HOW TO ADD YOURSELF TO A WAITLIST

- Go to Oakland University’s home page
- Look for MySAIL in the top right corner

- Login into the portal using your OU email and password.
- If you have forgotten this information, you can go to sail.oakland.edu and log in using Grizzly ID number, and SAIL pin.

- Click Register for Classes on the table to right under where it says IMPORTANT ACADEMIC INFORMATION & SERVICES
• If you do not know the CRN number for your course, click Look Up Classes to Add

• Select the term that you wish to waitlist for

• Search for a class with, we recommend Advanced Search
After selecting your search criteria, scroll down to the bottom and click section search.

To find out if the class has a waitlist, look at the columns listed as **WL Cap** (Waitlist Capacity), **WL Act** (Waitlist Actual), and **WL Rem** (Waitlist Remaining). If you only see zeroes, the class does not have a waitlist.

Write down CRN

Scroll to the bottom of the screen and click Add to Worksheet.
- Scroll down to Add Classes Worksheet and type the CRN in the box

**Add Classes Worksheet**

<table>
<thead>
<tr>
<th>CRNs</th>
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<tr>
<td>10231</td>
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- Click submit changes
- Note: You will receive an error status of "Closed – # Waitlisted"
- Under the Action column you will see a menu where you can select Wait List. Select Wait List if you would like to be added to the waitlist.

- Click Submit Changes
- Now you are waitlisted for the course.
- You will receive an email to your OU email if you are offered to register for the class from waitlist@oakland.edu. You will have 24 hours to register for the class.

- If you know the Course Reference Numbers (CRNs) to the classes you want to add click Add/Drop Classes
- Select the term that you wish to waitlist for

- Scroll down to Add Classes Worksheet type the CRNs in the boxes in the table

**Add Classes Worksheet**

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- Click submit changes
- Note: You will receive an error status of “Closed – # Waitlisted”*
- Under the Action column you will see a menu where you can select Wait List. Select Wait List if you would like to be added to the waitlist.
Now you are waitlisted for the course. You will receive an email to your OU email if you are offered to register for the class from waitlist@oakland.edu. You will have 24 hours to register for the class.

How to view your spot on the waitlist

- Go to the Registration tab in SAIL and click Student Detail Schedule

- Scroll to the class you would like to view
Waitlist Position will show you the order you are on the waitlist. The waitlist begins at 1 and continues to the maximum waitlist. A 0 (zero) means you have been offered the seat and Notification Expires will list the deadline you have to register for the class.

Once you are offered a position on the waitlist you still need to register for the class
You will receive this notification from waitlist@oakland.edu and have 24 hours to register. If you do not register for the class, you will be removed from the waitlist and the next student will be notified.
Go to Oakland University’s home page
Look for MySAIL in the top right corner

Login into the portal using your OU email and password.
If you have forgotten this information, you can go to sail.oakland.edu and log in using Grizzly ID number, and SAIL pin.
• Click Register for Classes on the table to right under where it says IMPORTANT ACADEMIC INFORMATION & SERVICES

• Click on Add/Drop Classes

• Select the term that you wish to waitlist for
- In the Action column select Web Register if you would like to register for the class.

- Scroll to the bottom and click Submit Changes

- You are now registered for the class. Note: All requirements for the class must be met in order to register, regardless if you have been offered a seat from the waitlist. If any error messages prevent registration, please work with your academic adviser. Ideally, any requirements or overrides will be completed prior to registration.