

# Guest Student Enrollment Guide

## STEP 1: ACTIVATE IMPORTANT ACCOUNTS

Visit [oakland.edu/activate](https://oakland.edu/activate) for instructions on activating your official Oakland email and MySAIL (student portal) accounts. You will need your Grizzly ID number from your acceptance letter. You should set up your MySAIL account and choose your NetID, which will serve as your Oakland email, and begin checking your accounts regularly.

## STEP 2: REGISTER FOR CLASSES

Through the MySAIL system, you can register for classes online.

To register for classes:

1. first visit [oakland.edu/registrar/registration/regschedule](https://oakland.edu/registrar/registration/regschedule) to review the registration instructions
2. then go to [mysail.oakland.edu](https://mysail.oakland.edu) to register (or click on MySAIL in the top task bar of any OU web page)

If you receive an error message while registering for a course, please contact Registrar Services at (248) 370-3450 (please identify yourself as a guest student).

For specific add, drop and withdrawal dates and information, please see the Important Dates at [oakland.edu/important-dates](https://oakland.edu/important-dates).

### ADDING A CLASS

Students may use MySAIL to register and add courses without faculty permission through the first week of classes. Students who wish to add or register for classes during the second week of late registration need to obtain approval from the instructor or department offering the course. If approved, the instructor or department will enter a registration permit override in MySAIL, and the student may register for the course on MySAIL. Note: If you are unable to reach an instructor, contact the academic department.

### DROPPING A CLASS

Students may drop a course via MySAIL, in person or through the registration request form at any time for a given semester until the drop deadline date. The registration request form is available at [oakland.edu/registrar/forms](https://oakland.edu/registrar/forms).

### WITHDRAWAL

Students wishing to withdraw from all their courses must officially withdraw for the semester. Simply notifying faculty or ceasing to attend classes does not relieve students of financial obligations. Students who do not officially withdraw within the drop/withdrawal time period will receive failing grades for registered courses. Withdrawals can be processed via MySAIL, in person or through the registration request form at any time for a given semester until the drop deadline date.

### TRANSFERRING YOUR CREDITS

Your home institution determines whether to accept OU courses for transfer. Please check with the Registrar's Office at your home institution.

### TRANSCRIPTS

You can obtain your OU transcript by following the instructions at [oakland.edu/registrar/records/transcripts](https://oakland.edu/registrar/records/transcripts).  
[oakland.edu/registrar](https://oakland.edu/registrar) | (248) 370-3450

## STEP 3: PICK UP YOUR GRIZZCARD

To get your GrizzCard, which gives you access to student resources across campus, you must first register for classes. You can get your GrizzCard at OU's ID Card Office. Bring a picture ID to the office in order to get your GrizzCard.  
[oakland.edu/grizzcard](https://oakland.edu/grizzcard) | (248) 370-2291

#### **STEP 4: FINANCIAL ASSISTANCE AND PAYMENT**

Visit the Student Financial Services website at [oakland.edu/financialaid](http://oakland.edu/financialaid) to read important information on tuition; payment due dates; payment options and instructions.

Oakland will send an email to your OU email account when your eBill is ready to be viewed and paid online. You will need your Grizzly ID and PIN to access the eBill system. The eBill home page provides a brief overview of your current account status, recent and past statements, recent activity on your student account and available

payment plans. For more information, visit [oakland.edu/ebill](http://oakland.edu/ebill). For current tuition rates, visit [oakland.edu/tuition](http://oakland.edu/tuition). Guest students are not eligible for federal, state or OU financial assistance.

For information about student account payment due dates and cancellation, go to [oakland.edu/financialservices/student-account-information/payments-cancellation](http://oakland.edu/financialservices/student-account-information/payments-cancellation).  
[oakland.edu/financialservices](http://oakland.edu/financialservices) | (248) 370-2550

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#### **STEP 5: ADDITIONAL ITEMS TO CONSIDER**

You can purchase or rent new and used textbooks or eTextbooks in person or online through the University Bookstore.  
[oakland.bncollege.com](http://oakland.bncollege.com)

If you have a physical, psychological, sensory and/or learning disability, you can contact the DSS office for an appointment to discuss eligibility for services and accommodations.  
[oakland.edu/dss](http://oakland.edu/dss)

Schedule your campus tour online today. We'd love to show you around our campus. Tours are generally available Monday through Friday.  
[oakland.edu/visit](http://oakland.edu/visit)

The experts at Kresge Library are available to answer your research and technology questions and to guide you to thousands of print and electronic resources. Collaborate in our cabanas or study in a quiet space. We're open 24/7 for currently-enrolled students with a valid GrizzCard.  
[library.oakland.edu](http://library.oakland.edu)

All enrolled students have access to the Recreation Center and Rec Well programs. Stress relief, study breaks and well-being programs contribute to maintaining a balanced life. A valid GrizzCard is required for access.  
[oakland.edu/recwell](http://oakland.edu/recwell)

The OC houses Pioneer Food Court, Barnes & Noble at OU, the Office for Student Involvement, computer stations, televisions, an ATM and lounge areas.  
[oakland.edu/oc](http://oakland.edu/oc)