

Oakland University

OFFICE OF THE REGISTRAR

Contact Information

100 O'Dowd Hall
(248) 370-3450 oakland.edu/registrar Monday-Friday 8:00 a.m. - 5:00 p.m.

Steve Shablin
Registrar
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(248) 370-4581

Tricia Westergaard
Senior Associate Registrar
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(248) 370-2563

Joshua Stotts
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Registrar

Services

- Final Examination Scheduling
- General Purpose Classroom Reservation
- Student Enrollment Verification
- Veterans Student Certification
- Exceed Maximum Credit Petitions
- Time Conflict or Supplemental Instruction (SI) Override
- Semester Additional Information
- Schedule of Classes
- Student Change of Major
- Grade Changes
- Transcripts

Most forms can be found online at oakland.edu/registrar/forms

Final Examinations

- Final examinations are scheduled for classes with primary time modules.
- Class time modules not listed on the final exam schedule should request a final exam time and room assignment, if needed.
- Online classes with an in-person final exam should also request a room and time assignment (generally Saturday for fall or winter classes).
- Special requests or requests for larger classrooms other than normal instruction should be made as early as possible, preferably no later than the first month of the semester.

The final examination schedule is available at oakland.edu/registrar under **Calendars**.

SUMMER 2016	FALL 2016	WINTER 2017	REGISTRATION DATES	FINAL EXAMS	ACADEMIC CALENDARS	PAST TERMS
<p>NOTE TO FACULTY/DEPARTMENT: If your class meeting time is not listed, please contact the Office of the Registrar for a final examination assignment.</p> <p>Final exams are generally held in the regular classroom, but at different times. Plan ahead for finals. Below are PDFs of posted final exam dates and times.</p> <ul style="list-style-type: none">• Summer 2016• Fall 2016• Winter 2017 <p>ONLINE COURSES: If the instructor elects to give an on-campus final exam, that exam will take place on Saturday of the final examination period. The time and location of the final exam will be provided by the instructor.</p>						

General Purpose Room Requests

- For non-class requests the **Room Request Form** can be found at oakland.edu/registrar/resources.
- Classroom-related requests generally are made through the schedule timeline and a schedule adjustment form.
- You can work with your department scheduler or contact Chris Goeth for class-related requests.

Student Enrollment Verification

- Students can request enrollment verification through SAIL.
- Oakland University has authorized the National Student Clearinghouse to provide degree and enrollment verification.
- Used for employers, and loan companies that need to verify an applicants attendance (past or present) at Oakland University.

Veteran Certification

- The Office of the Registrar provides a variety of veteran and military services to our students and staff, including
 - Students meet with School Certifying Officials to complete necessary paperwork for VA or military branch
 - Notify and report enrollment, registration, graduation and other requests to appropriate federal or state agencies
- Various forms and other information can be found at oakland.edu/registrar/veterans
- Contact information: (248) 364-VETS [8387] or veterans@oakland.edu

Student Change of Major

The image shows a screenshot of a web browser displaying the "OAKLAND UNIVERSITY CHANGE OF MAJOR/MINOR REQUEST FORM". The form is titled "CHANGE OF MAJOR/MINOR REQUEST FORM" and includes instructions for students to make changes to their major/minor or additional major. It lists four steps: 1. Complete Section I below, 2. Submit the form to the advising office, 3. *The catalog you follow for graduation requirements cannot be more than six years old at the time of graduation, and 4. **NCAA Student Athletes are required to meet with an Athletic Adviser. Below the instructions, there is a section titled "SECTION I (To be completed by student)" with fields for Name (Last, First, Middle Initial), Student Number G00, Date, Address (Number, Street, City, State, Zip), Contact Telephone, OU Email Address, Year of entry to OU, Semester of 1st class attended at OU, Have you already earned a bachelor degree?, NCAA Student Athlete, and Have you transferred credits to OU. The form is designed to be completed by the student and submitted to the advising office.

Form is used for students who have decided to change their major, minor or concentration (students should work with their academic adviser to do so).

Exceed Maximum Credits

- Students must fill out this form to request to exceed maximum credits in a semester
- Academic Adviser's signature is required for 19-21
- Registrar's signature is ALSO required for 22 or more credits

OAKLAND UNIVERSITY
PERMISSION TO EXCEED MAXIMUM CREDITS

- Only the adviser's signature is required for 19-21 credits in Fall/Winter/Summer.
- The Registrar's signature is ALSO required for 22 or more credits for Fall/Winter/Summer.

Student Name: _____ Grizzly ID #: _____

Phone #: _____ Term: (Circle one) Fall Winter Summer Year: _____

Major: _____ Class Level: (Circle one) FR SO JR SR GR PB Other: _____

Total Credits Completed: _____ Current GPA: _____

If you are a guest student, please indicate your home institution: _____

I am requesting an exception to university policy to register for _____ credits, which exceeds the allowed maximum number of credits for the term. If approved, I will not subsequently request any refund or exception to university policies based on this course overload.

I understand the university drop policy as follows: A drop request is to be submitted to the Registration Office online, in person, by fax, or by certified mail. Complete withdrawal may not be processed online. I accept responsibility for submitting all drop and withdrawal requests by deadlines and for confirming my registration transactions.

Student Signature: _____ Date: _____

Academic Adviser (PRINT & Sign Name): _____

Credits Approved: _____ by Registrar or Designee: _____

Comments _____

Time Conflict or S.I. Override

- A time conflict between multiple classes requires a Time Conflict Override Form
 - Use to obtain the signature of both instructors and the dean of the school/college to be added into courses that overlap in time.
- A time conflict involved an SI is available in-person at the Office of the Registrar. The student is required to sign this form. No faculty or staff signatures or overrides are required.

Additional Information

Available at: <http://www.oakland.edu/important-dates>

fall 2016 additional information

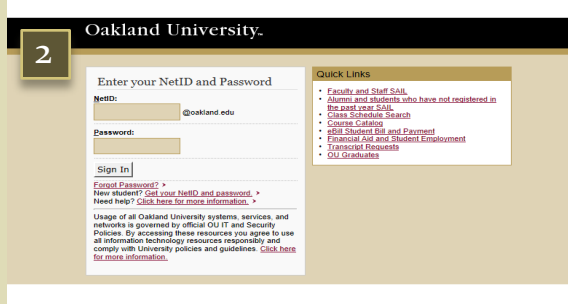
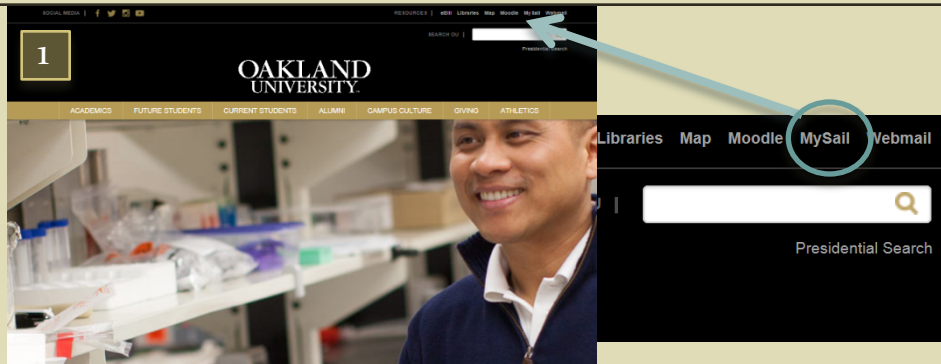
Session	Begin Date	End Date	100% Refund	Last Day Registration w/o Permission	Last Day Late Registration w/Permission	Fin Aid Census Date 11:59 PM*	First Day of "W"	Last Day of "W"	Final Exams	Title IV Return**	Grades Due 10 a.m.
1 – Full Term 16 weeks	September 01	December 05	September 15	September 08	September 15	September 15	September 16	November 03	December 07-13	November 1	December 16
F – First Half 8 Weeks	September 01	October 18	September 08	September 08	None	September 15	September 09	October 06	Last Class	September 28	October 21
S – Second Half 8 Weeks	October 20	December 05	October 27	October 27	None	September 15	October 28	November 24	December 09-13	November 21	December 16
C – Competency	September 01	October 13	September 15	September 08	None	September 15	September 09	N/A	N/A	N/A	October 21

winter 2017 additional information

Session	Begin Date	End Date	100% Refund	Last Day Registration w/o Permission	Last Day Late Registration w/Permission	Fin Aid Census Date 11:59 PM*	First Day of "W"	Last Day of "W"	Final Exams	Title IV Return**	Grades Due 10:00 a.m.
1 – Full Term 16 weeks (69 days) M-R (55 days)	January 4	April 18	January 18	January 11	January 18	January 18	January 19	March 15	April 20-26	March 15	May 1
F – First Half 8 weeks (33 days) M-R (26 days)	January 4	February 18	January 11	January 11	None	January 18	January 12	February 08	Last Class	January 30	February 21
S – Second Half 8 weeks (36 days) M-R (29 days)	February 27	April 18	March 6	March 6	None	January 18	March 7	April 3	April 22-26	April 2	May 1
C – Competency	January 4	February 15	January 18	None	None	January 18	January 12	N/A	N/A	N/A	February 21

Access to SAIL www.mysail.oakland.edu

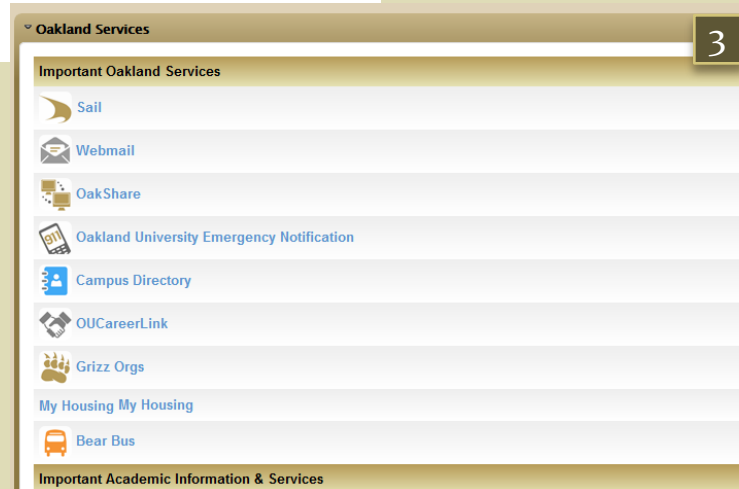
1. Go to oakland.edu, and click on MySAIL at the top of the page.



2. Log into your SAIL account.

3. Under Important Oakland Services, click SAIL to view more of your options.

MySail Homepage



SAIL Information System

Navigation bar with tabs: Personal Information, Student Services, Faculty Services, Employee, Financial Aid, eBill Student Bill and Payment.

Faculty Services

View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile.

Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Enter grades and registration overrides; view class lists and student information.

Access Leave Reports and view information on your earnings, benefits, deductions, benefits, pay history, direct deposit, tax forms, OU position history since 1999, and more.

View financial aid status and requirements, award information, holds, and enroll in direct deposit.

Access Class List

Navigation bar with tabs: Faculty Services, Employee, Financial Aid, eBill Student Bill and Payment.

1

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
ACCESS America for students Registration Add/Drop	ACCESS America for students Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

2

Select a Term:

3

Please enter the CRN you wish to access, or select a different term from the menu.

CRN:

Instructions:

1. Click on "Detail Class List."
2. Click on "Select Term."
3. Type in the 5 digit CRN number for the course.

Detail Class List

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Registration Number
1			Web Register	34

Current Program

Not A Degree Program

Level: Undergraduate

Program: Undecided

Admit Term: Fall Semester 2013

Admit Type: FTIAC

Catalog Term: Fall Semester 2013

College: University Programs

Campus: Main Campus

Major and Department: Undecided No Major Program, First Year Advising Center

Class: Sophomore

Credits: 4.000

Class Location

Personal Information

Student Services

Faculty Services

Employee

Financial Aid

eBill Student Bill and Payment

Term Selection

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Detail Wait List

Summary Wait List

Mid Term Grades

Final Grades

Grade Change Request
Grade Change Request
Select Grade Change Request
Form from menu.

Registration Overrides

Click on "Faculty Detail Schedule."

Scheduled Meeting Times

Type	Time	Day	Where	Date Range	Schedule Type	Instructors
In-Person Class Meeting	8:00 am - 9:07 am	MWF	North Foundation Hall 156	Sep 03, 2014 - Dec 13, 2014	Main Campus Classroom	Sydney N Wilson (P)

Summary Class List

- Click on "Summary Class List"

Faculty Services
Employee
Financial Aid
eBill Student Bill and Payment

Term Selection	CRN Selection	Faculty Detail Schedule	Faculty Schedule by Day and Time
Detail Class List	Summary Class List	Detail Wait List	Summary Wait List
Mid Term Grades	Final Grades	Grade Change Request Select Grade Change Request Form from menu.	Registration Overrides
 Registration Add/Drop	 Electronic Gradebook by Component	Faculty and Advisor Security Information	Student Menu Display student information; view a student's schedule.

Course Information

Fndtns Contemporary Psy - PSY 100 001

CRN: 40571

Duration: Sep 03, 2014 - Dec 13, 2014

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	144	40	104
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1			Web Registrar	Undergraduate	4.000	Enter	Enter	
2			Web Registrar	Undergraduate	4.000	Enter	Enter	
3			Web Registrar	Undergraduate	4.000	Enter	Enter	
4			Web Registrar	Undergraduate	4.000	Enter	Enter	
5			Web Registrar	Undergraduate	4.000	Enter	Enter	
6			Web Registrar	Undergraduate	4.000	Enter	Enter	
7			Web Registrar	Undergraduate	4.000	Enter	Enter	
8			Web Registrar	Undergraduate	4.000	Enter	Enter	
9			Web Registrar	Undergraduate	4.000	Enter	Enter	
10			Web Registrar	Undergraduate	4.000	Enter	Enter	

Process Class Overrides

1

Personal Information

Student Services

Faculty Services

Employee

Financial Aid

eBill Student Bill and Payment

View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile.

Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Enter grades and registration overrides; view class lists and student information

Access Leave Reports and view your earnings, deductions, and history

View financial aid status

2

Faculty Services

Employee

Financial Aid

eBill Student Bill and Payment

ID Selection

CRN Selection

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Detail Wait List

Summary Wait List

Mid Term Grades

Final Grades

Grade Change Request
Select Grade Change Request Form from menu.

Registration Overrides

Access eBill Student Bill and Payment

Access eBill Student Bill and Payment

Faculty and Advisor Security Information

Student Menu
Display student information; view a student's schedule.

Registration Overrides

Override	Course
None	None
None	None
None	None

Submit

Registration Overrides

Override	Course
CLOSED CLASS	None
None	None
None	None

Submit

Information for: [REDACTED]

Welcome to the Faculty Registration Permits/Overrides Worksheet.

The registration overrides you entered have been saved successfully.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Current Student Overrides

Override	Course	Activity Date	Entered by
CLOSED CLASS	40571 - PSY 100 001	May 12, 2014	OAS_PUBLIC

8

Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
CLOSED CLASS	40571	PSY	100	001	[REDACTED]	May 12, 2014

Submit

- Login to SAIL, then select "Faculty Services."
- Click on "Registration Overrides."
- Any active term can be selected then click "Submit."
- Return to "SystemSelect Term" to change the semester. Overrides can be given before registration begins.
- Enter student information: search by G# or last name, first name. then click "Submit."
- Verify selection by clicking "Submit."
- Choose override course from the drop down menus, then click "Submit."
- Confirm changes by clicking "Commit Changes."

When finished with current student override, you may return to the page titled "SAIL INFORMATION SYSTEM STUDENT VERIFICATION." Once you return to this page, you may click on "ID Selection" to perform the next student's override.

SHORTCUT: You may also scroll down to the bottom of "Registration Permits/Overrides" page to access "ID to access" button.

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Only Registered Students in



If you happen to have a person in your class who is not registered, he/she is NOT allowed to remain in the class. Tell the person to leave, and have them contact the Office of the Registrar in 100 O'Dowd Hall.

Student must be registered/de-registered by 11:59 p.m. on the last day to drop/add a course according to the term.

Oakland University Grading

3.6-4.0	A
3.0-3.5	B
2.0-2.9	C
1.0-1.9	D
0.0	No credit
W	Withdraw
I	Incomplete
P	Progress
S	Satisfactory
U	Unsatisfactory
SP	Satisfactory Progress
NP	No Progress
R	Assigned by Registrar when there is no grade from instructor
Z	Assigned by Registrar for an audited course

Grades I, P, and R are temporary grades.

Grades and Incomplete Grades

Oakland University TEST

Faculty Grade Entry

Course: CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Records: 6

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
			2.3			

Records: 60

QMM Quantitative Methods Mgt 240, Section 003

Statistical Methods for Bus I

Course Reference Number: 10855

50 Grades Remaining

Eligible: 60
Registered: 60
Graded Final: 10

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Registration Status: Web Registrar Credits: 3

Grade Rolled Date: Not Rolled

Faculty grade students as usual. Click "Submit" to save entries.

Oakland University TEST

Faculty Grade Entry

Course: CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Records: 6

Enter Grades

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
		I	2.3		04/30/2016	On or before default date
		I	1.9		04/20/2016	On or before default date
		I	1.4		04/30/2016	On or before default date
		I	3.2		04/30/2016	On or before default date
		I	3.0		04/30/2016	On or before default date

Records: 5

Reset Save

CIN Cinema Studies 150, Section 008

Introduction to Film

Course Reference Number: 14243

24 Grades Remaining

Eligible: 45
Registered: 45
Graded Final: 21

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Once an 'I' Grade is entered, an Incomplete Grades button is created next to the Roster.

This display will show **default grade** that the Incomplete will change if the work is not done on time. You may change the grade if necessary.

This also shows the **amount of time the grade can be changed**. The time frame can be adjusted at the professor's discretion.

Last Date of Attendance

1. As faculty enter grades as usual, they must also provide the last date of attendance is required for each student who gets a U or o.o grade.

Oakland University TEST

Karla R. Brown | Sign Out | 1 Notifications

Banner Self-Service > Faculty > Grade Entry

CIN Cinema Studies (CIN) 150 008 Introduction to Film Winter Semester 2015 (201510) 14243

Page 1 of 2 | 5 Per Page Records: 6

Roster Incomplete Grades

Enter Grades

Search By Full Name or ID

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date	Hours Attended
			2.3			
			3.9			
			0.0			

Page 2 of 2 | 50 Per Page Records: 60

Reset Save

A last attend date is required for this grade.

QMM Quantitative Methods Mgt 240, Se...
Statistical Methods for Bus I
Course Reference Number: 10855

50 Grades Remaining

Eligible: 60
Registered: 60
Graded Final: 10

Course Dates: 01/06/2015 - 04/28/2015
Primary Instructor: Karla R. Brown
Secondary Instructor(s):

Student Details

Registration Status: Web Register
Credits: 3

Grade Rolled Date: Not Rolled

If Final Grade is 0.0, Last Attend Date is required.

2. Date must be entered in the exact MM/DD/YYYY format for grades to be successfully submitted.

3. If a student never attended the class, enter the first day of the semester into "Last Attend Date." Also enter 0 in the "Attend Hours" field.

Grade Change

http://www.oakland.edu/registrar/resources

ACADEMICS FUTURE STUDENTS CURRENT STUDENTS

Office of the Registrar

Forms
Meet the Staff
Class Schedule
Register on SAIL
Undergraduate Catalog
Graduate Catalog
Transcripts

Apply for Graduation

Calendars

Records

Registration

AP, IB and CLEP Policies

Transfers

Veterans

Come back to OU

Faculty/Staff Resources

Office of the Registrar

FACULTY/STAFF RESOURCES

Important Winter 2014 Grading Notes

Saturday, April 19	Winter 2014 classes end 10 p.m.
Sunday, April 20	Study day
Monday, April 21 – Saturday, April 26	Final exams (end at 10 p.m. April 26)
Monday, April 28	Grades due to the Office of the Registrar—5:00 p.m.**
Tuesday, April 29	Grades roll to academic history—begins 8:00 a.m.
Wednesday, April 30	
Thursday, May 1	
Monday, May 5	

Use this link, or from the Registrar's page, click on "Faculty/Staff Resources."

In order to change a grade after it has already been posted, you must complete a **Grade Change Form**.

UNIVERSITY OF OAKLAND

ACADEMICS FUTURE STUDENTS CURRENT STUDENTS ALUMNI CAMPUS CULTURE GIVING ATHLETICS

Office of the Registrar

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Grade Change Information

Please use the following link to access the web forms login: **GRADE CHANGE FORM**.
Only the instructor of record may submit a grade change.

Complete the grade change form as follows:

- Log in using your Oakland Email Name and password.
- Enter the student ID to populate the student name and email information. Verify the student ID.
- Enter the CRN (ex: 40001) to populate the course information, including the section number.
- Enter the new grade. **See Oakland University's grading system.**
- Enter valid rationale for the grade change.
- Forward the grade change to the appropriate email address as detailed below.

Current Grade	Routing Email
I grade within the deadline	grdchg@oakland.edu

Deadline: An incomplete (I) grade must be changed within one year. If course requirements for a grade shall be changed to a grade of 0.0 for undergraduate students or a permanent I for graduate students.

Grading Information

- Faculty Step by Step Grading for New Faculty
- Faculty Grading Notes
- Frequently Asked Grading Questions
- Faculty OU Grading System
- Final Exam Schedule
- Incomplete Grade Process
- Mid-Term Grading Instructions

Grade Change Information

- Grade Change Information
- Grade Change Form

Faculty Overrides in SAIL

- Faculty Override Instructions

Staff Resources

- Room Request

Graduation Application Deadline

Office of the Registrar

Forms
Meet the Staff
Class Schedule
Register on SAIL
Undergraduate Catalog
Graduate Catalog
Transcripts

Apply for Graduation
Calendars

Go to oakland.edu/registrar and click
“Apply for Graduation”
OR
Go to oakland.edu/graduate

http://www.oakland.edu/graduate

APPLY FOR GRADUATION

Follow these steps to ensure you are on track and eligible for graduation.

KNOW YOUR DEADLINE **DEGREE EVALUATION** **APPLY ONLINE** **GRADUATION FAIR AND COMMENCEMENT**

GRADUATE STUDENTS **CLICK HERE**

Step 1:

All students must apply to graduate by submitting an **Application for Degree** online. Apply to graduate for the term you will complete your program requirement. Use the table below to find your deadline to apply.

Undergraduate students should apply by the posted deadline. Graduate students (receiving a master's degree or above) are encouraged to apply during their second to last semester.

GRADUATE IN	APPLY FOR GRADUATION BY	PARTICIPATE IN COMMENCEMENT
December (after Fall semester)	Last Friday in September	Fall Ceremony
April (after Winter semester)	Last Friday in January	Spring Ceremony
August (after Summer semester)	Last Friday in January Last Friday in May	Spring Ceremony Fall Ceremony

GET HELP
APPLYING FOR GRADUATION

How to apply to graduate

1. Log into your **MySAIL** account (using your NetID and password).
2. Select SAIL from the menu bar on the right side of the page.
3. Select *Student Services* and then *Student Records*.
4. Click on *Apply to Graduate*.
5. Be sure to read the directions at the top of each page.
6. Select the most current term from the menu.
7. Verify your curriculum, if all of your majors/minors/concentrations are correct, click continue.

FEATURED VIDEO