

# REGISTERING FOR CLASSES USING MYSAIL

1. Open a web browser and go to **oakland.edu**.
2. Select MySAIL and log in using your NetID and password.
3. Select “Register for Classes.”
4. Select “Look-up Classes to Add.”
5. Select the term you are registering for and click “Submit.”
6. Select “Advanced Search.”
7. Select the subject (example: “CHM Chemistry”).

**In a pinch for time?** Highlight all of the subjects! Click the first subject and drag your cursor down the list. Skip to Step 9.

Subject: ACC Accounting  
 AED Art Education  
 AH Art History  
 AHS Applied Health Sciences  
 ALS Applied Language Studies  
 AMS American Studies  
 AN Anthropology  
 APH Applied Math Analysis  
 ARB Arabic  
 ATB Applied Tech In Business

Course Number:

Title:

Schedule Type:  All  
 Applied Music  
 Clinical

Credit Range:  hours to  hours

Campus:  All  
 Internet  
 Macomb

8. Type in the course number (example: “144”).
9. Select campus (“Main Campus”). If you are looking for a course held at the Macomb University Center, select “Macomb.” If you are looking for a course at the Anton/Frankel Center, select “Mt Clemens.”

**Looking for general education courses?** Highlight all of the attributes that have “Gen Ed” in the title. Continue to Step 10.

Attribute Types:  Gen Ed Foreign Lang & Culture  
 Gen Ed Formal Reasoning  
 Gen Ed Global Perspective

10. Select “Section Search” at the bottom when all criteria have been entered.
11. Select the CRN to view the Class Schedule Listing which provides further detail on the course, including prerequisites required, class instruction type and location of the course.
12. Once you have decided on a section, check the box next to the CRN and select “Register.” If there is a “C” or no box next to the CRN, the course is closed and not available for registration.
13. Scroll down the page to review your course selections to ensure you have no registration errors, which would appear directly above the Add Classes Worksheet.
14. To add another course, select “Add Courses” and view additional courses.
15. Once you have successfully registered for all courses, select the back arrow on the top of the screen.
16. Select “Student Schedule by Day and Time” or “Student Detail Schedule” to view your schedule.
17. Select “Sign Out” in the upper right corner to log out of MySAIL.



***Dropping or adding a course can affect your progress to degree and/or your financial aid. It is important to speak with your academic adviser if you are considering dropping or adding a course.***