

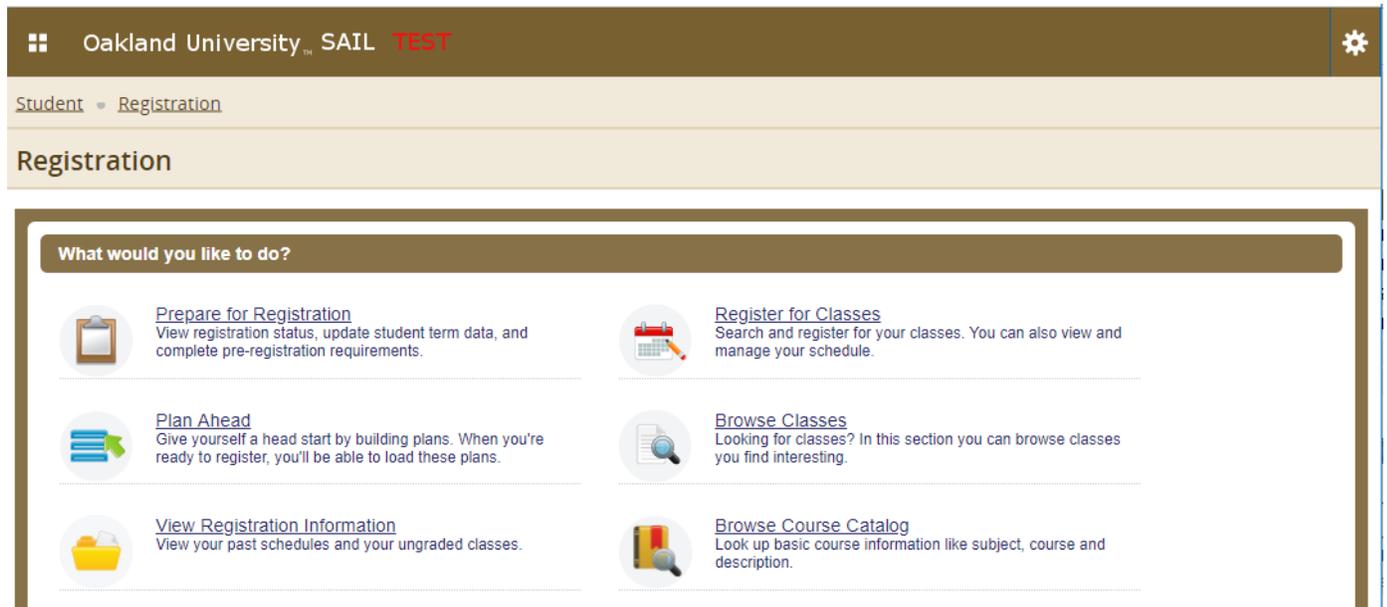
Registering from a Degree Works Plan

STUDENT REFERENCE GUIDE

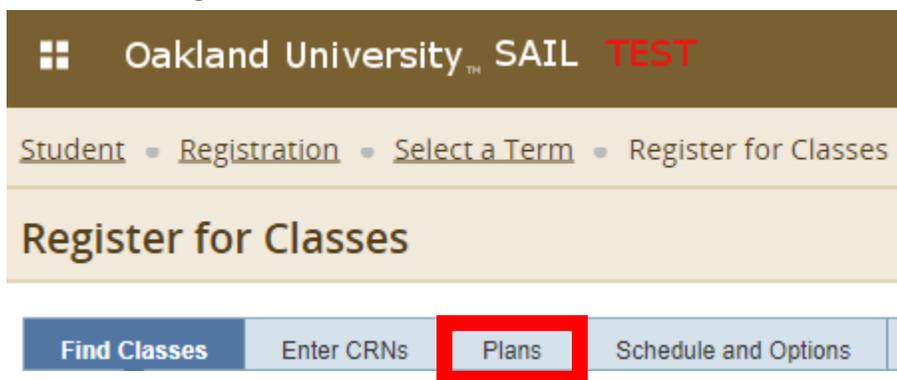


Registering from a Degree Works Plan

- ❖ Log into MySAIL and navigate to the registration screen, seen below:

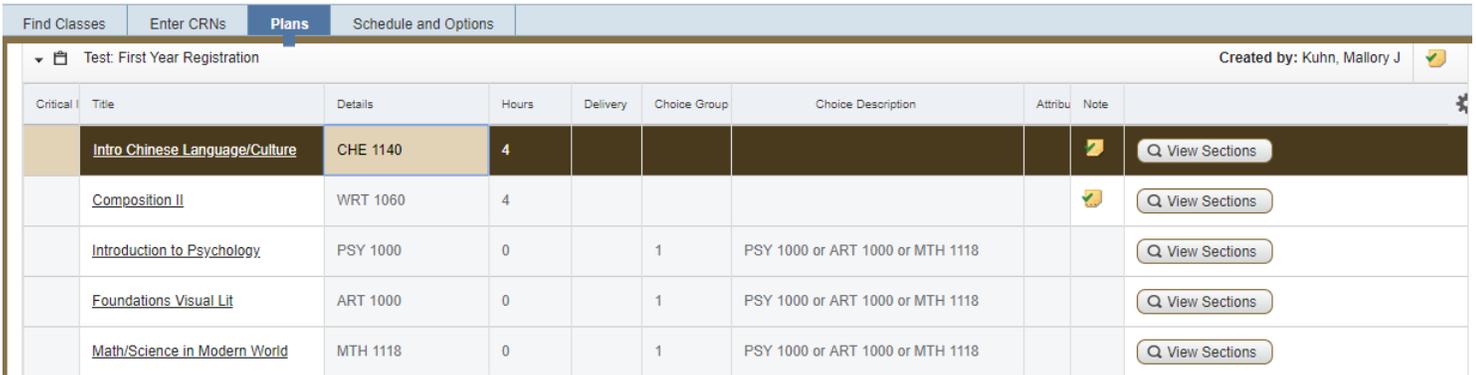


- ❖ Select "Register for Classes," then select a term and click "Continue."
- ❖ The following screen will have four tabs. Select the tab labelled "Plans."



- ❖ This will bring up your existing Degree Works Plan for the selected semester.
 - *NOTE:* Only plans that have been approved by your advisor will appear in this section. If you have not had your plan approved by your advisor it will not appear in your MySAIL.

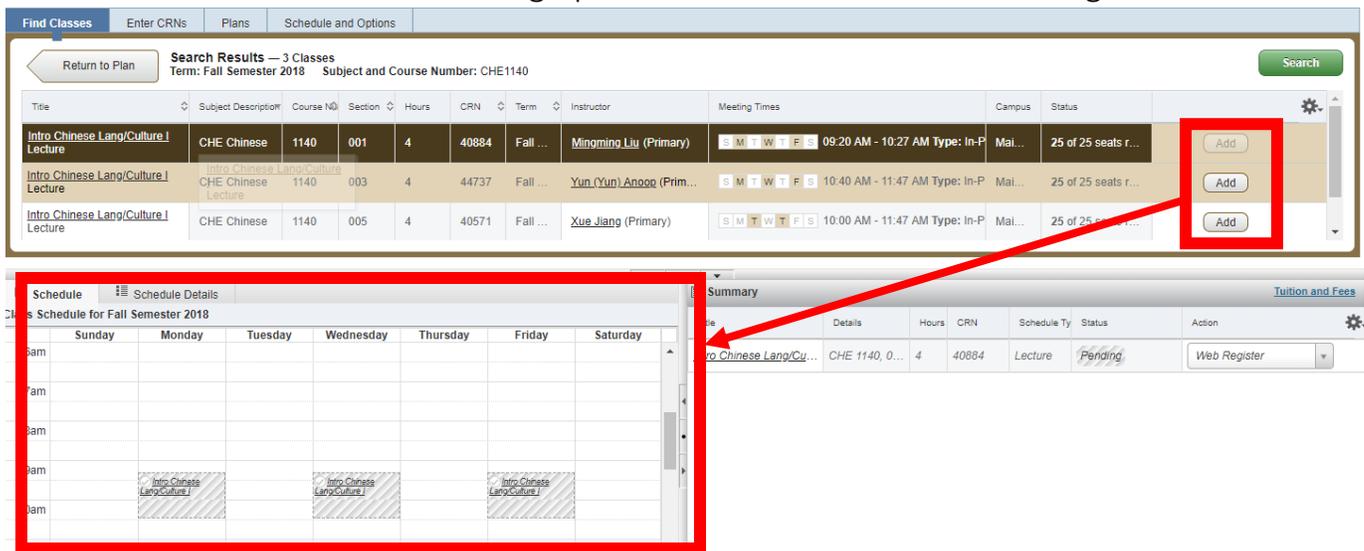
❖ This is how your plan will appear in MySAIL:



The screenshot shows the 'Plans' tab in MySAIL. The plan is titled 'Test: First Year Registration' and was created by 'Kuhn, Mallory J'. It lists five courses with their details, hours, and delivery methods. Each course has a 'View Sections' button.

Critical	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribu	Note	
	Intro Chinese Language/Culture	CHE 1140	4						View Sections
	Composition II	WRT 1060	4						View Sections
	Introduction to Psychology	PSY 1000	0		1	PSY 1000 or ART 1000 or MTH 1118			View Sections
	Foundations Visual Lit	ART 1000	0		1	PSY 1000 or ART 1000 or MTH 1118			View Sections
	Math/Science in Modern World	MTH 1118	0		1	PSY 1000 or ART 1000 or MTH 1118			View Sections

❖ In a case where a specific course is listed, such as the case below, click “View Sections.” This will bring up all sections of that course in the given term.



The screenshot shows the 'Search Results' page for 'CHE 1140' in the 'Fall Semester 2018'. It lists three sections with their respective instructors and meeting times. Each section has an 'Add' button. A red box highlights these 'Add' buttons. Below the search results is a 'Schedule' grid for the 'Fall Semester 2018'. A red box highlights the bottom-left corner of the grid, where the 'Add' button from the search results is pointing. The grid shows the course is added to the schedule on Monday, Tuesday, and Thursday.

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Intro Chinese Lang/Culture I Lecture	CHE Chinese	1140	001	4	40884	Fall ...	Mingming Liu (Primary)	S M T W T F S 09:20 AM - 10:27 AM Type: In-P	Mai...	25 of 25 seats r...	Add
Intro Chinese Lang/Culture I Lecture	CHE Chinese	1140	003	4	44737	Fall ...	Yun (Yun) Anog (Prim...	S M T W T F S 10:40 AM - 11:47 AM Type: In-P	Mai...	25 of 25 seats r...	Add
Intro Chinese Lang/Culture I Lecture	CHE Chinese	1140	005	4	40571	Fall ...	Xue Jiang (Primary)	S M T W T F S 10:00 AM - 11:47 AM Type: In-P	Mai...	25 of 25 seats r...	Add

Schedule	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							
12am							

❖ Select “Add” to add the course to your schedule, shown in the left-hand corner of the screen.

- ❖ You may also have the option to choose between several different courses, like the example below:

Introduction to Psychology	PSY 1000	0	1	PSY 1000 or ART 1000 or MTH 1118	View Sections
Foundations Visual Lit	ART 1000	0	1	PSY 1000 or ART 1000 or MTH 1118	View Sections
Math/Science in Modern World	MTH 1118	0	1	PSY 1000 or ART 1000 or MTH 1118	View Sections

- **NOTE:** Even though three classes are listed here, you only need to take one of them. You can see which classes belong to a single grouping by looking at the fifth column outlined in red. All these courses are listed as a “1,” meaning they belong to course group 1. You can also refer to the column listing all the options, outlined in black here.

- ❖ Choose the line item you want to check sections for, then click the “View Sections” button. In this example, if we wanted to see PSY 1000 sections, we would click the first of the three “View Sections” buttons.

- ❖ You may also see an example like the following. This notation, @ with KA, indicates you should select any course that satisfies your Knowledge Application Gen Ed requirement. (This is clarified in the next column, outlined in red).

@	0	1	@ with KA	Gen Ed Knowledge Applications (KA)
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- ❖ In this case, you will not be able to register directly from your Plan. You will need to click back into the “Find Classes” tab and search for an applicable course.

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria ?

Term: Winter Semester 2019

Subject

Course Number

Keyword

- ❖ Clicking on “Advanced Search” will allow you to search by attribute, such as Knowledge Applications. Clicking “Search” will then bring up a list of all courses for the selected term that will satisfy the Knowledge Applications requirement.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Winter Semester 2019

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

➤ *NOTE:* you can return to your plan after by clicking back to the “Plans” tab at the top.

- ❖ Notes placed in the Degree Works Plan will carry through into MySAIL. You can view these notes by clicking on the yellow icon with the green check mark, outlined in red below.

Intro to Sociology	SOC 1000	4							View Sections
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➤ *NOTE:* Please be sure to check any notes before submitting your registration. The information may be important to your registration!

Using Degree Works Plans with “Plan Ahead” in MySAIL

- ❖ Log into MySAIL and navigate to the registration screen. Then select “Plan Ahead” from the menu.

Oakland University™ SAIL TEST

Student • Registration

Registration

What would you like to do?

- [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
- [View Registration Information](#)
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

- ❖ Select a term and click “Continue.” This will bring you to the screen below. Looking at the portion outlined in red below, we can see there is an active Degree Works Plan.

Plans you have created for this term: 0

Term: Winter Semester 2019

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan](#)

Number of Degree Works Plans: 1

Plan: Test: First Year Registration Created by: Kuhn, Mallory J

- ❖ Click the “Create a New Plan” button. This will bring you to the screen below. Select the “Degree Works Plans” tab.

Plan Ahead

Find Classes Degree Works Plans

Enter Your Search Criteria

Term: Winter Semester 2019

Subject

Course Number

Keyword

[Clear](#) [Advanced Search](#)

- ❖ You will then be able to select individual sections and add them to your Plan Ahead. When you are done adding classes, select the “Save Plan” button in the bottom right corner.

Plan Ahead

Find Classes Degree Works Plans

[Return to Plan](#) **Search Results — 40 Classes** [Search Again](#)
Term: Fall Semester 2018 Subject and Course Number: WRT1060

Course	Section	CRN	Days	Time	Instructor	Days	Time	Type	Seats	Action	
Composition II Course Partially Online	WRT Writin...	1060 030	4	40860	Fall ...	Benjamin Bennett-Car...	S M T W T F S	09:20 AM - 10:27 AM	In-P	Mai... 22 of 22 seats r...	<input type="button" value="Add"/>
Composition II Course Partially Online	WRT Writin...	1060 031	4	42446	Fall ...	Crystal VanKooten (Pri...	S M T W T F S	09:20 AM - 10:27 AM	In-P	Mai... 15 of 15 seats r...	<input type="button" value="Add"/>
Composition II Course Partially Online	WRT Writin...	1060 035	4	40869	Fall ...	Jason Dodge (Primary)	M T W T F S	10:40 AM - 11:47 AM	In-P	Mai... 22 of 22 seats r...	<input type="button" value="Add"/>
Composition II Course Partially Online	WRT Writin...	1060 036	4	42141	Fall ...	Charlie Gragg (Primary)	S M T W T F S	10:40 AM - 11:47 AM	In-P	Mai... 22 of 22 seats r...	<input type="button" value="Add"/>

Page 1 of 4 | 10 Per Page | Records: 40

Schedule Schedule Details

Class Schedule for Fall Semester 2018

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		<input checked="" type="checkbox"/> CHE1140 (Planned)		<input checked="" type="checkbox"/> CHE1140 (Planned)		<input checked="" type="checkbox"/> CHE1140 (Planned)	
10am							
11am		<input checked="" type="checkbox"/> WRT1060 (Planned)		<input checked="" type="checkbox"/> WRT1060 (Planned)		<input checked="" type="checkbox"/> WRT1060 (Planned)	
12pm							

Test Plan

Title	Details	Hours	CRN	Schedule	Note	Status	Action
Composition II	WRT 1060...	4	40869	Cours...		Planned	None
Intro Chinese Lang...	CHE 1140...	4	40884	Lecture		Planned	None

Total Planned Hours: 8