

DROPPING A COURSE

STEP-BY-STEP GUIDE



STEP ONE

Open a web browser and go to oakland.edu.

The screenshot shows the Oakland University website homepage. At the top, there is a navigation bar with social media icons (Facebook, Twitter, Instagram, YouTube, Snapchat) and links to Research, Library, eBill, Map, Moodle, MySail, Webmail, and Report Behavior. A search bar is located on the right. Below the navigation bar is a dark header with the "OAKLAND UNIVERSITY" logo. Underneath the header is a gold navigation bar with links to ACADEMICS, FUTURE STUDENTS, STUDENT SERVICES, CAMPUS LIFE, ALUMNI, GIVING, and ATHLETICS. The main content area features a large image of a man in a Navy uniform standing on the deck of a ship. Overlaid on the bottom left of this image is the text "ATHLETICS, ACADEMICS HELPED ALUM PREPARE FOR LIFE AS NAVY COMMANDER". To the right of the main image is a sidebar with three buttons: "APPLY NOW", "VISIT OAKLAND", and "TRANSFER". Below these buttons is a section titled "TRANSFER STUDENT OPEN HOUSE" with the date "October 18" and a "REGISTER" button. A small information icon (i) is located in the bottom right corner of the main image area.

Research Library eBill Map Moodle MySail Webmail Report Behavior Search

OAKLAND UNIVERSITY

ACADEMICS FUTURE STUDENTS STUDENT SERVICES CAMPUS LIFE ALUMNI GIVING ATHLETICS

ATHLETICS, ACADEMICS HELPED ALUM PREPARE FOR LIFE AS NAVY COMMANDER

APPLY NOW

VISIT OAKLAND

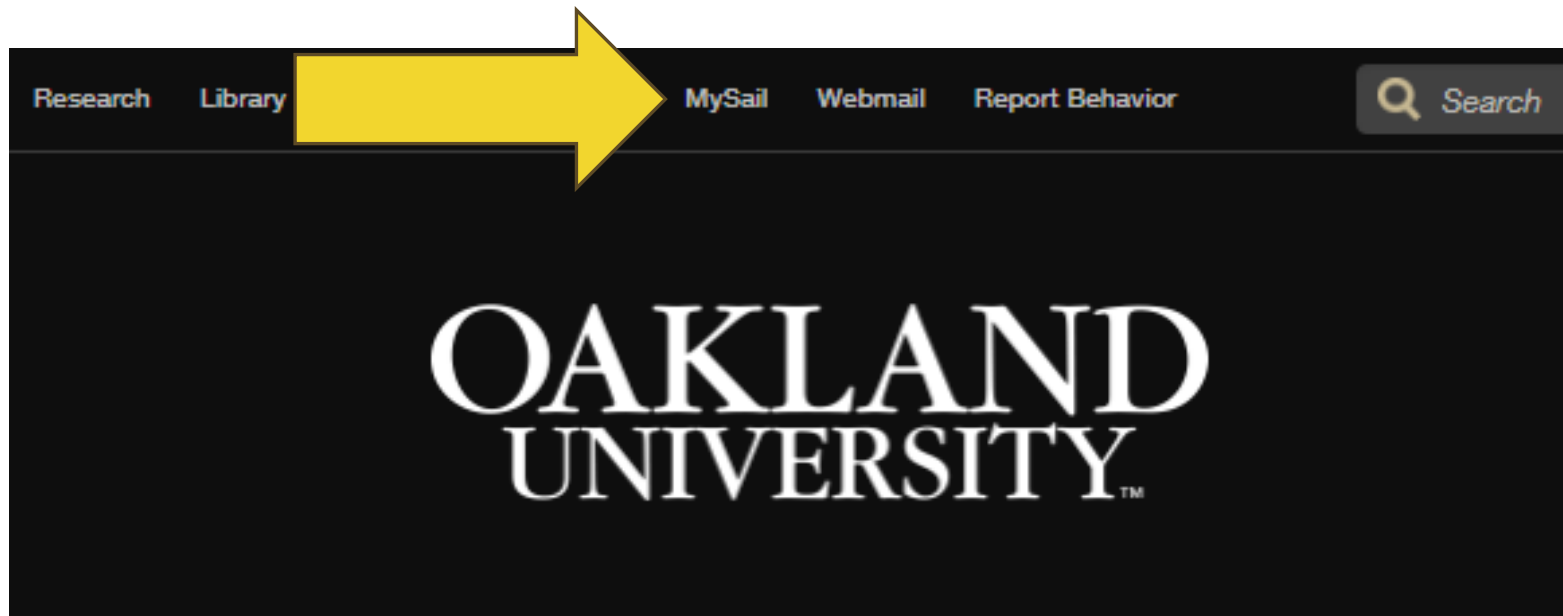
TRANSFER

TRANSFER STUDENT OPEN HOUSE
October 18
REGISTER

i

STEP TWO

Click on MySAIL.



STEP THREE

Enter Your NetID username and password then click “Sign-In.”

OAKLAND UNIVERSITY

Enter your NetID and Password

NetID:

@oakland.edu

Password:

SIGN IN

The information technology resources at Oakland University are for your use as an authorized user. By accessing and using these resources you agree to use all information technology resources responsibly and in compliance with University policies and guidelines.

Your login will provide access to Google's Core Suite of services within Google Apps for Education, covered by a university agreement. By signing in to Google Additional Services, you are individually agreeing to Google's Terms of Service. Please review Google Privacy and Terms prior to logging in. For more information, please read our Frequently Asked Questions.

- [Oakland University Policies and Guidelines](#)
- [Google's Terms of Service](#)
- [Google Privacy and Terms](#)
- [Frequently Asked Questions](#)

Quick Links

- [Faculty and Staff SAIL](#)
- [Alumni and students who have not registered in the past year SAIL](#)
- [Class Schedule Search](#)
- [Course Catalog](#)
- [eBill Student Bill and Payment](#)
- [Student Financial Services and Student Employment](#)

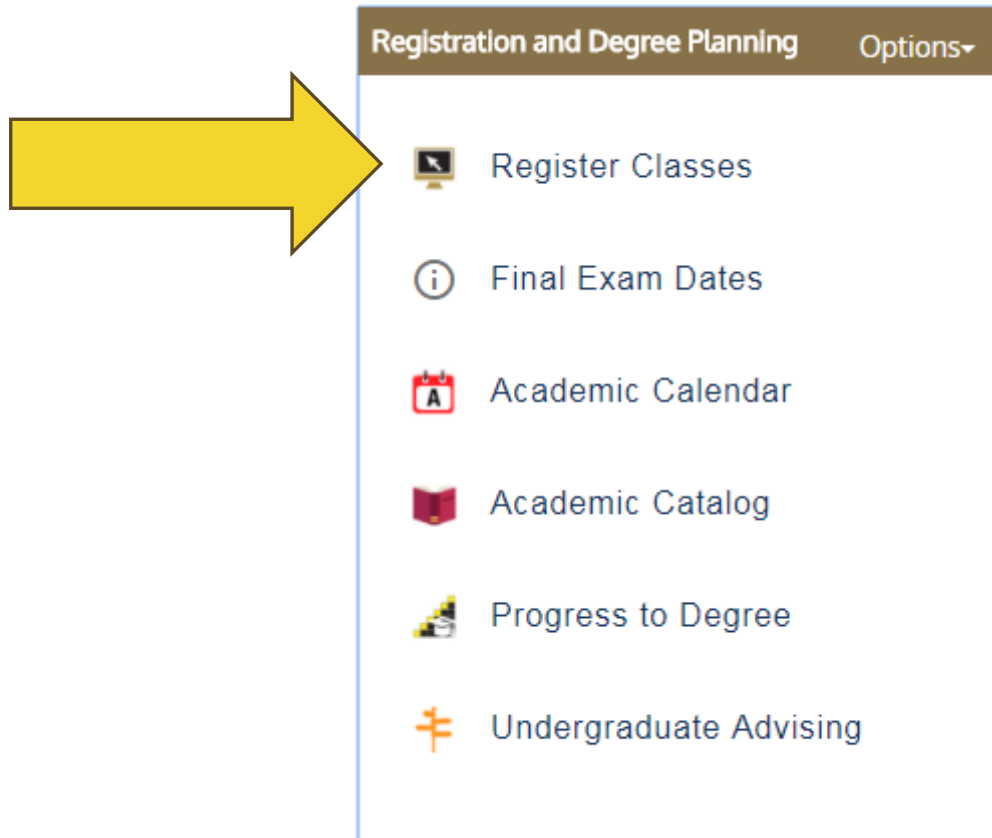
Forgot Password?

New student? [Get your NetID and password.](#)

Need help? [Click here for more information.](#)

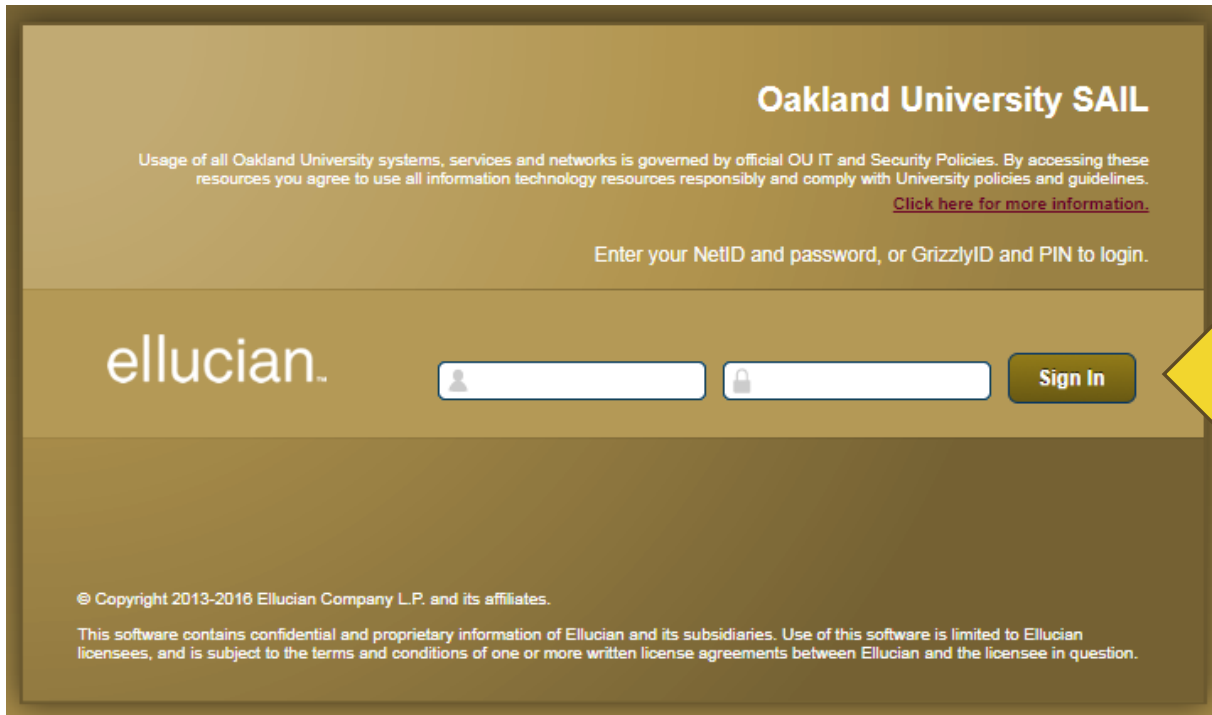
STEP FOUR

Under 'Academic Resources' select "Register for Classes."



STEP FIVE

Enter Your NetID username and password. Click “Sign-In.”



Oakland University SAIL

Usage of all Oakland University systems, services and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines.
[Click here for more information.](#)

Enter your NetID and password, or GrizzlyID and PIN to login.

ellucian.

Sign In

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STEP SIX

Select “Register for Classes.”

 Oakland University TM SAIL

[Student](#) • [Registration](#)

Registration

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete requirements.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

STEP SEVEN

Select the appropriate term you want to register for.

Select a Term

Terms Open for Registration



Winter Semester 2018

Fall Semester 2017

STEP EIGHT

Select the “Panels” button located at the bottom left corner to open your schedule.

The screenshot displays a web-based class schedule interface. At the top, there are two tabs: "Schedule" (active) and "Schedule Details". Below the tabs is the title "Class Schedule for Winter Semester 2018". The main area is a grid with days of the week as columns and time slots as rows. A purple block for "Advanced New Media" is on Thursday from 12pm to 3pm, and a green block for "Adv Photography and New Media" is on Friday from 12pm to 3pm. A yellow arrow points to the "Panels" button at the bottom left.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm					✓ Advanced New Media	✓ Adv Photography and New Media	
1pm							
2pm							
3pm							
4pm							
5pm							

Panels ▼

Summary

Title


[Adv Photography an...](#)


[Advanced New Media](#)

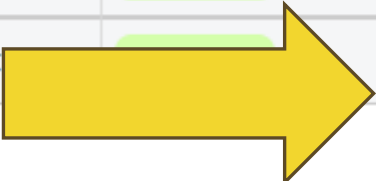
Total Hours | Registered: 8

STEP NINE

Under the summary panel, identify the class you wish to drop and in the action column select “Web Dropped.”

 Summary


Title	Details	Hours	CRN	Schedule Ty	Status	Action 
Adv Photography an...	ART 4990, 002	4	14774	Lecture	Registered	<div>None</div>
Advanced New Media	ART 3290, 010	4	14561	Lec		<div>None Web Dropped</div>




Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18


STEP TEN

Click “Submit.” Check the summary panel to make sure the course has dropped.

 **Summary**

Title	Details	Hours	CRN	Schedule Ty	Status	Action	
Adv Photography an...	ART 4990, 002	4	14774	Lecture	Registered	Web Dropped	<input type="checkbox"/>
Advanced New Media	ART 3290, 010	4	14561	Lecture	Registered	None	<input type="checkbox"/>

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

 **Submit**

For additional registration assistance,
contact the **First Year Advising Center**

North Foundation Hall, Room 121
(248) 370-3227