

OAT Information Sheet

We have created an informative Web site to assist you with learning about the OAT-Online option, and we encourage you to visit it at [Office Administration & Technology-Online](#).

APPLYING TO THE OAT-ONLINE OPTION

Once you have been notified of your acceptance to the University, then you are ready to apply for admission to the OAT-Online option. This is a SEPARATE application process. Please complete the following steps so that we can assign an OAT-Online Academic Advisor to assist you with your academic program:

1. Have a copy of your notice of acceptance to VSU
2. Complete three online orientations:
 - a. [Orientation for Online Undergraduate Programs](#)
 - b. [eCore Orientation Quiz](#)
 - c. [eMajor Orientation Quiz](#)
3. Verify an overall GPA of at least 2.3 (on a 4.0 scale) in transfer courses and/or courses taken previously at VSU (can be seen in Banner on your VSU transcript)
4. Successfully complete a previous online course OR the [SmarterMeasure](#) assessment instrument (Password = oatobc)
5. Submit the [Application for Admission to the Valdosta State University Office Administration & Technology Bachelor Completion Option for Working Adults](#).

FULL ACCEPTANCE INTO THE PROGRAM

Once an OAT-Online academic advisor has been assigned to you, we will help you become **fully** admitted to the program. The requirements for **full admission** include the five steps above plus completion of three additional steps:

6. Meet USG core curriculum requirements in Areas A-E (or equivalent) including a "C" or better in ENGL 1102 (or equivalent)
7. Successfully complete all Area F courses (or exempt) with a grade of "C" or better
8. Have documentation approved for at least 3 years of valid, verifiable work related experience

We understand that you may need to take courses to fulfill the Core and Area F requirements (Steps 6 and 7). You will be happy to know that ALL of those courses are available online with us through eCore, eMajor, or VSU Online. Forms for verifying work-related experience (Step 8) are available from your OAT-Online Academic Advisor.

ADVISING & REGISTRATION

The screening process that we use allows us to offer priority registration privileges to non-traditional students who need the convenience and flexibility of online learning to progress toward their degrees. Because our online courses are so popular, we restrict registration for our online Area F and Major courses to OAT and Online majors during the first week of Early Registration. Once that priority registration period has passed, we then open any remaining seats in those courses to our traditional students.

It is important **to submit the OAT-Online Application as soon as possible so that we can help you** through the advising and registration processes before the next Early Registration period begins. As a reminder, the OAT-Online application is a SEPARATE application that can only be submitted *after* you have been admitted to the University.