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 #4: ENTERING A CERTIFICATION WHEN ALL CREDIT HOURS ARE DROPPED FROM AN EXTENSION CAMPUS

DESCRIPTION: *This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student who drops all credit hours at an extension campus. For this scenario:*

- *The student is enrolled for 12 total credit hours: six (6) credit hours at the main campus, three (3) credit hours at Extension Campus 1 and three (3) credit hours at Extension Campus 2.*
- *The student drops all three (3) credit hours at Extension Campus 2.*
- *After dropping these credits, the student now six (6) total credit hours remaining for the term.*

EXPECTED OUTCOME: *The enrollment at the extension campus where the student dropped all credit hours will be terminated.*

1. **From the 'Select' page, search for the student, and select the extension facility code where the student has dropped all credit hours.**

2. **Validate the information on the 'Bio' screen and navigate to the 'Certs' screen. Select the term at the extension facility code from which the student has dropped all credit hours.**

3. On the Cert menu at the very top of the page, select 'Terminate'. Enter the 'Reason for Termination' and click 'Save'.