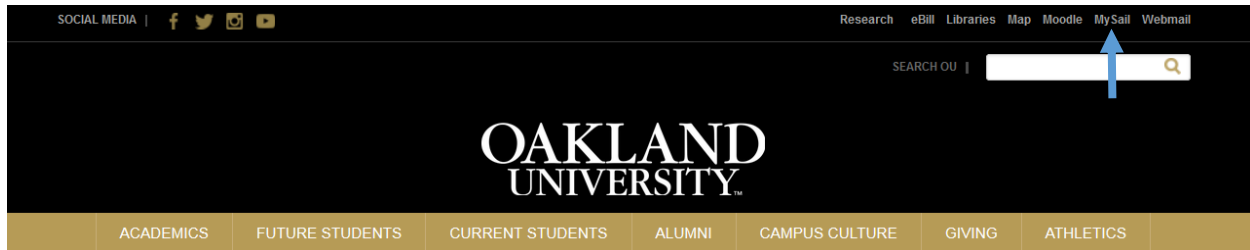
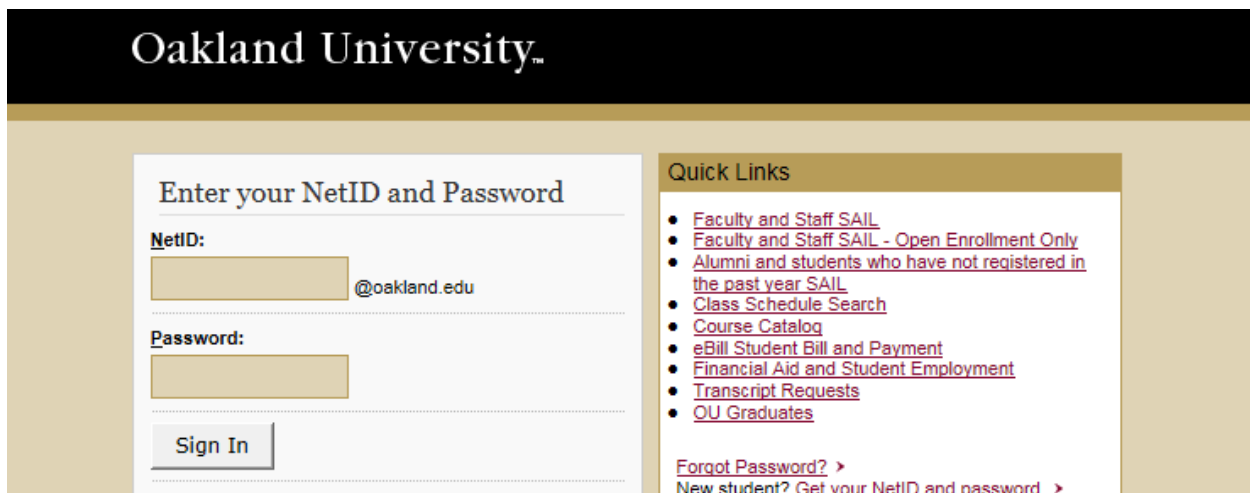


HOW TO ADD YOURSELF TO A WAITLIST

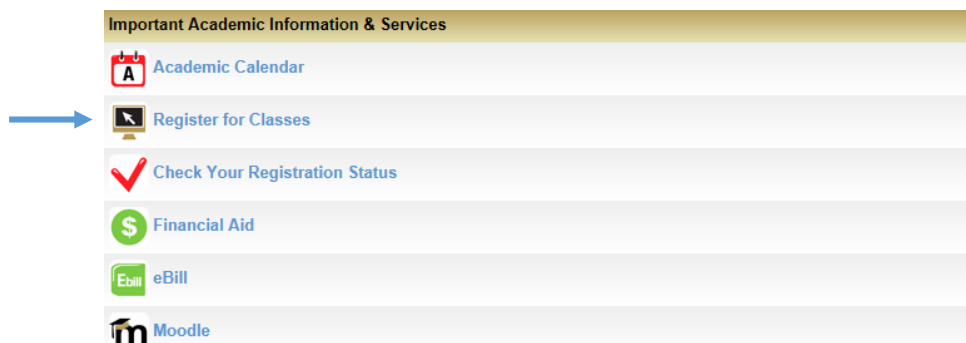
- Go to Oakland University's home page
- Look for MySAIL in the top right corner



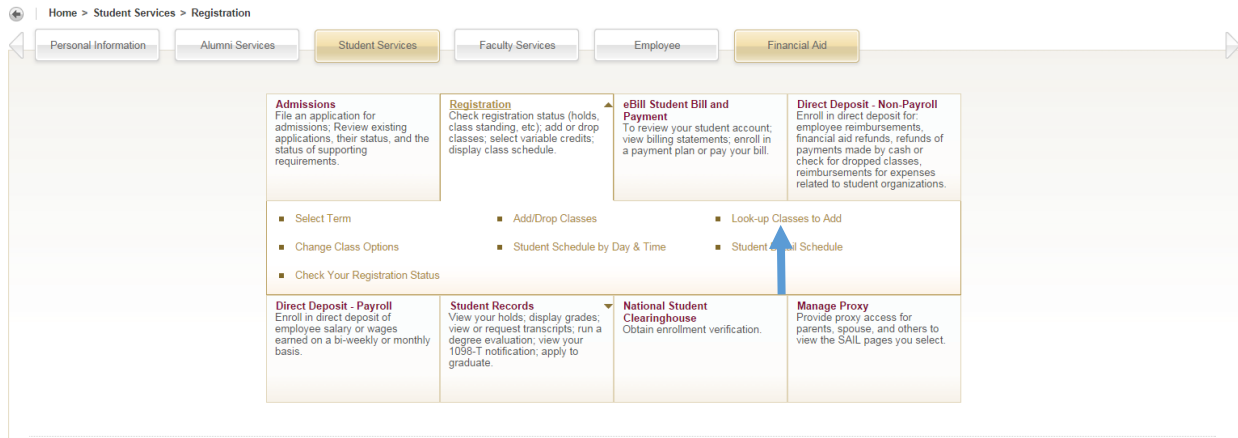
- Login into the portal using your OU email and password.
- If you have forgotten this information, you can go to sail.oakland.edu and log in using Grizzly ID number, and SAIL pin.



- Click Register for Classes on the table to right under where it says **IMPORTANT ACADEMIC INFORMATION & SERVICES**



- If you do not know the CRN number for your course, click Look Up Classes to Add



- Select the term that you wish to waitlist for



- Search for a class with, we recommend Advanced Search

Look-Up Classes to Add:



Home > Student Services > Registration > Student Schedule by Day & Time > Look-up Classes to Add

Winter Semester 2015

Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

To select multiple subjects, hold down the CTRL key while highlighting each desired subject.

We recommend selecting the new [Advanced Search option](#)

For a complete list of course date ranges, [click here](#)

Subject:

- ACC Accounting
- ACS Actuarial Science
- AED Art Education
- AH Art History
- AHA American Heritage Assoc
- AHS Applied Health Sciences
- ALS Applied Language Studies
- AMS American Studies
- AN Anthropology
- APM Applied Math Analysis

Course Search

Advanced Search

[Student Schedule by Day & Time](#) ■ [Student Detail Schedule](#) ■ [View Holds](#)

- After selecting your search criteria, scroll down to the bottom and click section search

Section Search

Reset

- To find out if the class has a waitlist, look at the columns listed as **WL Cap** (Waitlist Capacity), **WL Act** (Waitlist Actual), and **WL Rem** (Waitlist Remaining). If you only see zeroes, the class does not have a waitlist.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	12030	MGT	350	003	1	3.000	Legal Environment of Bus	TR	08:00 am-09:15 am	40	40	0	999	14	985	0	0	0	Frederick Glenn Hoffman (F)	01/06-04/28	EH 212	

WL Cap	WL Act	WL Rem
999	14	985

- Write down CRN
- Scroll to bottom of the screen and click Add to Worksheet

Register

Add to WorkSheet

New Search

[Student Schedule by Day & Time](#) ■ [Student Detail Schedule](#)

- Scroll down to Add Classes Worksheet and type the CRN in the box

Add Classes Worksheet

CRNs

10231

Submit Changes **Class Search** **Reset**

- Click submit changes
- Note: You will receive an error status of “Closed – # Waitlisted”*
- Under the Action column you will see a menu where you can select Wait List. Select Wait List if you would like to be added to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	<div style="border: 1px solid black; padding: 2px;"> None ▼ None Wait List </div>	10231	MGT	350	001	Undergraduate	3.000	Standard Numeric	Legal Environment of Bus

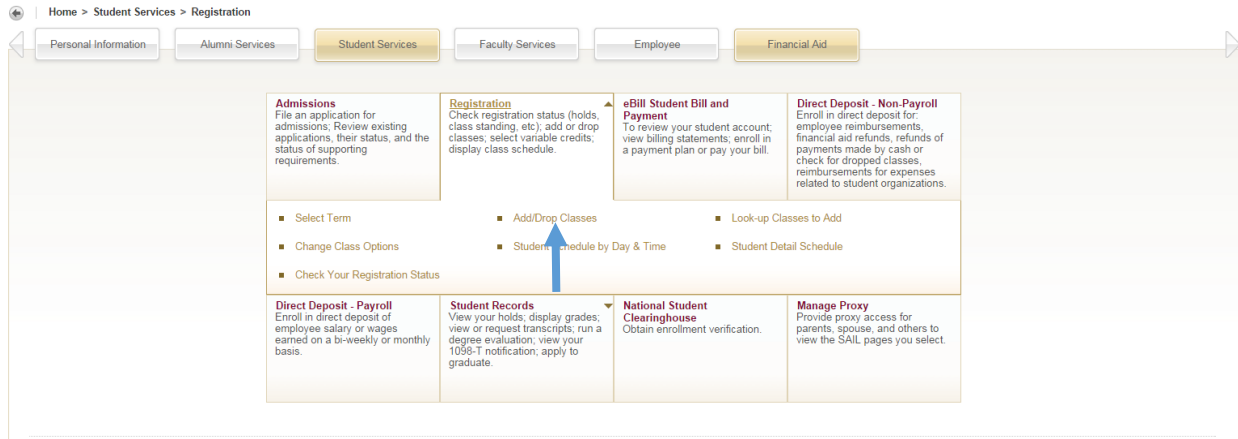
Add Classes Worksheet

CRNs

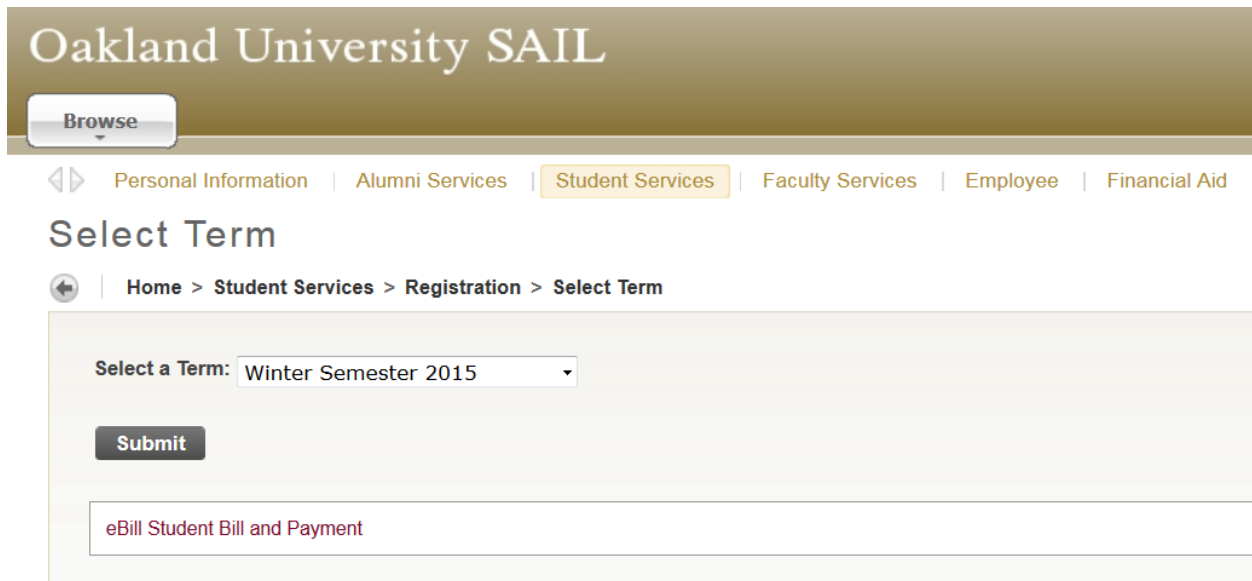
Submit Changes **Class Search** **Reset**

- Click Submit Changes
- Now you are waitlisted for the course.
- You will receive an email to your OU email if you are offered to register for the class from waitlist@oakland.edu. You will have 24 hours to register for the class.

- If you know the Course Reference Numbers (CRNs) to the classes you want to add click Add/Drop Classes



- Select the term that you wish to waitlist for



- Scroll down to Add Classes Worksheet type the CRNs in the boxes in the table

Add Classes Worksheet

CRNs

10231			
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Submit Changes | Class Search | Reset

- Click submit changes
- Note: You will receive an error status of "Closed – # Waitlisted"*
- Under the Action column you will see a menu where you can select Wait List. Select Wait List if you would like to be added to the waitlist.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Closed - 0 Waitlisted	<div style="border: 1px solid black; padding: 2px;">None None Wait List</div>	10231	MGT	350	001	Undergraduate	3.000	Standard Numeric	Legal Environment of Bus

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- Click Submit Changes
- Now you are waitlisted for the course
- You will receive an email to your OU email if you are offered to register for the class from waitlist@oakland.edu. You will have 24 hours to register for the class.

How to view your spot on the waitlist

- Go to the Registration tab in SAIL and click Student Detail Schedule

The screenshot shows the SAIL Registration page with the 'Student Services' tab selected. The 'Registration' section is expanded, and the 'Student Detail Schedule' link is highlighted with a blue arrow. The page also shows other sections like Admissions, eBill Student Bill and Payment, Direct Deposit - Non-Payroll, Direct Deposit - Payroll, Student Records, National Student Clearinghouse, and Manage Proxy.

- Scroll to the class you would like to view

Legal Environment of Bus - MGT 350 - 001

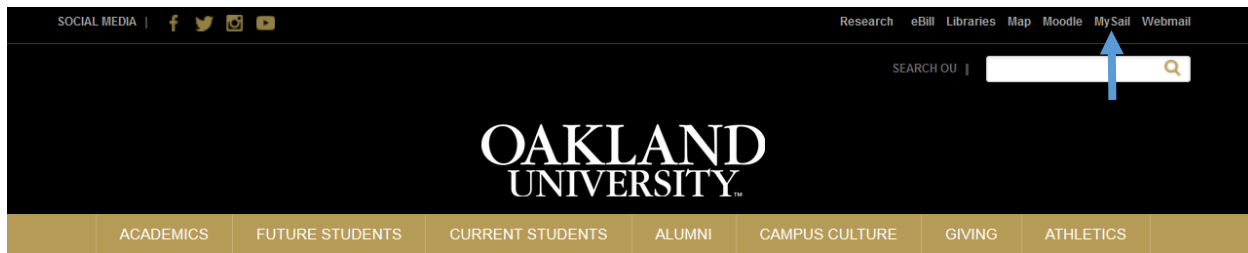
Associated Term: Winter Semester 2015
CRN: 10231
Status: Wait List on Oct 07, 2014
Waitlist Position: 1
Notification Expires:
Assigned Instructor: Jennifer C. Thor
Grade Mode: Standard Numeric
Credits: 0.000
Level: Undergraduate
Campus: Main Campus

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
In-Person Class Meeting	8:00 am - 10:30 am	M	Elliott Hall 208	Jan 06, 2015 - Apr 28, 2015	Main Campus Classroom	Jennifer Cordon Thor (P)

- Waitlist Position will show you the order you are on the waitlist. The waitlist begins at 1 and continues to the maximum waitlist. A 0 (zero) means you have been offered the seat and Notification Expires will list the deadline you have to register for the class.

- Once you are offered a position on the waitlist you still need to register for the class
- You will receive this notification from waitlist@oakland.edu and have 24 hours to register. If you do not register for the class, you will be removed from the waitlist and the next student will be notified.
- Go to Oakland University's home page
- Look for MySAIL in the top right corner



- Login into the portal using your OU email and password.
- If you have forgotten this information, you can go to sail.oakland.edu and log in using Grizzly ID number, and SAIL pin.

Oakland University

Enter your NetID and Password

NetID:

@oakland.edu

Password:

Sign In

Quick Links

- [Faculty and Staff SAIL](#)
- [Faculty and Staff SAIL - Open Enrollment Only](#)
- [Alumni and students who have not registered in the past year SAIL](#)
- [Class Schedule Search](#)
- [Course Catalog](#)
- [eBill Student Bill and Payment](#)
- [Financial Aid and Student Employment](#)
- [Transcript Requests](#)
- [OU Graduates](#)

[Forgot Password? >](#)

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

- Click Register for Classes on the table to right under where it says **IMPORTANT ACADEMIC INFORMATION & SERVICES**

Important Academic Information & Services	
	Academic Calendar
	Register for Classes
	Check Your Registration Status
	Financial Aid
	eBill
	Moodle

- Click on Add/Drop Classes

Home > Student Services > Registration

Personal Information | Alumni Services | **Student Services** | Faculty Services | Employee | Financial Aid

Admissions File an application for admissions; Review existing applications, their status, and the status of supporting requirements.	Registration Check registration status (holds, class standing, etc.); add or drop classes; select variable credits; display class schedule. <ul style="list-style-type: none">▪ Add/Drop Classes▪ Student Schedule by Day & Time	eBill Student Bill and Payment To review your student account; view billing statements; enroll in a payment plan or pay your bill.	Direct Deposit - Non-Payroll Enroll in direct deposit for: employee reimbursements, financial aid refunds, refunds of payments made by cash or check for dropped classes, reimbursements for expenses related to student organizations.
Direct Deposit - Payroll Enroll in direct deposit of employee salary or wages earned on a bi-weekly or monthly basis.	Student Records View your holds; display grades; view or request transcripts; run a degree evaluation; view your 1099-T notification; apply to graduate.	National Student Clearinghouse Obtain enrollment verification.	Manage Proxy Provide proxy access for parents, spouse, and others to view the SAIL pages you select.

- Select the term that you wish to waitlist for

Browse

Personal Information | Alumni Services | **Student Services** | Faculty Services | Employee | Financial Aid

Select Term

Home > Student Services > Registration > Select Term

Select a Term: Winter Semester 2015

Submit

eBill Student Bill and Payment

- In the Action column select Web Register if you would like to register for the class.

Sign Out | Help

Browse

If you are unsure of which classes to pick please consult your adviser! Click <http://www.oakland.edu/advising> to find your adviser.

Find a page...

When add/drops are complete click Submit Changes to register.

If you select a course with variable credits after you press submit you may click on the number of credits shown and change the value if necessary.

NOTE: If registering for a closed class for which an override has been given you must type the CRN in the box.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Register on Mar 27, 2014	None	12448	MKT	460	001	Undergraduate	4.000	Standard Numeric	Entrepreneurial Marketing
Web Register on Mar 27, 2014	None	10581	ECN	303	004	Undergraduate	3.000	Standard Numeric	Managerial Economics
Web Register on Mar 27, 2014	None	10229	FIN	322	002	Undergraduate	4.000	Standard Numeric	Managerial Finance I
Waitlist on Jan 06, 2015	None None Web Dropped Web Register	14063	ENT	305	001	Undergraduate	0.000	Standard Numeric	Psych of Creativity/Innovation

Total Credit Hours: 11.000
Billing Hours: 11.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jan 20, 2015 01:43 pm

- Scroll to the bottom and click Submit Changes
- You are now registered for the class. Note: All requirements for the class must be met in order to register, regardless if you have been offered a seat from the waitlist. If any error messages prevent registration, please work with your academic adviser. Ideally, any requirements or overrides will be completed prior to registration.