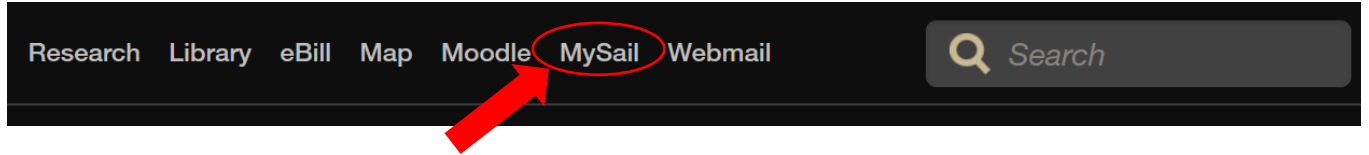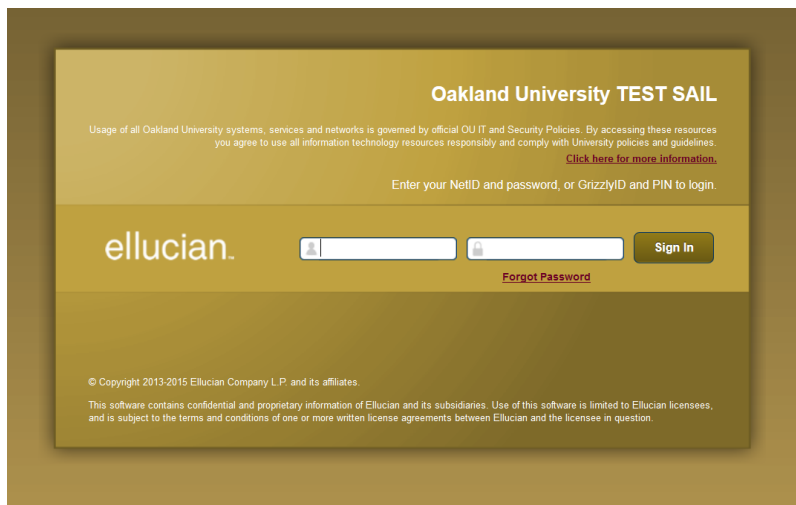# Office of the Registrar – XE Drop
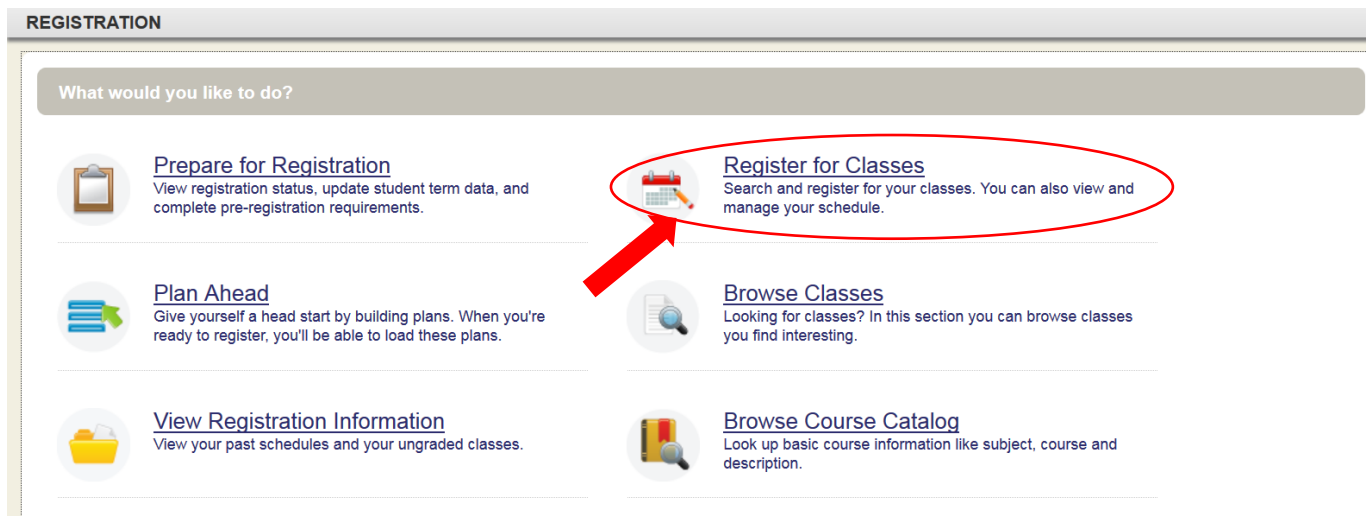
- Go to **mysail.oakland.edu**. Alternatively, go to **oakland.edu** and click the MySail link.

- Login using your **Oakland University email** and **password**.

- Click **Register for Classes** in the registration module.
- Select a Term

Registrar – XE drop instructions
Contact us: regservices@oakland.edu or (248) 370-3450

SELECT A TERM

Terms Open for Registration

Fall Semester 2017

Continue

- Go to your **Summary**, and in the **Action** column change the classes you want to drop to **Web Dropped.**

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Golden Grizzly Athletic Band	MUE 3032, 001	1	40390	Lecture	Registered	None	
Intro to Chem Principles	CHM 1040, 001	4	40461	Lecture	Registered	None	
Intro to Chem Principles Lab	CHM 1040, 009	0	40822	Lab	Registered	None	
Introduction to Music	MUS 1000, 004	4	40931	Fully Online	Registered	None	
						None	
						Web Dropped	

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop ⓘ   **Submit**

ellucian™

- Click **Submit**
- If processed fully, your dropped class is listed as Deleted. On your next transaction or login, Deleted will be removed from your Summary.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Golden Grizzly Athletic Band	MUE 3032, 001	1	40390	Lecture	Registered	None	
Intro to Chem Principles	CHM 1040, 001	4	40461	Lecture	Registered	None	
Intro to Chem Principles Lab	CHM 1040, 009	0	40822	Lab	Registered	None	
Introduction to Music	MUS 1000, 004	0	40931	Fully Online	Deleted	None	

Please note: If you are dropping all your classes, you must select Web Dropped for each class in that term. Before you drop everything, please read important information and reach out to your academic adviser if you have an unexpected emergency or catastrphic situation.