

NATIONAL STUDENT EXCHANGE ENROLLMENT GUIDE

STEP 1: ACTIVATE IMPORTANT ACCOUNTS

Visit oakland.edu/activate for instructions on activating your official Oakland email and MySAIL (student portal) accounts. You will need your Grizzly ID number and Net ID from your acceptance letter. You should set up both accounts immediately and begin checking them regularly.

STEP 2: REGISTER FOR CLASSES

Through MySAIL, you can register for classes online.

1. Open a Web browser and visit the Registrar's website at oakland.edu/registrar.
2. Click the "Register for classes" button and review the registration instructions.
3. When you are ready to register for classes, log in to mysail.oakland.edu or click on MySAIL in the upper right corner of any OU Web page (above the search box).

If you receive an error message while registering for a course, please contact the academic department offering the course. You can view a list of departments online at oakland.edu/academics. Some courses may require specific prerequisites. A member of the department staff can verify that you meet the prerequisite and allow you to register.

REMINDERS FROM THE REGISTRAR

OFFICE OF THE REGISTRAR

100 O'Dowd Hall

oakland.edu/registrar | registra@oakland.edu

(248) 370-3450 | (248) 370-3461 (Fax)

For specific add, drop and withdrawal dates and information, please see the Important Dates at oakland.edu/important-dates.

ADDING A CLASS

Students may use MySAIL to register and add courses without faculty permission through the first week of classes. Any registration errors (pre-requisite, co-requisite) will require an override from the department offering the course.

DROPPING A CLASS

Students may drop a course via MySAIL, fax, in person or by mail at any time for a given semester until the drop deadline date. If dropping a course by mail or fax, include your name, student signature, Grizzly ID number, course number and semester and mail to the Registrar's Office, or fax to (248) 370-3461.

LATE REGISTRATION

Students who wish to add or register for classes during the second week of late registration need to obtain approval from the instructor or department offering the course. If approved, the instructor or department will enter a registration permit override in MySAIL and the student may register for the course on MySAIL. A hard copy signed form will also be accepted.

TRANSFERRING YOUR CREDITS

Your home institution determines whether to accept OU courses for transfer. Please check with the Registrar's Office at your home institution.

TRANSCRIPTS

You can obtain your OU transcript by logging in to MySAIL, clicking on "Sail" and following these steps:

1. Select "Student Services"
2. Select "Student Records"
3. Select "Request Official Transcript"
4. Enter the institution where you would like your transcripts sent
5. Select "Official Transcript"
6. Under "Print Transcript," select "Hold for Grades"
7. Click "Submit Request" to save

STEP 3: PICK UP YOUR SPIRITCARD

ID CARD OFFICE

(248) 370-2291

112 Oakland Center
ouspiritcard.com

To get your SpiritCard, which gives you access to student resources across campus, you must first register for classes. You can get your SpiritCard at OU's ID Card Office. Bring a picture ID to the office in order to get your SpiritCard.

STEP 4: FINANCIAL ASSISTANCE AND BILL PAYMENT

STUDENT FINANCIAL SERVICES

(248) 370-2550

120 North Foundation Hall

oakland.edu/financialaid | finaid@oakland.edu

Visit the Student Financial Services website at oakland.edu/financialaid to read important information on billing cycles and due dates; payment options and instructions; and tutorials for OU's electronic billing system, eBill.

Oakland will send an email to your OU email account when your eBill is ready to be viewed and paid online at oakland.edu/ebill. You will need your Grizzly ID and PIN to access the eBill system. The eBill home page provides a brief overview of your current account status, recent and past billing statements, recent activity on your student account and available payment plans. The eBill is accepted through your MySAIL account.

Although guest students participating in the National Student Exchange program are not eligible for financial assistance through OU, students should check their eligibility for federal, state and institutional financial assistance through their home institution.

STEP 5: ADDITIONAL ITEMS TO CONSIDER

BARNES & NOBLE AT OU

(248) 370-2404

28 Oakland Center

oakland.bncollege.com

You can purchase or rent new and used textbooks in person or online through the University Bookstore.

UNIVERSITY HOUSING

(248) 370-3570

448 Hamlin Hall

oakland.edu/housing | housing@oakland.edu

University housing is offered to new, degree-seeking students who are enrolled in a minimum of eight credit hours per semester. Housing information that details living options, meal plans and more is available at oakland.edu/housing. Housing contracts are available online at oakland.edu/applyforhousing. Please note that housing space is limited. New students are encouraged to submit a housing contract as soon as possible after March 1 for the fall semester, or after November 1 for the winter semester.

DISABILITY SUPPORT SERVICES (DSS)

(248) 370-3266

103A North Foundation Hall

oakland.edu/dss | dss@oakland.edu

If you have a physical, psychological, sensory and/or learning disability, you can contact the DSS office for an appointment to discuss eligibility for services and accommodations.

CAMPUS VISITS

(800) OAK-UNIV

101 North Foundation Hall

oakland.edu/visit | visit@oakland.edu

Schedule your campus tour online today. We'd love to show you around our campus. Tours are generally available Monday through Friday.

KRESGE LIBRARY

(248) 370-4426

library.oakland.edu | ref@oakland.edu

Online and print resources, plus study facilities and research assistance, are available for all enrolled students with a SpiritCard.

RECREATION CENTER (REC)

(248) 370-4REC

oakland.edu/campusrec | rec@oakland.edu

All enrolled students can access state-of-the-art recreation facilities with a SpiritCard.

OAKLAND CENTER (OC)

(248) 370-3245

oakland.edu/oc | occonf@oakland.edu

The OC houses the Pioneer Food Court, Barnes & Noble at OU, Café O'Bears, the Center for Student Activities, computer stations, televisions, an ATM and lounge areas.

OFFICE OF UNDERGRADUATE ADMISSIONS

101 North Foundation Hall, 2200 North Squirrel Road, Rochester, Michigan 48309-4401

(800) OAK-UNIV | oakland.edu/futurestudents | facebook.com/OUAdmissions | twitter.com/OUAdmissions