

REGISTERING FOR CLASSES USING MYSAIL

1. Open a web browser and go to **oakland.edu**.
2. Select MySAIL and log in using your NetID and password.
3. Select “Register for Classes.”
4. Select “Look-up Classes to Add.”
5. Select the term you are registering for and click “Submit.”
6. Select “Advanced Search.”
7. Select the subject (example: “CHM Chemistry”).

In a pinch for time? Highlight all of the subjects! Click the first subject and drag your cursor down the list. Skip to Step 9.

8. Type in the course number (example: “144”).
9. Select campus (“Main Campus”). If you are looking for a course held at the Macomb University Center, select “Macomb.” If you are looking for a course at the Anton/Frankel Center, select “Mt Clemens.”

Looking for general education courses? Highlight all of the attributes that have “Gen Ed” in the title. Continue to Step 10.

10. Select “Section Search” at the bottom when all criteria have been entered.
11. Select the CRN to view the Class Schedule Listing which provides further detail on the course, including prerequisites required, class instruction type and location of the course.
12. Once you have decided on a section, check the box next to the CRN and select “Register.” If there is a “C” or no box next to the CRN, the course is closed and not available for registration.
13. Scroll down the page to review your course selections to ensure you have no registration errors, which would appear directly above the Add Classes Worksheet.
14. To add another course, select “Add Courses” and view additional courses.
15. Once you have successfully registered for all courses, select the back arrow on the top of the screen.
16. Select “Student Schedule by Day and Time” or “Student Detail Schedule” to view your schedule.
17. Select “Sign Out” in the upper right corner to log out of MySAIL.

Subject: ACC Accounting
 AED Art Education
 AH Art History
 AHS Applied Health Sciences
 ALS Applied Language Studies
 AMS American Studies
 AN Anthropology
 APH Applied Math Analysis
 ARB Arabic
 ATB Applied Tech In Business

Course Number:

Title:

Schedule Type: All
 Applied Music
 Clinical

Credit Range: hours to hours

Campus: All
 Internet
 Macomb

Attribute Types: Gen Ed Foreign Lang & Culture
 Gen Ed Formal Reasoning
 Gen Ed Global Perspective



Dropping or adding a course can affect your progress to degree and/or your financial aid. It is important to speak with your academic adviser if you are considering dropping or adding a course.