

SQUADRON OFFICER SCHOOL
Distance Learning Program (SOS DL) MSOS003
January 2013

1. **SOS DL Program MSOS003:** Program opened to new enrollments in early 2013. At that time, SOS DL Course 20 will be closed to new enrollments.
<http://www.AUEducationSupport.com>
2. **Eligibility:**
 - a. US armed forces officers (active duty, Reserve, and National Guard) and Civil Air Patrol members selected for the rank of captain (0-3) or above are eligible for enrollment into the SOS DL Program
 - b. Federal civilian employees in the grades of GS-9, DCIPS PB2, and NAF 3/4 and above who possess regionally-accredited baccalaureate degrees and who have completed their probationary periods.
3. **Duration:** You must complete the entire SOS DL Program within 12 months of your enrollment date.
4. **SOS Modules**
 - a. 00022A Communication and International Security Studies
 - b. 00022B Leadership
 - c. 00022C Warfare and Profession of Arms
 - d. 00022D Integration and Application

Registration (Military)

- e. Create an Air University Portal Account: <https://auportal.maxwell.af.mil>
 - i. Follow the prompts to create your AU Portal Account
- f. Once your AU Portal account is established, you must create an AUSIS account to enroll in the SOS DL program. To access AUSIS, log into your AU Portal account.
- g. On the left side navigation menus, select Distance Learning > SOS DL > AUSIS
- h. Click “create account” > “student account” and enter your SSN / last name
- i. Select the program you are enrolling in from dropdown menu (SOS DL) and then check the box to certify your eligibility
- j. Program materials are posted to the SOC Blackboard site at <https://soc.blackboard.com>.
- k. Please allow at least three duty days for your user name to be created in Blackboard and for you to be enrolled in the first course.
- l. Once you have received an email that you are enrolled, you can access the program course materials by using your default login credentials Username: “firstname.middleinitial.lastname.au”
- m. Password: LAST NAME (UPPER CASE) + last 4 SSN (example: RAMBO4533)
- n. Once logged in, change your password.

5. Registration (Federal Civilian)

- a. Federal Civilians follow the same procedure above for Active Military; however, your enrollment will be in “paused” status until the AU Registrar receives the following documents from you by email attachment to student.services@maxwell.af.mil or by fax to DSN 493-8127 or commercial (334) 953-8127:
 - i. Your baccalaureate degree transcript
 - ii. Evidence of your civilian employee grade or CAP rank
 - iii. If a civilian employee, evidence that you have completed at least one year of civil service employment
- b. Federal Civilians may also enroll via the on-line AU Form 23 <https://augateway.maxwell.af.mil/research/au23form/>. However, Federal Civilians are still required to provide the following items:
 - i. Your baccalaureate degree transcript
 - ii. Evidence of your civilian employee grade or CAP rank
 - iii. If a civilian employee, evidence that you have completed at least one year of civil service employment

6. Examinations

- a. Members taking this exam must call the Education Center at 238-2350 to schedule in advance
- b. Upon enrollment, you must complete self-study course work and pass tests covering the first three courses in sequence (00020A, 00020B, and 00020C). You are allowed two attempts to pass each course exam with a minimum test score of 70 percent. Failing a retake test results in disenrollment. Upon re-enrollment, no credit is granted for tests passed during previous enrollment periods. All tests must be taken while you are enrolled in the program. No credit is given for tests passed after enrollment expiration. Therefore, TCFs will verify that you are enrolled before administering your tests. Tests are administered in the Blackboard Learning Management System and therefore you must use your Bb logins and passwords to access your exams.
- c. You will receive your exam scores immediately after taking your tests; however, areas of study are not considered officially complete until AU A4/6O receives your electronic test results and posts passing scores to your records. You cannot take subsequent tests until previous tests are posted.
- d. The tests are multiple-choice and closed-book. Study materials are not permitted in the testing rooms. Tests are not cumulative and all test questions are derived from the learning objectives in the study materials.