July 29-August 2: VA Forever GI Bill Open House



Extension Campus System Update

811 Vermont Ave NW, Washington, DC, 20571 Room: 1014 A

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

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

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

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

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



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

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

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b. Screen after submission:

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

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