Version P019 of VA-ONCE

Installation Date 10/29/06

The following changes were made based on school suggestions:
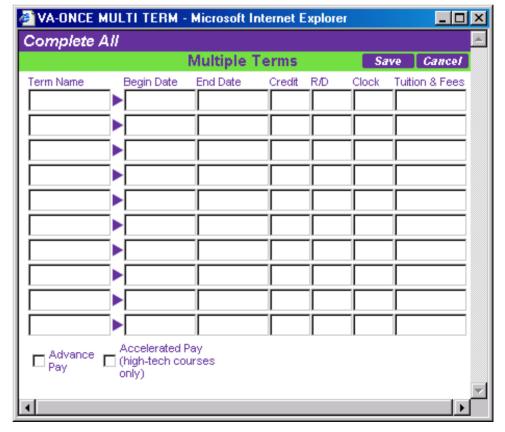
1) The ability to submit multiple terms at one time was added.

Under the Cert menu, there is a 'New Multiple Term' option. This will bring up a grid where more than one term can be entered at a time.

Enter the terms you would like to certify. You can use the right arrow to input Standard Term dates or you can enter the terms manually.
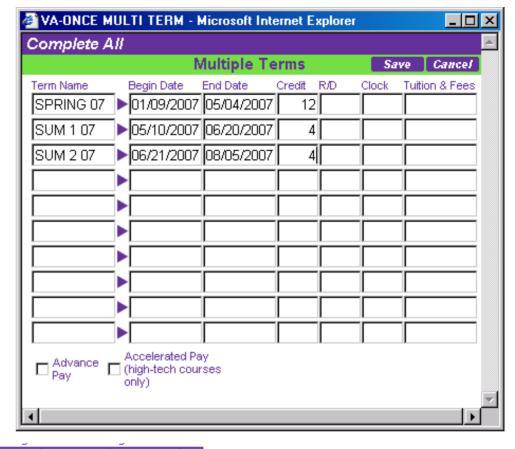
Advance Pay will only apply to the first term entered. Accelerated Pay will apply to all terms entered.

You may enter up to 10 terms.

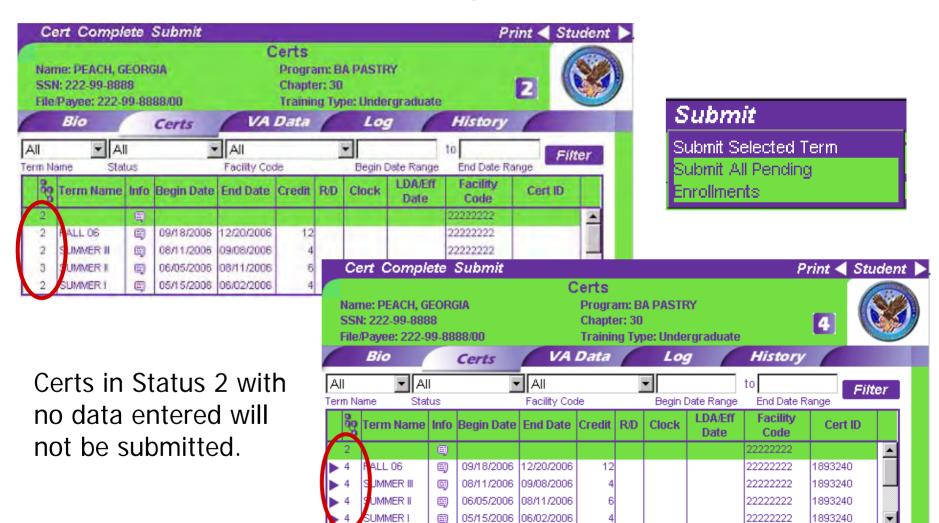Clicking on 'Save' will close the grid and save all terms in a status 2 on the Cert page - 1st example below.

Clicking on 'Complete All' will save the terms in a status 3 on the Cert page - 2nd example below.
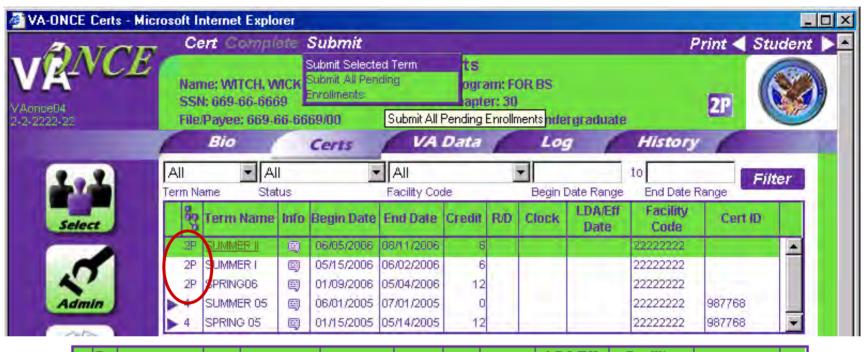

VA-ONCE MULTI TERM - Microsoft Internet Explorer

Complete All

Multiple Terms   Save   Cancel

Term Name		Begin Date	End Date	Credit	R/D	Clock	Tuition & Fees
SPRING 07	▶	01/09/2007	05/04/2007	12			
SUM 1 07	▶	05/10/2007	06/20/2007	4			
SUM 2 07	▶	06/21/2007	08/05/2007	4			
	▶						
	▶						
	▶						
	▶						
	▶						
	▶						
	▶						

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
2	SUM 2 07	🗨	06/21/2007	08/05/2007	4				22222222	
2	SUM 1 07	🗨	05/10/2007	06/20/2007	4				22222222	
2	SPRING07	🗨	01/09/2007	05/04/2007	12				22222222	
▶ 4	FALL 06	🗨	08/15/2006	12/15/2006	0				22222222	1851066
▶ 4	SUMMER I	🗨	05/15/2006	06/02/2006	9				22222222	1851066

	Term Name	Info	Begin Date	End Date	Credit	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID
3	SUM 2 07	🗨	06/21/2007	08/05/2007	4				22222222	
3	SUM 1 07	🗨	05/10/2007	06/20/2007	4				22222222	
3	SPRING 07	🗨	01/09/2007	05/04/2007	12				22222222	
▶ 4	FALL 06	🗨	08/15/2006	12/15/2006	0				22222222	1851066
▶ 4	SUMMER I	🗨	05/15/2006	06/02/2006	9				22222222	1851066

Note: If you need to enter a Remark about a specific term, you may do so if it is in a Status 2. Highlight the selected term and click on Modify Remarks. There can be no more than 10 remarks total for one certification.

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The Submit button has been changed. There is now a drop down menu under Submit. You can either submit a particular term that you have highlighted (Submit Selected Term), or submit all terms that are in a status 2 or 3 (Submit All Pending Enrollments).
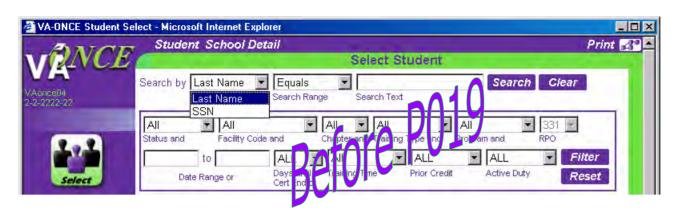

Certs in Status 2 with no data entered will not be submitted.

Terms entered by assistants that are in a 2P status will also be submitted if 'Submit All Pending Enrollments' is selected.
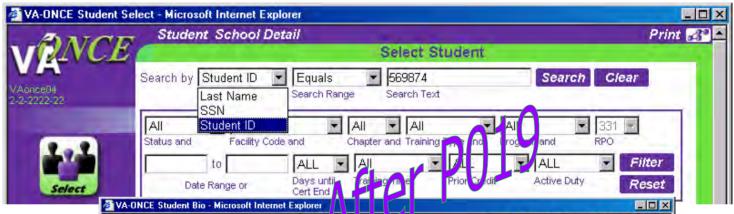

Terms can still be submitted individually based on user preference. The user must choose Submit Selected Term from the menu instead of just clicking on Submit.
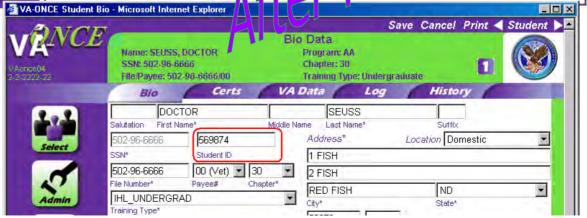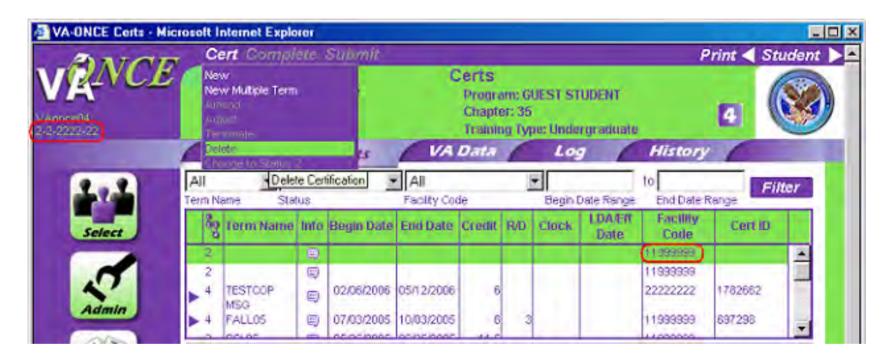
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2) The ability to search by Student ID has been added.

Note: The SCO must have input the Student ID on the Bio page in order for the Search to return results.

3) Certifications entered by other facility codes, but never completed, sometimes referred to as "Hanging 2s", can be deleted.

In this example, the SCO is from the school 22222222. Status 2 certifications that were never completed from 11999999 remain in the list. The SCO from 22222222 can now delete these, even though they are from another facility code. This only applies to status 2 certifications that do not have a begin and end date. No other certifications from different facility codes can be deleted.
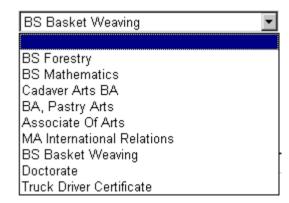
4) The ability to alphabetize by Program without manually changing the order of each one was added.

Previously 'Alphabetize' would alphabetize and re-order by Abbreviation. Because the Program name and the Abbreviation did not always match alphabetically, the drop down menu for Program on the Bio page was not in alphabetical order.
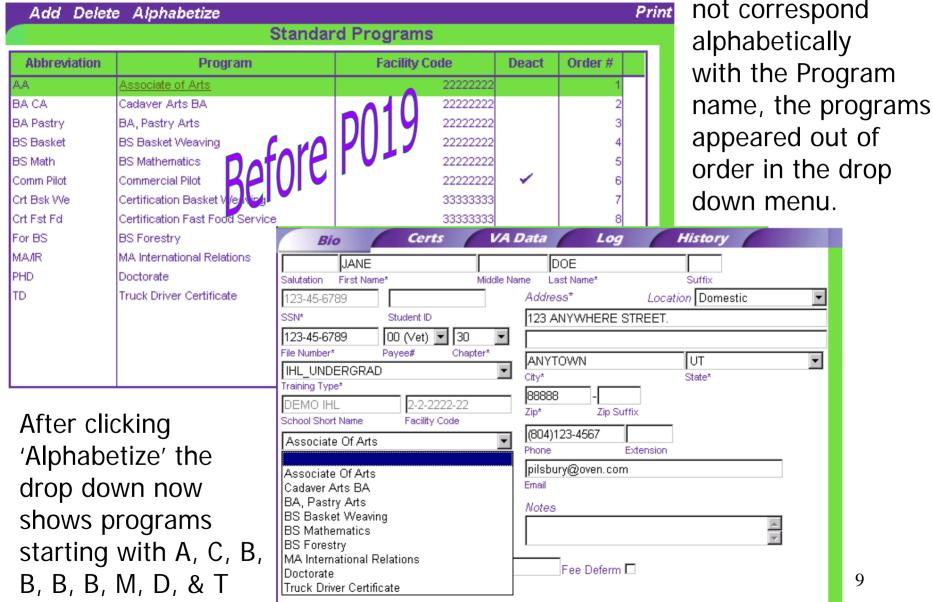
The example below shows how programs were originally entered. The order# was assigned as each was input.

Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
For BS	BS Forestry	22222222		1
BS Math	BS Mathematics	22222222		2
BA CA	Cadaver Arts BA	22222222		3
BA Pastry	BA, Pastry Arts	22222222		4
Comm Pilot	Commercial Pilot	22222222	✔	5
Crt Bsk We	Certification Basket Weaving	33333333		6
Crt Fst Fd	Certification Fast Food Service	33333333		7
AA	Associate of Arts	22222222		8
MA/IR	MA International Relations	22222222		9
BS Basket	BS Basket Weaving	22222222		10
PHD	Doctorate	22222222		11
TD	Truck Driver Certificate	22222222		12

BS Basket Weaving

BS Forestry
BS Mathematics
Cadaver Arts BA
BA, Pastry Arts
Associate Of Arts
MA International Relations
BS Basket Weaving
Doctorate
Truck Driver Certificate

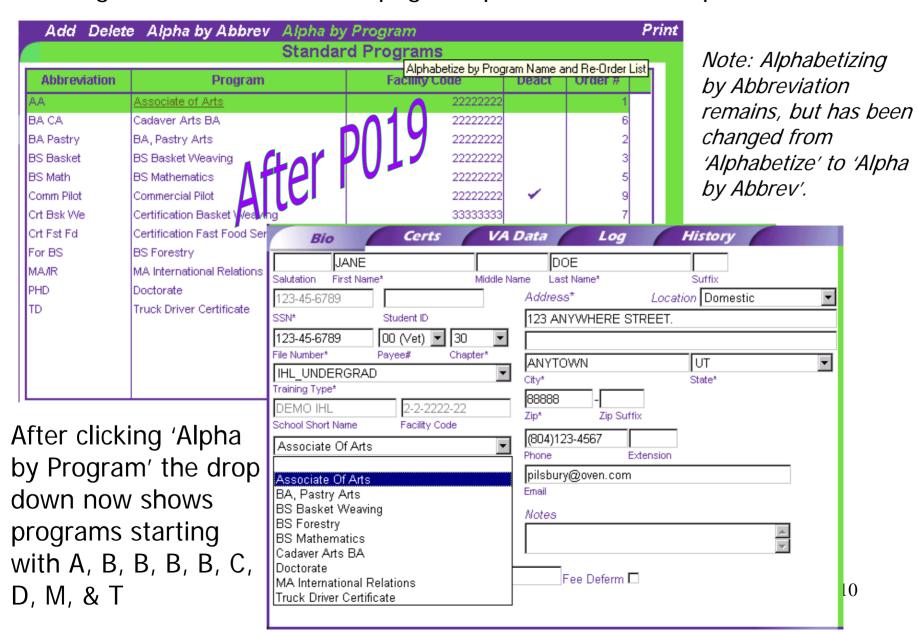*Drop down menu for Program from the Bio Page*

Standard Programs page under Admin/Maintenance/Standard Programs

Clicking on 'Alphabetize' at the top of the page put the programs in alphabetical order by the Abbreviation. However, since the abbreviation did not correspond alphabetically with the Program name, the programs appeared out of order in the drop down menu.

Abbreviation	Program	Facility Code	Deact	Order #
AA	Associate of Arts	22222222		1
BA CA	Cadaver Arts BA	22222222		2
BA Pastry	BA, Pastry Arts	22222222		3
BS Basket	BS Basket Weaving	22222222		4
BS Math	BS Mathematics	22222222		5
Comm Pilot	Commercial Pilot	22222222	✓	6
Crt Bsk We	Certification Basket Weaving	33333333		7
Crt Fst Fd	Certification Fast Food Service	33333333		8
For BS	BS Forestry			
MA/IR	MA International Relations			
PHD	Doctorate			
TD	Truck Driver Certificate			

After clicking 'Alphabetize' the drop down now shows programs starting with A, C, B, B, B, B, M, D, & T

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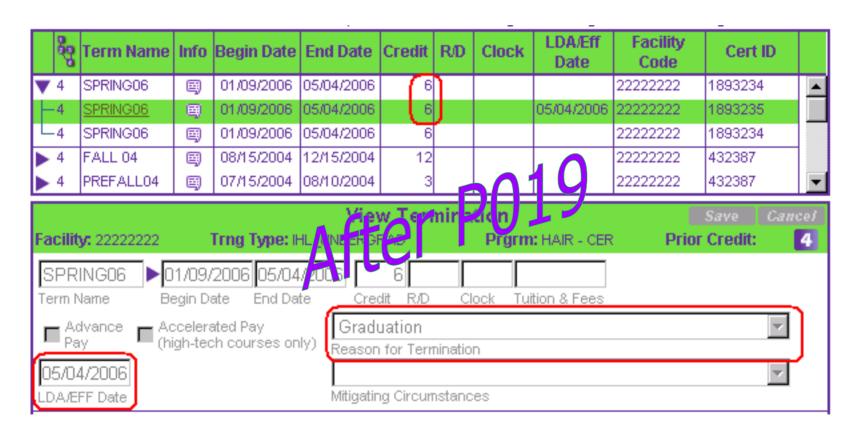An option to alphabetize by Program name has been added. This will put the full Program names on the Bio page drop down menu in alphabetical order.

Note: Alphabetizing by Abbreviation remains, but has been changed from 'Alphabetize' to 'Alpha by Abbrev'.

After clicking 'Alpha by Program' the drop down now shows programs starting with A, B, B, B, B, C, D, M, & T
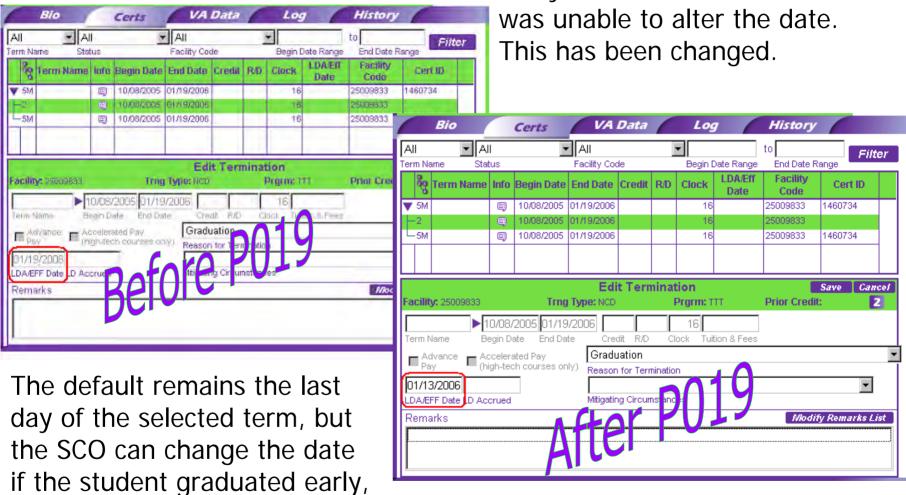
5) Previously when a term was terminated for 'End of Term or Course', 'Graduation', or 'Unsatisfactory Attendance, Conduct, or Progress', VA-ONCE would reflect the hours as zero, even though the student completed the term and received full credit.

After P019, if any of the 3 Reasons for Termination are selected, the hours will correctly reflect what was completed for the term.
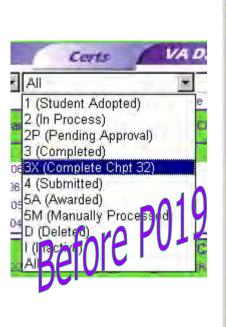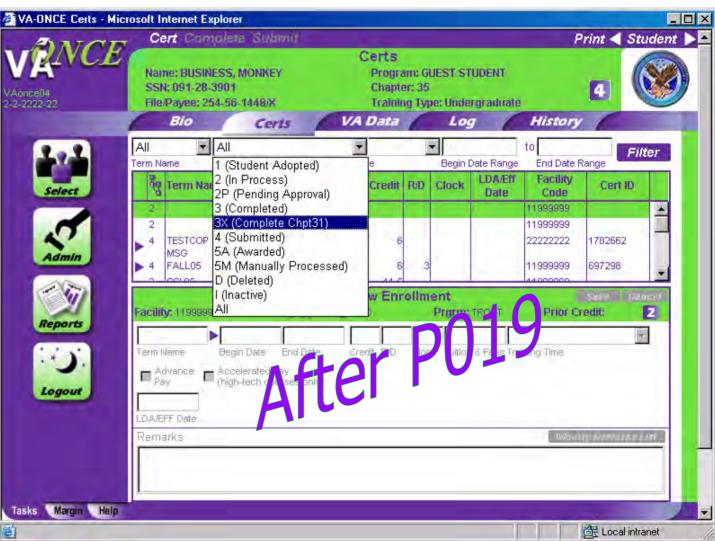
6) For NCD courses, if the termination reason 'End Of Term Or Course', 'Graduation', or 'Unsatisfactory Attendance, Progress or Conduct' was selected the LDA would default to the last day of the term, and the SCO was unable to alter the date. This has been changed.

The default remains the last day of the selected term, but the SCO can change the date if the student graduated early, ended the course early or received unsatisfactory attendance, progress or conduct during the course.

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7) A typo has been corrected on the Status Drop down menu on the Certs page. Previously it incorrectly stated that a 3X was a Complete Chapter 32.

The following change to the Administration side was made based on an ELR suggestion:

8) A prompt has been added to the School Data page. Any time the status of a school is changed, a pop up will appear reminding the ELR to notify the appropriate person(s) at the RPO to change the ECAP Schools database to either add or delete this facility code.