
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.*

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

VA-NCE Student School Detail Select Student

Search by Last Name Starts With ABBOTT Search Clear

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

Date Range or Days until Cert End or Training Time Prior Credit Active Duty Filter Reset

Showing 1-3 of 3 records Show Logs

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
<input type="checkbox"/>	4X 999-66-8888	999-66-8888	00	ABBOTT	COSTELLO	33	BS SOC	7/26/2019 4:13 PM	22222222	
<input type="checkbox"/>	4X 999-66-8888	999-66-8888	00	ABBOTT	COSTELLO	33	BS SOC	7/26/2019 4:15 PM	22X22222	
<input checked="" type="checkbox"/>	4X 999-66-8888	999-66-8888	00	ABBOTT	COSTELLO	33	BS SOC	7/26/2019 4:17 PM	22X22221	

- 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.

VA-NCE Cert Complete Submit Certs

Name: ABBOTT, COSTELLO Program: BS SOC
 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 20		01/15/2020	05/15/2020	6	0				22222222	45429277
▶	4X SPRING 20		01/15/2020	05/15/2020	3	0				22X22222	45429278
▶	4X SPRING 20		01/15/2020	05/15/2020	3	0				22X22221	45429279
▶	4X SPRING 20		01/15/2020	05/15/2020	3	0				22X22221	45429279

View Enrollment Save Cancel

Facility: 22X22221 Trng Type: IHL_UNDERGRAD Prgrm: BS SOC Prior Credit: 4X

SPRING 20 ▶ 01/15/2020 05/15/2020 3 0 3200.00

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

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

VA-NCE Cert Complete Submit

Name: ABBOTT, COSTELLO
 SSN: 999-66-8888
 File/Payee: 999-66-8888/00

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

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 20			01/15/2020	05/15/2020	6	0				22222222	45429277
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22222	45429278
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22221	45429279
2 SPRING 20			01/15/2020	05/15/2020	3	0				22X22221	
4X SPRING 20			01/15/2020	05/15/2020	3	0				22X22221	45429279

Edit Termination Save Cancel

Facility: 22X22221 Trng Type: IHL_UNDERGRAD Prgrm: BS SOC Prior Credit: 2

SPRING 20 01/15/2020 05/15/2020 0 0 3200.00

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

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Termination: Withdraw Before Beginning Of Term

LDA/EFF Date: 1/14/2020

Remarks [Modify Remarks List](#)