VA-ONCE SCENARIO #5: ENTERING A CERTIFICATION AT A MAIN CAMPUS AND TWO EXTENSION CAMPUSES WITH NON-STANDARD TERMS

**DESCRIPTION:** This scenario provides the steps and screenshots to enter a certification in VA-ONCE for a veteran student who is completing credit hours at a main campus and mini terms at two different extension campuses. For this scenario:

- The student is enrolled for 9 (nine) credit hours at the main campus, three (3) credit hours at Extension Campus 1 and three (3) credit hours at Extension Campus 2.
- The credits being taken at Extension Campus 1 have non-standard term dates.
- The credits being taken at Extension Campus 2 have non-standard term dates.
- **NOTE:** This scenario assumes the student has already been enrolled at the extension facility codes.

**EXPECTED OUTCOME:** Enrollments will be created for the non-standard terms at the two extension campuses, respectively.
1. From the ‘Select’ page, search for the student, and select the enrollment for the Main Campus facility code.
2. Validate the information on the ‘Bio’ screen and navigate to the ‘Certs’ screen. On the Cert menu at the very top of the page, select ‘New’. Enter the term information and click ‘Submit’ at the very top of the page.
3. On the Select page, select the extension facility code where the first mini term is being taken.
4. Click through the Bio to the Certs page. On the Cert menu at the very top of the page select ‘New’. Enter the mini term dates and hours for Extension Campus 1. Once complete, click ‘Submit’ at the very top of the page.
   a. Screen before submission:
b. Screen after submission:
5. On the Select page, select the facility code for Extension Campus 2, where the second mini term is being taken.
6. Go through the Bio page to the Cert page. On the Cert menu at the very top of the page, select ‘New’. Enter the mini term dates and hours. Once complete, click ‘Submit’ at the very top of the page.
   
a. Screen before submission:

b. Screen after submission: