

SWAPPING A COURSE

STEP-BY-STEP GUIDE



STEP ONE

Open a web browser and go to oakland.edu.

The screenshot shows the Oakland University website homepage. At the top, there is a dark navigation bar with social media icons (Facebook, Twitter, Instagram, YouTube, Snapchat) on the left and a search bar on the right. Below this is a gold navigation bar with the university's name "OAKLAND UNIVERSITY" in the center and a menu of links: ACADEMICS, FUTURE STUDENTS, STUDENT SERVICES, CAMPUS LIFE, ALUMNI, GIVING, and ATHLETICS. The main content area features a large hero image of a man in a Navy uniform standing on the deck of a ship. Overlaid on the bottom left of this image is the text "ATHLETICS, ACADEMICS HELPED ALUM PREPARE FOR LIFE AS NAVY COMMANDER" in white, bold, sans-serif font. To the right of the hero image is a vertical sidebar with three buttons: "APPLY NOW", "VISIT OAKLAND", and "TRANSFER". Below these buttons is a section titled "TRANSFER STUDENT OPEN HOUSE" with the date "October 18" and a "REGISTER" button. A small information icon (i) is located in the bottom right corner of the hero image.

Research Library eBill Map Moodle MySail Webmail Report Behavior Search

OAKLAND UNIVERSITY

ACADEMICS FUTURE STUDENTS STUDENT SERVICES CAMPUS LIFE ALUMNI GIVING ATHLETICS

ATHLETICS, ACADEMICS HELPED ALUM PREPARE FOR LIFE AS NAVY COMMANDER

APPLY NOW

VISIT OAKLAND

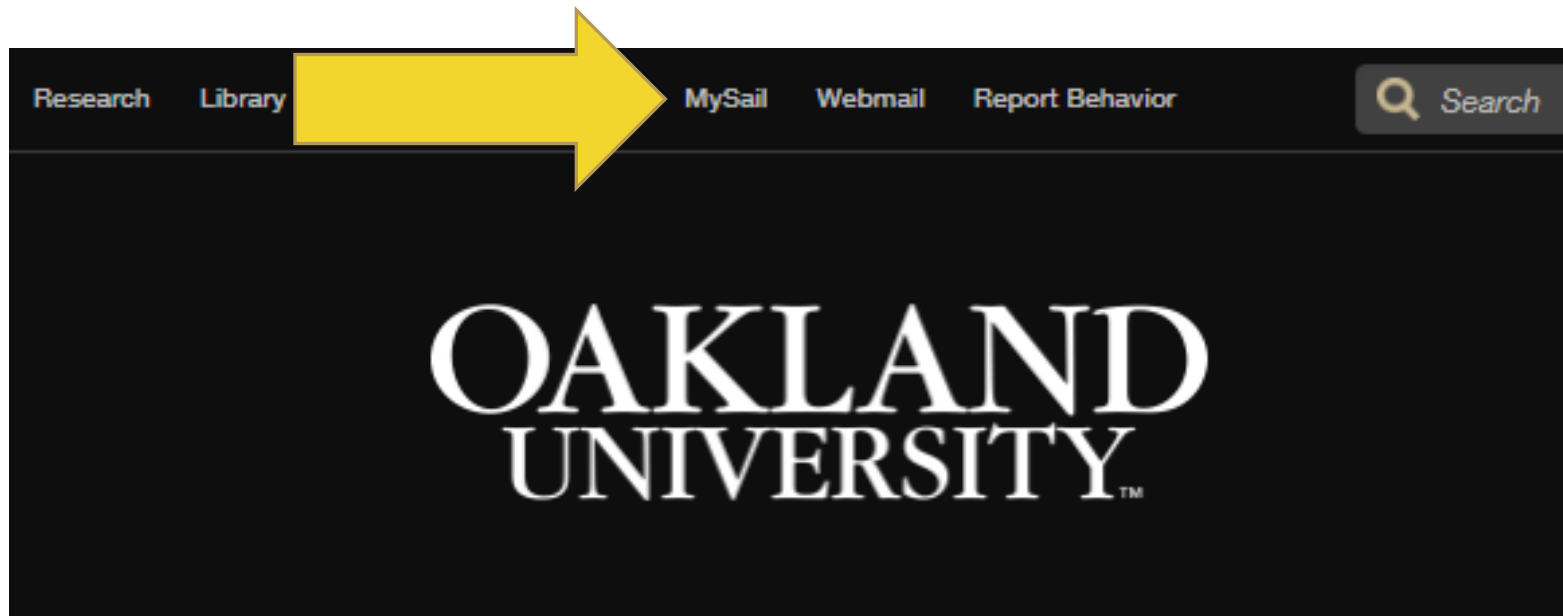
TRANSFER

TRANSFER STUDENT OPEN HOUSE
October 18
REGISTER

i

STEP TWO

Click on MySAIL.



STEP THREE

Enter Your NetID username and password then click “Sign-In.”

OAKLAND UNIVERSITY

Enter your NetID and Password

NetID:

@oakland.edu

Password:

SIGN IN

The information technology resources at Oakland University are for your use as an authorized user. By accessing and using these resources you agree to use all information technology resources responsibly and in compliance with University policies and guidelines.

Your login will provide access to Google's Core Suite of services within Google Apps for Education, covered by a university agreement. By signing in to Google Additional Services, you are individually agreeing to Google's Terms of Service. Please review Google Privacy and Terms prior to logging in. For more information, please read our [Frequently Asked Questions](#).

- [Oakland University Policies and Guidelines](#)
- [Google's Terms of Service](#)
- [Google Privacy and Terms](#)
- [Frequently Asked Questions](#)

Quick Links

- [Faculty and Staff SAIL](#)
- [Alumni and students who have not registered in the past year SAIL](#)
- [Class Schedule Search](#)
- [Course Catalog](#)
- [eBill Student Bill and Payment](#)
- [Student Financial Services and Student Employment](#)

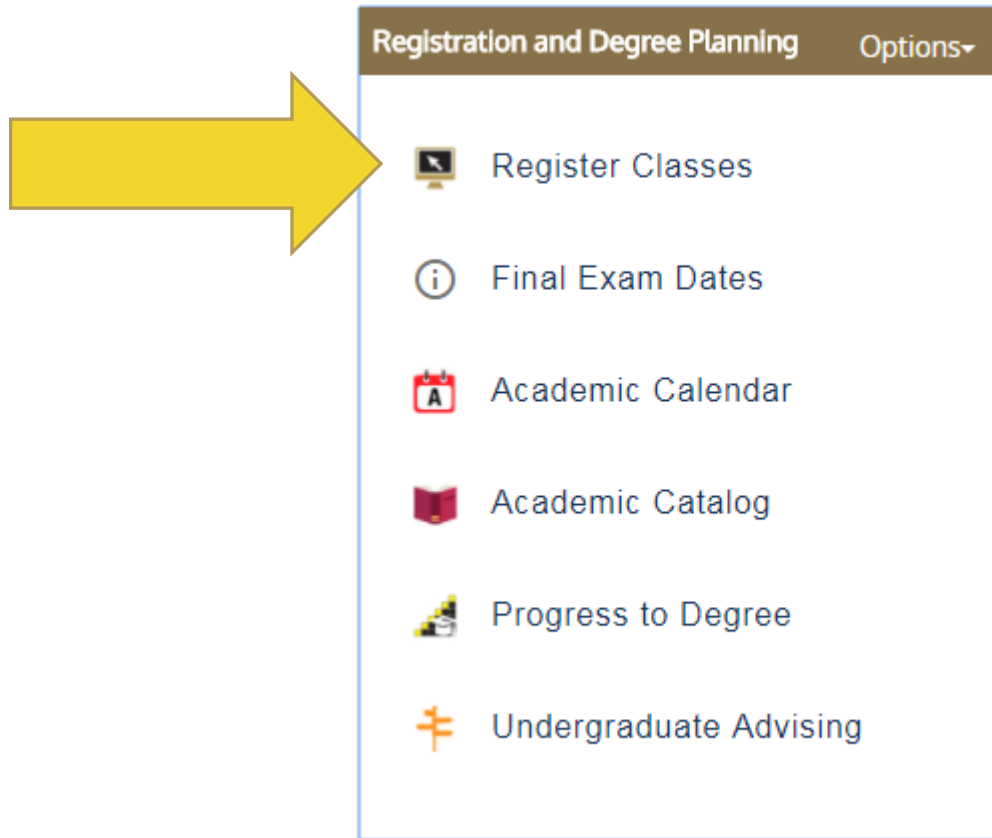
Forgot Password?

New student? [Get your NetID and password.](#)

Need help? [Click here for more information.](#)

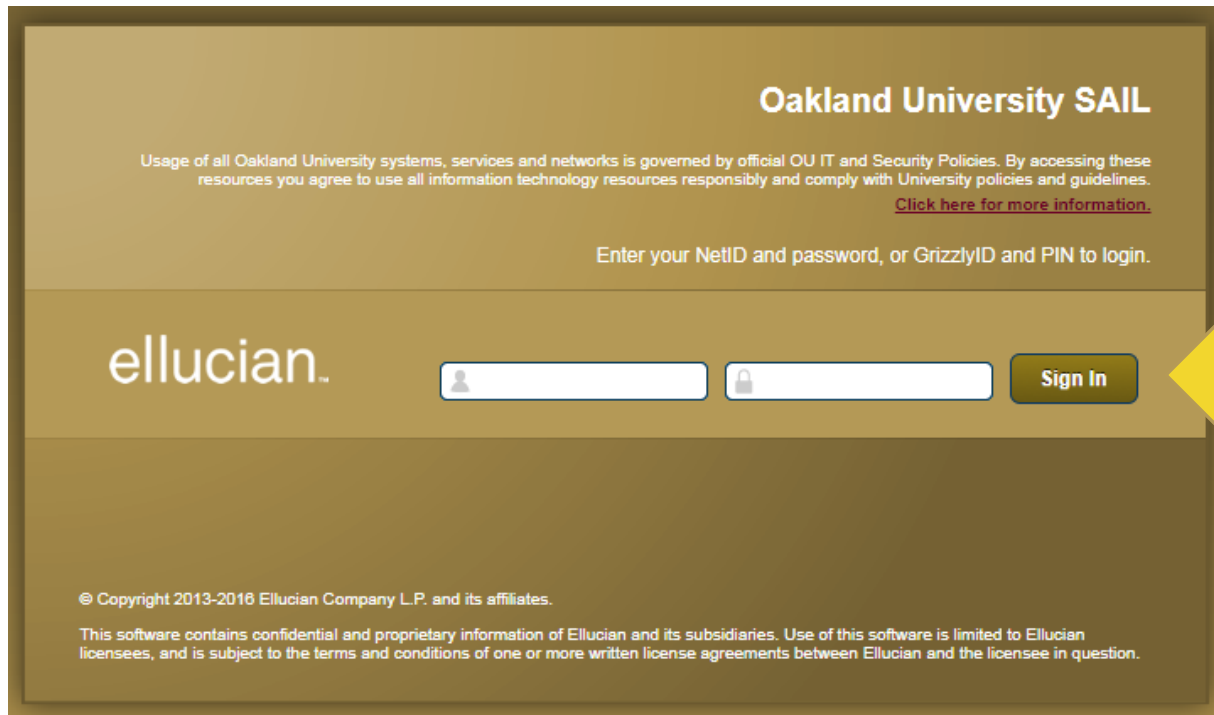
STEP FOUR

Under 'Academic Resources' select "Register for Classes."



STEP FIVE

Enter Your NetID username and password. Click “Sign-In.”



Oakland University SAIL

Usage of all Oakland University systems, services and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines.
[Click here for more information.](#)

Enter your NetID and password, or GrizzlyID and PIN to login.

ellucian.

Sign In

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STEP SIX

Select “Register for Classes.”

 Oakland University™ SAIL

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete requirements.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)


Look up basic course information like subject, course and description.

STEP SEVEN

Select the appropriate term you want to register for.

Select a Term

Terms Open for Registration



Winter Semester 2018

Fall Semester 2017

STEP EIGHT


Search for a course by entering the subject in the subject line then click search.

Register for Classes

Find Classes	Enter CRNs	Plans	Schedule and Options
Enter Your Search Criteria ⓘ			
Term: Winter Semester 2018			
Subject	<input type="text"/>		
Course Number	<div>ACC Accounting</div>		
Keyword	<div>ACS Actuarial Science</div>		
	<div>AED Art Education</div>		
	<div>AH Art History</div>		
	<div>AHS Applied Health Sciences</div>		
	<div>ALS Applied Language Studies</div>		
	<div>AMS American Studies</div>		
	<div>AN Anthropology</div>		
	<div>APM Applied Math Analysis</div>		


STEP NINE

In the summary module, select “Conditional Add and Drop.”

 Summary

Title	Details	Hours	CRN	Schedule T	Status	Action
Adv Photography an...	ART 4990, ...	4	14774	Lecture	Registered	<input type="text" value="None"/>
Advanced New Media	ART 3290, ...	4	14561	Lecture	Registered	<input type="text" value="None"/>

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18


☒ Conditional Add and Drop 

Submit

STEP TEN


Identify the class you wish to register for and click "Add."


[Search Again](#)

ID	Term	Instructor	Meeting Times	Campus	Status	
907	Wint...	Dodge, Jason (Primary)	S M T W T F S - Building: Arranged or Asynch	Main...	6 of 12 seats re...	 Add
906	Wint...	Rorai, Cathy (Primary)	S M T W T F S 01:00 PM - 02:47 PM Building: I	Main...		Add
949	Wint...	Lawson, Kathleen (Pri...	S M T W T F S 09:20 AM - 10:27 AM Building: S	Main...	10 of 22 seats r...	Add
580	Wint...	Davenport, Charin (Pri...	S M T W T F S 09:20 AM - 10:27 AM Building: I	Main...	22 of 22 seats r...	Add
950	Wint...	Lawson, Kathleen (Pri...	S M T W T F S 10:40 AM - 11:47 AM Building: I	Main...	16 of 22 seats r...	Add
578	Wint...	Bohn, Allison (Primary)	S M T W T F S 12:00 PM - 01:07 PM Building: S	Main...	13 of 22 seats r...	Add


STEP ELEVEN

In the action column, select "Web Dropped" for the course you wish to drop and "Web Register" for the course you wish to register for.

 Summary

Title	Details	Hours	CRN	Schedule Ty	Status	Action	
<u>Composition I</u>	WRT 1050, 030	4	10949	Course ...	Pending	Web Register	<input type="checkbox"/>
<u>Adv Photography and ...</u>	ART 4990, 002	4	14774	Lecture	Registered	Web Dropped	<input type="checkbox"/>
<u>Advanced New Media</u>	ART 3290, 010	4	14561	Lecture	Registered	None	<input type="checkbox"/>

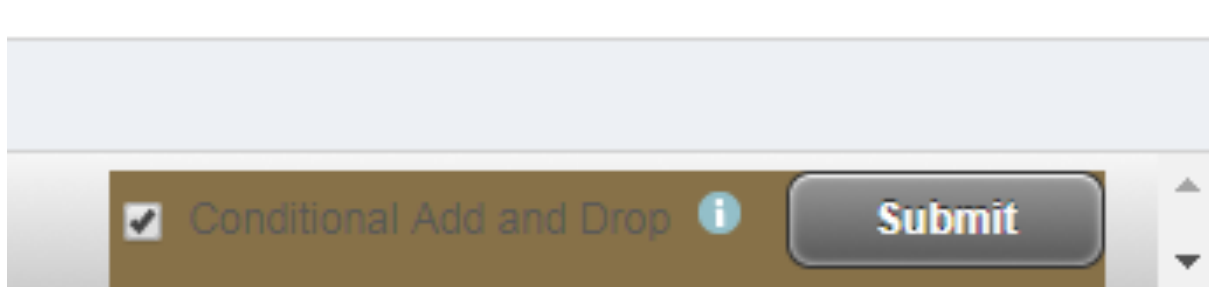
Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

☒ Conditional Add and Drop 

Submit

STEP TWELVE

Click "Submit." Check the summary panel to make sure the course has been swapped.



The image shows a user interface element, likely a form or a summary panel. It features a light blue header bar. Below the header, there is a dark blue bar containing a checked checkbox, the text "Conditional Add and Drop", a small blue circle with a white 'i' icon, and a grey button with the word "Submit" in white. To the right of the button are two small grey arrows, one pointing up and one pointing down.

For additional registration assistance,
contact the **First Year Advising Center**

North Foundation Hall, Room 121
(248) 370-3227