GUEST STUDENT ENROLLMENT GUIDE

OAKLAND UNIVERSITY

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
101 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. 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. Note: If you are unable to reach an instructor, contact the academic department.

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.

WITHDRAWAL

Students wishing to withdraw from all their courses must officially withdraw for the semester. Simply notifying faculty or ceasing to attend classes does not relieve students of financial obligations. Students who do not officially withdraw within the drop/withdrawal time period will receive failing grades for registered courses. Withdrawals can be processed via MySAIL, in person, by fax or mail. Withdrawal forms are available at **oakland.edu/registrar**.

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. You can also visit **oakland.edu/transfers** for the course equivalencies from Michigan community colleges, or the Michigan Transfer Network at **michigantransfernetwork.org** for course equivalencies from select Michigan colleges.

TRANSCRIPTS

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

1. Select "Student Services"
2. Select "Student Records"
3. Select "Request Official Transcripts"
4. Enter the institution you want to send your transcripts to
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 tuition; 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 accessed through your MySAIL account.

For current tuition rates, visit **oakland.edu/costs**. Guest students pay upper division (junior/senior) tuition rates.

Guest students are not eligible for federal, state or OU financial assistance.

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.

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