNIGAN Search Clear

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

ALL to ALL ALL ALL ALL Filter Resel

Showing 1-2 of 2 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input checked="" type="checkbox"/>	4X999-11-7777	999-11-7777	00	HANNIGAN	MIKE	33	BS COMPSCI	9/28/2020 1:49 PM	2222222
<input type="checkbox"/>	4X999-11-7777	999-11-7777	00	HANNIGAN	MIKE	33	BS COMPSCI	9/28/2020 1:51 PM	22X22122

Tasks Margin Help



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Click “Certs” to go to the Certs page. Select “Cert” then “New” to create the new enrollment.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
SPRG 19	n		01/15/2019	05/15/2019	
REPLACE	n		01/15/2019	05/15/2019	

View Current Status

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS_COMPSCI Prior Credit: 4X

SPRG 19 | 01/15/2019 | 05/15/2019 | 3 | 3 | 3000.00

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

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.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
SPRG 19	n		01/15/2019	05/15/2019	
REPLACE	n		01/15/2019	05/15/2019	

Edit Enrollment

Name: HANNIGAN, MIKE SSN: 999-11-7777 File/Payee: 999-11-7777/00 Program: BS_COMPSCI Chapter: 33 Training Type: Undergraduate

Facility: 22222222 Trng Type: IHL_UNDERGRAD Prgrm: BS_COMPSCI Prior Credit: 2

REPLACE | 01/15/2019 | 05/15/2019 | 3 | 0 | 3000

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



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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”.

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRG 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2016	01/15/2018	



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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.

VA **ANCE** Cert Complete Submit Print Student

Name: HANNIGAN, MIKE Program: BS COMPSCI
 SSN: 999-11-7777 Chapter: 33
 File/Payee: 999-11-7777/00 Training Type: Undergraduate

4X

Bio Certs VA Data Log History

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Filter
4X SPRG 19			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	05/15/2019	
4X REPLACE			01/15/2019	01/15/2019	

View Current Status

Facility: 2222222 Trng Type: IHL_UNDERGRAD Prgrm: BS COMPSCI Prior Credit: 4X

REPLACE 01/15/2019 01/15/2019 3 0 3000.00

Remarks
 Replacement Certification For Colmery Section 107 - Addition Of Hours At New Facility Code.