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 the SAIL system, 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 SAIL in the upper right corner of any OU Web page (next to 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/registrar.

ADDING A CLASS
Students may use MySAIL to register and add courses without faculty signature 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 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.

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.

TRANSFERING 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 the Michigan Transfer Network for course equivalencies from select Michigan colleges at michigantransfernetwork.org.

TRANSCRIPTS
You can obtain your OU transcript by logging in to MySAIL 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: 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. eBill provides access to your student account activity, your account status, online pay, statements and payment plans.

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

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 your books 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 typically 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.