DUAL ENROLLED HIGH SCHOOL
ENROLLMENT GUIDE

OAKLAND UNIVERSITY

STEP 1: ACTIVATE IMPORTANT ACCOUNTS

Visit **oakland.edu/activate** for instructions on activating your official Oakland email and SAIL (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 the SAIL system, you can register for classes online.

Dual enrolled students may take up to eight credits per semester.

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

ADDING A CLASS

Students may use SAIL to register and add courses without faculty signature through the first week of classes. Beginning the second week of classes, students must have an add/drop form signed by the faculty member teaching the course. To register or add a course with a faculty signature, bring the form to the Registrar's Office. Note: If you are unable to reach an instructor, contact the academic department.

DROPPING A CLASS

Students may drop a course via SAIL, fax, in person or by certified 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 SAIL, in person, by fax or certified mail. Withdrawal forms are available at **oakland.edu/registrar**.

REMEMBER: Classes taken at OU as a dual enrolled high school student will count toward your overall OU GPA.

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: BILL PAYMENT AND FINANCIAL ASSISTANCE

Visit the Student Business Services website at **oakland.edu/sbs** 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 bill 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.

For current tuition rates, visit **oakland.edu/tuition**. Dual enrolled students pay lower division (freshman/sophomore) tuition rates. Dual enrolled students are not eligible for federal, state or OU financial assistance.

If your high school is paying part of the university tuition, contact your guidance counselor for a Dual Enrollment Worksheet from your school. You must submit the worksheet to Oakland University's Student Business Services [120 North Foundation Hall, Rochester, MI 48309-4401 or fax to (248) 370-4188] **before the bill due date**. Failure to submit the worksheet prior to the bill due date will result in you or your parents being held responsible for late payment penalties that accrue on the account.

STEP 5: ADDITIONAL ITEMS TO CONSIDER

BARNES & NOBLE AT OU
(248) 370-2404
28 Oakland Center
oakland.bncollege.com
You can purchase your books in person or online through the university bookstore.

TRANSCRIPTS
To request a copy of your OU transcript, visit **oakland.edu/registrar** and click "Get Transcripts."

TRANSFERRING CREDITS
If you wish to transfer college credits from OU to another institution, it is your responsibility to determine whether the classes are transferable. You can also visit the Michigan Transfer Network for course equivalencies from select Michigan colleges, at **michigantransfernetwork.org**.

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 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.