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.**

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:

   b. Screen after submission:

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.**