

Office of the Registrar Registration (New Version) FAQ

[How do I login to Registration \(New Version\)?](#)

[How to check your registration status?](#)

[How do I register for classes?](#)

[How do I conditional add/drop?](#)

[How do I waitlist for a class?](#)

[How do I register for a closed class?](#)

[How do I change class credits hours?](#)

[How do I register for linked sections?](#)

[How do I register for a corequisite?](#)

[How do I search for classes?](#)

[How do I drop a class?](#)

[How do I get a copy of my schedule?](#)

[How do I make a plan?](#)

[How do I register from my plan?](#)

How do I login to Registration (New Version)?

- Log in to mysail.oakland.edu
- Click the **Registration for classes**
- Click the **Registration (New Version)**

How to check your registration status?

- In **Registration (New Version)**, click **Prepare for Registration**
- **Select the term** you wish to check
- Click **Continue**
- Your student status, academic standing, holds, and time ticket will be displayed
- If any of these items will prevent registration, they will be indicated by a red exclamation point
- If all items have a green check mark, you are eligible to register

How do I register for classes?

- In Registration (New Version), click **Register for Classes**
- **Select the term** you wish to register for
- Click **Continue**
- Enter your search criteria
- Click **Search**
- All the courses that match your criteria will be displayed
- Click **Add** for the course you want to register for
- The course will be displayed in your schedule
- Click the **Summary** tab
- The course will be listed as *Pending*
- Click **Submit** to attempt to register for the course
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen
- If successful, the course will be listed as **Registered** in the Summary tab

How do I conditional add/drop?

- In Registration (New Version), click **Register for Classes**
- **Select the term** you wish to swap for
- Click **Continue**
- Search for and add the course you wish to swap for
- Click the **Summary** tab
- For the course which you wish to drop, select **Web Drop** from the Action dropdown list
- Check the **Conditional Add and Drop** box
- Click **Submit**
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen. You will not be dropped from the original course
- If successful, the swapped course will be listed as **Registered** in the Summary tab. The original course will be listed as *Deleted*

How do I waitlist for a class?

Please note: This is only available if the class you are registering for is closed and has a waitlist

- Click **Add** for the course you want to register for
- The course will be displayed in your schedule
- Click the **Summary** tab
- The course will be listed as *Pending*
- In the **Action** column change **Web Register** to **Waitlist**
- Click **Submit**
- If successful, the course will be listed as **Waitlisted** in the Summary tab

How do I register for a closed class?

Please note: You may only register for a closed class if you have already been approved and an override was provided in the system. Classes cannot exceed room capacity, so not all classes can allow this override.

- Go to **Enter CRNs** tab
- Type in CRN. If you have multiple CRNs, click Add Another CRN.
- Click **Add to Summary**
- Click the **Summary** tab
- The course will be listed as *Pending*
- Click **Submit** to attempt to register for the course
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen
- If successful, the course will be listed as **Registered** in the Summary tab

How do I change class credits hours?

- Go **Schedule and Options** tab
- In Hours column, click the credit hours (it will be underlined)
- From the drop down box, select the credit hours to change to
- Click **Submit**

How do I register for linked sections?

- Click **View Linked**
- Review linked component and determine the one you want to register for
- Click **Add all** (both the lecture and lab will be added)
- Click **Submit**
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen
- If successful, the course will be listed as **Registered** in the Summary tab

How do I register for a corequisite?

- To review if a class has a corequisite requirement, click the **title** of the class
- On the left hand side, click **Corequisites**
- First, add the class you are viewing to your Summary.
- Click **Search Again** to search for the corequisite class.
- **Add** the corequisite class to your **Summary**
- Click **Submit**
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen
- If successful, the course will be listed as **Registered** in the Summary tab

How do I search for classes?

- In Registration (New Version), click **Search Classes**
- **Select the term** you wish to search
- Click **Continue**
- Enter your search criteria
- You can search for one or more subjects
- You can search by the course number
- You can search for a keyword
- You can search using the advanced options, such as day of the week, time, campus, instructor, and more
- When all of your criteria has been entered, click **Search**
- All of the courses that match your criteria will be displayed
- Click on the course name to see more information about the course

How do I drop a class?

- In Registration (New Version), click **Register for Classes**
- **Select the term** you wish to drop from
- Click **Continue**
- Click the **Summary** tab
- For the course which you wish to drop, select **Web Drop** from the Action dropdown list
- Click **Submit**
- The course will be listed as *Deleted*

How do I get a copy of my schedule?

- In Registration (New Version), click **Register for Classes**
- **Select the term** you wish to get a copy of your schedule
- Click **Continue**

- Click on the **Schedule and Options** tab
- Click on the **Email** icon to send a copy to yourself or someone else
- Click on the **Print** icon to print a paper copy

How do I make a plan?

- In Registration (New Version), click **Plan Ahead**
- **Select the term** you wish to plan for
- Click **Continue**
- Click **Add a New Plan**
- Search for and add any courses or sections to your plan
- When finished, click **Save Plan**
- You can create up to four plans

How do I register from my plan?

Please note: Registration needs to be available in order to register. You may create a plan when the schedule is viewable but registration will not be available.

- In Registration (New Version), click **Register for Classes**
- **Select the term** you wish to register for
- Click **Continue**
- Click the **Plans** tab
- Click **Add** next to any sections you wish to register for
- In the **Summary** tab, click **Submit** to attempt to register