
Guest Student Enrollment Guide

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 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

Through the MySAIL 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 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 Registrar Services at (248) 370-3450 (please identify yourself as the guest student).

REMINDERS FROM THE REGISTRAR

OFFICE OF THE REGISTRAR

NORTH FOUNDATION HALL, ROOM 160

oakland.edu/registrar | regservices@oakland.edu

(248) 370-3450 | (248) 370-3890 (fax)

For specific add, drop and withdrawal dates and information, please see the Important Dates at oakland.edu/important-dates.

ADDING A CLASS

Students may use MySAIL to register and add courses without faculty permission through the first week of classes. Some registration restrictions require an override from the department chairs of the course. 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.

TRANSFERRING YOUR CREDITS

Your home institution determines whether to accept OU courses for transfer. Please check with the Registrar's Office at your home institution.

TRANSCRIPTS

You can obtain your OU transcript by logging into MySAIL, clicking on "Sail" and following these steps:

1. Select "Student Services"
2. Select "Student Records"
3. Select "Request Official Transcripts"
4. Enter the institution you want to send your transcripts to
5. Select "Official Transcript"
6. Under "Print Transcript," select "Hold for Grades"
7. Click "Submit Request" to save

STEP 3 PICK UP YOUR GRIZZCARD

ID CARD OFFICE | (248) 370-2291 | OAKLAND CENTER | 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 | finservices@oakland.edu

Visit the Student Financial Services website at oakland.edu/financialaid to read important information on tuition; payment due dates; payment options and instructions.

Oakland will send an email to your OU email account when your eBill is ready to be viewed and paid online. 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 more information, visit oakland.edu/ebill. For current tuition rates, visit oakland.edu/tuition. Guest students are not eligible for federal, state or OU financial assistance.

For information about student account payment due dates and cancellation, go to 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 91

oakland.bncollege.com

You can purchase or rent new and used textbooks or eTextbooks in person or online through the University Bookstore.

DISABILITY SUPPORT SERVICES (DSS)

(248) 370-3266

NORTH FOUNDATION HALL, ROOM 103A

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

NORTH FOUNDATION HALL, ROOM 101

oakland.edu/visit | visit@oakland.edu

Schedule your campus tour online today. We'd love to show you around our campus. Tours are generally available Monday through Friday.

KRESGE LIBRARY

(248) 370-4426

library.oakland.edu | 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

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 | occonf@oakland.edu

The OC houses Pioneer Food Court, Barnes & Noble at OU, Au Bon Pain, the Center for Student Activities, computer stations, televisions, an ATM and lounge areas.