

# SECOND DEGREE STUDENT ENROLLMENT GUIDE

## STEP 1 ACTIVATE IMPORTANT ACCOUNTS

Visit [oakland.edu/activate](http://oakland.edu/activate) for instructions on activating your official Oakland email and MySAIL (student portal) accounts. You will need your Grizzly ID number from your acceptance letter. You should set up your MySAIL account and choose your NetID, which will serve as your Oakland email, and begin checking your accounts regularly.

## STEP 2 REGISTER FOR CLASSES

**OFFICE OF THE REGISTRAR**  
NORTH FOUNDATION HALL, ROOM 160  
[oakland.edu/registrar](http://oakland.edu/registrar) | [regservices@oakland.edu](mailto:regservices@oakland.edu)  
(248) 370-3450 | (248) 370-3890 (FAX)

Through MySAIL, you can register for classes online.

1. Open a Web browser and visit the Registrar's website at [oakland.edu/registrar](http://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](http://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](http://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.

For specific add, drop and withdrawal dates and information, please see the Important Dates at [oakland.edu/registrar](http://oakland.edu/registrar).

### 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](http://oakland.edu/registrar).

## STEP 3 PICK UP YOUR GRIZZCARD

**ID CARD OFFICE**  
(248) 370-2291  
OAKLAND CENTER, ROOM 112  
[oakland.edu/grizzcard](http://oakland.edu/grizzcard)

To get your GrizzCard, which gives you access to student resources across campus, you must first register for classes. You can get your GrizzCard at OU's ID Card Office. Bring a picture ID to the office in order to get your GrizzCard.

## STEP 4 FINANCIAL ASSISTANCE AND PAYMENT

**STUDENT FINANCIAL SERVICES**  
(248) 370-2550  
NORTH FOUNDATION HALL, ROOM 120  
[oakland.edu/financialservices](http://oakland.edu/financialservices) | [financeservices@oakland.edu](mailto:financeservices@oakland.edu)

Visit the Student Financial Services website at [oakland.edu/financialservices](http://oakland.edu/financialservices) to read important information on tuition; payment due dates and cancellation; and payment options and instructions.

Complete the FAFSA online at [fafsa.gov](http://fafsa.gov) to be considered for federal, state and/or need-based financial aid. To maximize your financial aid award package, we recommend you complete the FAFSA as soon as possible beginning October 1 for the upcoming school year. Include Oakland University's federal code of 002307 on your FAFSA.

Student Financial Services will begin sending award notifications at the end of December and continue as new awards are made. Many times Student Financial Services needs additional information or documentation to process your financial aid. Access your OU email and MySAIL account often so that you can respond to requests promptly, because delays may affect your award package.

Students admitted for teacher certification and for preparatory coursework might qualify for federal financial assistance.

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](http://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 statements, recent activity on your student account and available payment plans.

For current tuition rates, visit [oakland.edu/tuition](http://oakland.edu/tuition).

For information about student account payment due dates and cancellation, go to [oakland.edu/financialservices](http://oakland.edu/financialservices), then Payments & Refunds, then Payments & Cancellation.

## STEP 5 ADDITIONAL ITEMS TO CONSIDER

**BARNES & NOBLE AT OU** | (248) 370-2404 | OAKLAND CENTER, ROOM 28  
[oakland.bncollege.com](http://oakland.bncollege.com)  
You can purchase or rent new and used textbooks or eTextbooks in person or online through the University Bookstore.

### TRANSCRIPTS

To request a copy of your OU transcript, visit [oakland.edu/registrar](http://oakland.edu/registrar) and click "Get Transcripts."

**DISABILITY SUPPORT SERVICES (DSS)** | (248) 370-3266  
NORTH FOUNDATION HALL, ROOM 103A  
[oakland.edu/dss](http://oakland.edu/dss) | [dss@oakland.edu](mailto: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.

**KRESGE LIBRARY** | (248) 370-4426  
[library.oakland.edu](http://library.oakland.edu) | [ref@oakland.edu](mailto:ref@oakland.edu)

The experts at Kresge Library are available to answer your research and technology questions and to guide you to thousands of print and electronic resources. Collaborate in our cabanas or study in a quiet space. We're open 24/7 for currently-enrolled students with a valid GrizzCard.

### UNIVERSITY RECREATION AND WELL-BEING (OU REC WELL)

(248) 370-4REC | [OAKLAND.EDU/RECWELL](http://OAKLAND.EDU/RECWELL)  
All enrolled students have access to the Recreation Center and Rec Well programs. Stress relief, study breaks and well-being programs contribute to maintaining a balanced life. A valid GrizzCard is required for access.

**OAKLAND CENTER (OC)** | (248) 370-3245  
[oakland.edu/oc](http://oakland.edu/oc) | [occonf@oakland.edu](mailto: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.

**VETERANS SUPPORT SERVICES** | (248) 370-2010 | NORTH FOUNDATION HALL, ROOM 116  
[oakland.edu/veterans](http://oakland.edu/veterans) | [vss@oakland.edu](mailto:vss@oakland.edu)

This office supports student veterans and military families. Through VSS, veterans and their dependents can be connected to campus and community resources to help ensure they are receiving military service-related benefits, as well as provide information about VA work-study opportunities, social and networking events, and veteran-specific scholarships.

**UNIVERSITY HOUSING** | (248) 370-3570 | HAMLIN HALL, ROOM 448  
[oakland.edu/housing](http://oakland.edu/housing) | [housing@oakland.edu](mailto: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](http://oakland.edu/housing). Housing contracts are available online at [oakland.edu/housing/apply](http://oakland.edu/housing/apply). 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.