



**OAKLAND UNIVERSITY
SUMMER 2009
SCHEDULE OF CLASSES**

REGISTER ON THE WEB - www.oakland.edu

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www.oakland.edu

**CLASS OFFERINGS IN THIS PAPER SCHEDULE ARE CURRENT AS OF
JANUARY 2009**

MULTIPLE SUMMER SESSIONS AVAILABLE

SUMMER SESSION CLASSES--2009

Oakland University is offering 14 different class sessions during the Summer 2009 semester. The majority of courses are offered in **S00 through S08**. Courses offered in **S09 through S13** are for specialized student populations/programs. S03 is not in session June 21 – 28.

Primary Sessions

Session	Begin Date	End Date	100% Refund	Last Day On Line Registration	Last Day Late Registration w/Permission	Fin Aid Census Date 11:59 PM*	First Day of "W"	Last Day of "W"	Final Exams	Title IV Return**
S00-Spring Session 8 weeks	May 11	June 27	May 11-15	May 12	May 15	May 15	May 16	June 15	Jun 29-July 1	June 7
S01 – Spring Session 8 weeks	May 4	June 20	May 4-May 8	May 5	May 8	May 8	May 9	June 8	Jun 22-June 24	May 31
S02 – Summer Session 8 weeks	June 29	Aug 15	June 29-July 6	June 30	July 6	July 6	July 7	Aug 3	Aug17-Aug 19	July 26
S03 – Summer Full Term 16 weeks	May 4	Aug 15	May 4-May 15	May 11	May 15	May 15	May 16	July 14	Aug 17-Aug 22	July 7
S04 – Spring First Half 4 weeks	May 4	May 27	May 4-May 6	May 4	May 6	May 6	May 7	May 18	Last Class	May 17
S05 – Spring Second Half 4 weeks	May 28	June 20	May 28-June 1	May 28	June 1	June 1	June 2	June 11	Last Class	June 10
S06 – Summer Session 10 weeks	May 4	July 11	May 4-May 12	May 6	May 12	May 12	May 13	June 17	Last Class	June 13
S07 – Summer First Half 4 weeks	June 29	July 22	June 29-July 1	June 29	July 1	July 1	July 2	July 14	Last Class	July 12
S08 – Summer Second Half 4 weeks	July 23	Aug 15	July 23-July 27	July 23	July 27	July 27	July 28	Aug 6	Last Class	August 5

Specialized Sessions

S09 – June 15-June 27, 2009	June 15	June 27	June 15	June 14	June 15	June 15	June 16	June 22	Last Class	June 21
S10 – July 13-July 25, 2009	July 13	July 25	July 13	July 12	July 13	July 13	July 14	July 20	Last Class	July 19
S11 - July 20-Aug 1, 2009	July 20	Aug 1	July 20	July 19	July 20	July 20	July 21	July 27	Last Class	July 26
S12 – July 27-Aug 8, 2009	July 27	Aug 8	July 27	July 26	July 27	July 27	July 28	Aug 3	Last Class	August 2
S13 – Aug 3-Aug 15, 2009	Aug 3	Aug 15	Aug 3	Aug 2	Aug 3	Aug 3	Aug 4	Aug 10	Last Class	August 9

*Financial aid (including scholarships, grants and awards) is finalized based on the number of registered credits on the last day to drop and/or withdraw from a class with a 100%tuition refund. Credits added after that date are considered for student loans only. For further details, please visit www.oakland.edu/financialaid

**Last day for federal financial aid recipients to withdraw from all classes and return federal Title IV financial aid funds.

SUMMER SEMESTER 2009 CALENDAR OF IMPORTANT DATES

JANUARY 30	LAST DAY TO FILE APPLICATION FOR DEGREE/CERTIFICATES FOR SUMMER 1 – JUNE 2009 GRADUATES
MARCH 16 – MARCH 20	SAIL (WEB) REGISTRATION – BY CLASS STANDING
MARCH 16 – MAY 8	SUMMER 2009 SAIL (WEB) REGISTRATION
MARCH 16 – SEPTEMBER 11	FALL 2009 SAIL (WEB) REGISTRATION
MAY 4	CLASSES BEGIN 7:30 A.M. S01 SESSION (8 WEEKS) CLASSES BEGIN 7:30 A.M. S03 SESSION (16 WEEKS)
MAY 8	LAST DAY TO DECLARE AUDIT S01 SESSION (8 WEEKS)
MAY 13	LAST DAY TO DEFEND THESIS/DISSERTATION FOR SUMMER 1 – JUNE 2009 GRADUATES
MAY 15	LAST DAY TO DECLARE AUDIT S03 SESSION (16 WEEKS)
MAY 20	LAST DAY TO OBTAIN THESIS/DISSERTATION FORMAT APPROVAL FROM GRADUATE STUDY FOR SUMMER 1 – JUNE 2009 GRADUATES
MAY 22	LAST DAY TO COMPLETE COMPETENCY EXAMS S01 SESSION (8 WEEKS)
MAY 25	MEMORIAL DAY; CLASSES SUSPENDED
MAY 26	CLASSES RESUME
MAY 27	BILL DUE DATE LAST DAY TO SUBMIT THESIS/DISSERTATION TO GRADUATE STUDY (520 ODH) FOR BINDING IN FULFILLMENT OF DEGREE REQUIREMENTS FOR SUMMER 1 - JUNE 2009 GRADUATES
JUNE 15	LAST DAY TO COMPLETE COMPETENCY EXAMS S03 SESSION (16 WEEKS)
JUNE 20	CLASSES END 10:00 P.M. S01 SESSION (8 WEEKS)
JUNE 22 – 24	FINAL EXAMS – S01 SESSION (8 WEEKS)
JUNE 22 – 28	SUMMER RECESS – S03 SESSION (16 WEEK CLASSES) ONLY
JUNE 27	BILL DUE DATE
JUNE 29	CLASSES BEGIN 7:30 A.M. S02 SESSION (8 WEEKS) CLASSES RESUME – S03 SESSION (16 WEEK CLASSES)
JUNE 30	SAIL UNAVAILABLE AFTER 5:30 P.M. DUE TO SYSTEM MAINTENANCE
JULY 1	SAIL SYSTEM AVAILABLE AFTER 7:30 A.M.
JULY 3 – 4	INDEPENDENCE DAY RECESS; CLASSES SUSPENDED
JULY 6	CLASSES RESUME LAST DAY TO DECLARE AUDIT S02 SESSION (8 WEEKS)
JULY 8	LAST DAY TO DEFEND THESIS/DISSERTATION FOR SUMMER II – AUGUST 2009 GRADUATES
JULY 15	LAST DAY TO OBTAIN THESIS/DISSERTATION FORMAT APPROVAL FROM GRADUATE STUDY FOR SUMMER II – AUGUST 2009 GRADUATES
JULY 20	LAST DAY TO COMPLETE COMPETENCY EXAMS S02 SESSION (8 WEEKS)
JULY 22	LAST DAY TO SUBMIT THESIS/DISSERTATION TO GRADUATE STUDY (520 ODH) FOR BINDING IN FULFILLMENT OF DEGREE REQUIREMENTS FOR SUMMER II – AUGUST 2009 GRADUATES
JULY 27	BILL DUE DATE
AUGUST 15	CLASSES END 10:00 P.M. S02 SESSION (8 WEEKS) CLASSES END 10:00 P.M. S03 SESSION (16 WEEKS)
AUGUST 17 – 19	FINAL EXAMS – S02 SESSION (8 WEEKS)
AUGUST 17 – 22	FINAL EXAMS – S03 SESSION (16 WEEKS)
AUGUST 19	DE-REGISTRATION DAY (TENTATIVE) (WWW.OAKLAND.EDU/DEREGISTRATION)
AUGUST 27	BILL DUE DATE
SEPTEMBER 3	FALL CLASSES BEGIN 7:30 A.M.
DECEMBER 19	FALL COMMENCEMENT; AUGUST 2009 AND DECEMBER 2009 DEGREE CANDIDATES

NOTE: STUDENTS MAY DROP OR WITHDRAW FROM CLASSES USING THE WEB. SEE ADDS, DROPS, WITHDRAWALS AND REFUND POLICIES IN THIS SCHEDULE.

Important Telephone Numbers	
Office	Telephone #
Academic Records	(248) 370-3452
Evening and Extension Program	370-4010
Graduate Admissions	370-3167
Operator, OU	370-2100
Police – Emergency	911
Registration Office	370-3450
Storm Closing Information	370-2000
Student Financial Services	370-2550
Undergraduate Admissions	370-3360
University Housing	370-3570

SCHEDULE UPDATES: www.oakland.edu

FINAL EXAMINATION SCHEDULE – SUMMER 2009

Final examinations for Summer 2009 will be scheduled as follows:

<u>Session</u>	<u>Exam Date</u>	<u>Exam Schedule</u>
Session S00 – May 11 – June 27	June 29 – July 1	Listed below
Session S01 – May 4 – June 20	June 22 – June 24	Listed below
Session S02 – June 29 – August 15	August 17 – August 19	Listed below
Session S03 – May 4 – August 15	August 17 – August 22	See Note*
All other sessions	Last day of class	

Examinations are to be held in the assigned classroom during these dates indicated unless special prior arrangements are made by the instructor with the Registration Office.

DAYTIME CLASSES

IF YOUR CLASS MEETS			YOUR FINAL EXAMINATION WILL BE HELD:***			
			S00**	S01	S02	
			May 11 – June 27	May 4 – June 20	June 29 – August 15	
MWR	7:30 – 9:35 AM	Tuesday	June 30	June 23	August 18	8:00 – 11:00 AM
MTWR	8:00 – 9:35 AM					
TR	8:30 – 11:50 AM					
TR	9:00 – 12:20 PM					
MW	8:30 – 11:50 AM	Monday	June 29	June 22	August 17	8:00 – 11:00 AM
MWR	9:45 – 11:50 AM					
MTWR	9:45 – 11:20 AM					
MW	9:00 – 12:20 AM					
MTWR	12:00 – 1:35 PM	Tuesday	June 30	June 23	August 18	12:00 – 3:00 PM
MWR	12:00 – 2:05 PM					
TR	1:00 – 4:20 PM					
MW	1:00 – 4:20 PM	Monday	June 29	June 22	August 17	12:00 – 3:00 PM
MTWR	2:10 – 3:45 PM					
MWR	2:15 – 4:20 PM					
MWR	3:00 – 5:05 PM	Monday	June 29	June 22	August 17	3:15 – 6:15 PM
MTWR	4:00 – 5:35 PM					
Saturday morning		Wednesday	July 1	June 24	August 19	6:30 - 9:30 PM

EVENING CLASSES

M/W	5:30 – 8:50 PM	Monday	June 29	June 22	August 17	6:30 – 9:30 PM
M/W	6:30 – 9:50 PM	Monday	June 29	June 22	August 17	6:30 – 9:30 PM
T/R	5:30 – 8:50 PM	Tuesday	June 30	June 23	August 18	6:30 – 9:30 PM
T/R	6:30 – 9:50 PM	Tuesday	June 30	June 23	August 18	6:30 – 9:30 PM

*NOTE TO FACULTY: If your class meeting times are during Session S03, May 4 – August 15, 2009, please contact the Registration Office, 248-370-3454 for a final examination time.

**NOTE TO FACULTY: If your class meeting times are during session S00, May 11 – June 27, 2009, please contact the Registration Office, 248-370-3454 for a final examination room.

NOTE TO FACULTY: Instructors must submit grades via SAIL (Web) within 48 hours of the final examination for a course.

Since final examination schedules may sometimes conflict with religious holidays, the University Senate approved a resolution stating that, "When such conflicts are unavoidable because of other scheduled requirements, alternative arrangements may be made informally, or students may petition the Vice President for Academic Affairs in writing for permission to take their examinations at other times."

UNIVERSITY SENATE LEGISLATION PROHIBITS TESTS OR EXAMINATIONS FROM 7:00 A.M. AUGUST 10 THROUGH 7:30 A.M. AUGUST 17, WHEN THE FINAL EXAMINATION PERIOD BEGINS. VIOLATIONS OF THIS LEGISLATION SHOULD BE REFERRED TO THE ACADEMIC AFFAIRS OFFICE, 205 WILSON HALL, (248) 370-2190 FOR UNDERGRADUATE COURSES OR TO THE OFFICE OF GRADUATE STUDY, 520 O'DOWD HALL, and (248) 370-4053 FOR GRADUATE COURSES. THIS PERTAINS TO SESSION S03 (16 WEEK CLASSES) ONLY.

***If the university should close due to inclement weather or other emergency, any missed examination periods or days will be made up in sequence on the first day or days after the end of the originally scheduled final examination period. Rescheduled exams will take place at the the same times and in the same places as originally scheduled. No exams will be rescheduled on Sunday.

SUMMER 2009 – REGISTRATION SCHEDULE
Registration by class standing begins
March 16 – March 20, 2009

SAIL (Web) Registration Hours (See Calendar for Dates)
 Monday through Sunday 12:00 AM - 11:59 PM

Registration Office Hours
 Monday through Friday 8:00 AM - 5:00 PM
 (Closed Monday, May 25, 2009
 Friday, July 3, 2009)

Registration Adjustments (Drop/Add) and Final Registration

Please see the Summer Calendar for dates to register/add or drop courses via the SAIL Web system.

Registrar's email: registra@oakland.edu

Registrar's web page: <http://www2.oakland.edu/registrar/>

GRADUATE STUDENTS
All students admitted to a masters or doctoral program.
Monday, March 16, 2009 A - Z
SECOND UNDERGRADUATE DEGREE
Students admitted to Oakland University, to earn a second undergraduate degree.
Monday, March 16, 2009 A - Z
SENIORS
Students who have earned 91 or more credit hours, which appear on an Oakland University transcript as of the current semester.
Monday, March 16, 2009 A - Z
JUNIORS
Students who have earned 56-90 credit hours, which appear on an Oakland University transcript as of the current semester.
Tuesday, March 17, 2009 A - Z
SOPHOMORES
Students who have earned 28-55 credit hours, which appear on an Oakland University transcript as of the current semester.
Wednesday, March 18, 2009 A - Z
FRESHMEN
Students who have earned 0-27 credit hours, which appear on an Oakland University transcript as of the current semester.
Thursday, March 19, 2009 A - Z
SPECIAL GRADUATE, NON-MATRICULATED, POST-BACHELOR, AND GUEST STUDENTS
Friday, March 20, 2009 A - Z

NOTE: Students are responsible for all tuition and charges whether or not they attend classes.

The above is based upon the combination of total degree credit hours earned on an Oakland University transcript as of Monday, February 16, 2009. For new transfer credits to be considered in this total, an official transcript, **mailed directly from the issuing institution**, must be received in the Academic Records Office, 102 O'Dowd Hall, by February 16, 2009. Current credits registered at other colleges/universities will not be considered.

OU PORTAL SIGN ON INSTRUCTIONS

Step 1: Go to WWW.OAKLAND.EDU

Step 2: Click on **SAIL** link

Step 3: Enter your NetID User Name

Step 4: Enter your NetID Password.

If you are a new student you must first set up your NetID account by going to <https://sail.oakland.edu> and clicking on **Login to Secure Area**. Use your Grizzly ID and current PIN (personal identification number) to sign-in. Your Grizzly ID and PIN were sent to you in your admit letters. Follow the instructions to change your PIN to another six digit number. Set up your security question and answer. Log out of the SAIL system.

To activate your NetID, go to <https://ouca.oakland.edu> and click on **Obtain your account or reset your password**. Enter your Grizzly ID and the six-digit PIN you created. Enter a six to eight character password that you want to use for your NetID only. Verify the password.

The first time you access the web site you must **read and agree to the Terms of Usage** for the site. To agree to the terms and gain access to web services, click on **Continue**.

Step 5: Click on Login

You now have access to eBill, G-Mail, Financial Aid, Library, Moodle, Registration, SAIL.

NOTE:

-The OU Portal works best with Microsoft Internet Explorer 6.0, Mozilla Firefox 1.x, and Netscape Navigator 7 or later. JavaScript must be enabled.

-Please use a resolution of at least 1024 x 768.

SAIL WEB REGISTRATION INSTRUCTIONS

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The first time you access the web site you must **read and agree to the Terms of Usage** for the site. To agree to the terms and gain access to web services, click on **Continue**.

Step 4: Click on **Login**

Step 5: Click on **Student Services & Financial Aid**

Step 6: Click on **Registration** to enter the registration menu

Step 7: **Select Term** and follow the prompts. To determine what day and time you are eligible to register, please select Check Your Registration Status from the Registration Menu or consult the [Schedule of Classes](#).

NOTES AND CAUTIONS:

-Internet Explorer or Netscape Navigator are the recommended browsers.

-**Do not** use your browser's back button to move between pages.

-Logoff using the **EXIT** button located at the upper right corner of any frame.

-Try clicking the help button for assistance.

RESET PIN (PERSONAL IDENTIFICATION NUMBER)

Step 1: Go to <https://www2.oakland.edu/secure/grizzid/Resetpin/>

Step 2: Enter your Grizzly ID

Step 3: Date of birth

Step 4: First name, Last name

Step 5: Type in the security word that is shown on the form

Step 6: Click on Submit

Step 7: You will be asked to answer your PIN hint question

Step 8: Click on Submit

Step 9: Enter new pin

Step 10: Click on Submit

Registration Hold Types

HOLD DESCRIPTION	ROOM/BLDG	PHONE	HOLD DESCRIPTION	ROOM/BLDG	PHONE
		# (248)			# (248)
		370-			370-
1-Term Admission	101 NFH	3360	Hold Balance Must Be Paid	120 NFH	2299
Academic Records Office	100 ODH	4055	HRD Advising	430A PH	3066
Academic Skills Center	103 NFH	4215	Kresge Library Fines	200A KL	2492
Academic Support Program	103 NFH	4215	KL Interlibrary Loan Materials	200A KL	2492
Address Missing	100 ODH	3453	M2O Financial Hold	120 NFH	2550
Advising Resource Center	121 NFH	3227	Missing Transcript – Graduation	100 ODH	3462
Arts & Sciences Advising	221 VAR	4567	Nursing Advising	444 ODH	4253
Athletic Department	RAC	3190	Nursing St Loan (NSL) - Delinq	120 NFH	2298
Athletics - Missing Equipment	RAC	3190	OCIS Key Missing	220 DHE	3151
Bankruptcy	120 NFH	2299	Official Transcripts Missing	100 ODH	3459
BIS Advising	520 ODH	3229	Orientation	105 NFH	4653
Business Admin Advising	332 EH	3285	OU Partners	103 NFH	4215
Center for American English	319 ODH	2175	Outside Collections	120 NFH	2550
Chemistry Lab	260 SEB	2322	Parking Ticket Past Due	10 PSS	3331
CMI Retention Fund	134 NFH	4404	Payment Plan Default After Due Date	120 NFH	2550
CMI Sharp Loan Fund	134 NFH	4404	Perkins Assigned to DOE	120 NFH	2298
Collections	120 NFH	2299	Perkins/NDSL - Exit	120 NFH	2298
Collection Payment Plan	120 NFH	2299	Perkins/NDSL - Past Due	120 NFH	2298
Continuing Ed-EMBA	432 EH	3287	Persona Non Grata	144 OC	4200
CSE Advising	159A DHE	2201	Physics Lab Keys	101 HHS	3403
Deregistration	120 NFH	2550	Pre-collections	120 NFH	2299
Disability Support Services	106 NFH	3266	Recreation Center	155D RAC	4732
Dismissal Option Program	103 NFH	4215	Registrar's Office - Bad Record	102 ODH	4055
Educational Advising	363 PH	4182	Registrar's Office - General	101A ODH	3455
Engineering Advising	159A DHE	2201	Registration	100 ODH	3450
Evening Program	101A ODH	4010	Return Check - See Mgr, Student Accounts	120 NFH	2550
Expelled - Student Life	144 OC	3352	Return Check - Transcripts	100 ODH	4055
Fin Aid Accounting	120 NFH	2550	Return of Title IV Funds	120 NFH	2550
Fin Aid Stafford Loan Default	120 NFH	2550	Returned Payment	120 NFH	2550
Financial Aid Overpayment	120 NFH	2550	SEHS Resource Center	350 PH	2485
Financial Risk-See SBS	120 NFH	2550	State Collections	120 NFH	2299
Foreign Student Advising	157 NFH	3358	Student Accounts Past Due	120 NFH	2550
Foreign Study Amount Due	120 NFH	2550	Students First	134 NFH	4404
Graduate Admissions	160 NFH	3167	Student Life	144 OC	3352
Grad Study – Academic Appeal/Review	520 ODH	4156	Student Life - Academic Conduct Committee	144 OC	3352
Grad Study – Acad Probation	520 ODH	4156	Student Tech. Center Equipment	144 OC	3352
Grad Study – General	520 ODH	4156	Suspended - Student Life	144 OC	3352
Grad Study – Prgm Dismissal	520 ODH	4156	TIN/SSN Number Missing	120 NFH	2550
Graham Health Center	GHC	2341	Title IV Program Overpayment	120 NFH	2550
Health Sciences Advising	317 HHS	2369	Undergraduate Admission	101 NFH	3360

REGISTRATION

IMPORTANT: Registration will not be canceled for non-attendance. Students must officially drop courses during the tuition refund periods to be eligible for reduction of tuition assessments. Students may drop using the SAIL Web system.

To be eligible to register, a student must be in good standing with the university. Please see the undergraduate and graduate catalogs for additional information regarding "good standing" with the university. For readmission, see the **Readmission** section in this [Schedule](#).

In order to register for courses, students with "holds" must secure a "release" of each "hold" from the office which placed each "hold". The responsibility for releasing "holds" in order to permit registration rests with the student. Students should resolve hold issues prior to registration time periods. Undergraduate students must have attended Oakland University Spring or Summer session, 2003 or later; graduate students must have attended Oakland University Spring or Summer session, 2007 or later.

All registrations are considered to be temporary and tentative, based on satisfactory academic progress and total satisfaction of all financial obligations to the university. Oakland University may revoke the registration of any student if the student's grades for the preceding semester should result in suspension or dismissal for academic reasons. Any student whose registration is revoked shall be entitled to a full refund of tuition, as well as a pro-rated refund of prepaid Room and Board charges.

UNDERGRADUATE STUDENTS TAKING GRADUATE CLASSES

Courses numbered 500 and above are primarily for graduate students. Qualified undergraduate students may enroll in a course numbered between 500 and 599, provided they have obtained written permission to do so from the course instructor, the department chair and academic adviser. Written permission is to be presented at the time of registration.

LATE REGISTRATION SUMMER 2009

Late Registration begins the first day of classes for a given semester. Students may register for open sections through SAIL (Web) for the first week of the Fall/Winter/Summer semesters. After this time frame, students must obtain a faculty signature and the student must submit the signed registration/add form in person at the Registration Office, 100 O'Dowd Hall. Please see the Calendar in the appropriate [Schedule of Classes](#) or at www2.oakland.edu/registrar for additional information regarding Late Registration.

ADDS, DROPS AND WITHDRAWALS SUMMER 2009

ADDS

Students may add courses via the SAIL (Web) system during early registration time periods. After the first week of the Fall/Winter/Summer semesters, instructor signature is required to add courses. Students should contact the instructor's department for information to add into closed courses. Please see the Calendar in the appropriate [Schedule of Classes](#) or at www2.oakland.edu/registrar for additional information regarding Late Registration for full semester courses and courses of other lengths.

DROPS

Students must officially drop from courses by either using the SAIL (Web) system or by submitting a completed drop form in person at the Registration Office, 100 O'Dowd Hall, or by faxing a written request or by certified mail. Students will not be considered dropped from courses unless a drop is processed. Notifying faculty, advising offices or admission offices does not constitute an official drop from courses. Please see the Calendar in the appropriate [Schedule of Classes](#) or at www2.oakland.edu/registrar for additional information regarding no record drops, drops for W grade and refund policies for full semester courses and courses of other lengths. Please contact the Registration Office for information regarding refund policies for special credit course offerings. To withdraw from ALL courses, please see information regarding Withdrawal from courses for a semester. **DROPS WILL NOT BE ACCEPTED AFTER ESTABLISHED DEADLINE DATES.**

Students who do not drop by the end of the drop period will remain officially enrolled and instructors will assign grades as appropriate. Under certain conditions, a student may be eligible to request an Incomplete (I) grade. See instructions for requesting incomplete grades in the university catalog.

WITHDRAWAL

A withdrawal resulting in a refund, no record withdrawal or W grade withdrawal will occur only if the student reduces his/her credit load by processing a withdrawal with the Registration Office. Simply notifying the instructor or ceasing to attend course(s) does not relieve the student from the obligation of officially withdrawing. Students who do not officially withdraw within the published deadline may receive a failing grade.

Students who find it necessary to drop all courses for which they are registered may do so by filing an Official Withdrawal form with the Registration Office or by dropping all of their classes via SAIL (Web). Withdrawals filed with the Registration Office can be processed in person, by fax or by certified mail. Withdrawal forms are available on the web at www2.oakland.edu/registrar. Students who use SAIL (Web) to drop their last class will be considered withdrawn effective the date of the drop of their last class. Refunds, if applicable, are based on the date of notification to the Registration Office or on the date the last class was dropped via SAIL (Web). **WITHDRAWALS WILL NOT BE ACCEPTED AFTER ESTABLISHED DEADLINE DATES.**

Please note: Students who do not withdraw by filing a withdrawal request with the Registration Office or by dropping all classes via SAIL (Web) will not be considered withdrawn. Simply notifying the instructor or ceasing to attend courses does not relieve the student from the obligation of officially withdrawing. Students who do not withdraw within the established deadlines may receive a failing grade.

Withdrawal by Mail or Fax

(Students should retain fax confirmations until their withdrawal has been verified.)

Students may withdraw from a course or from all courses by sending a request via fax (248) 370-3461 or a letter by certified mail to the Registration Office, 100 O'Dowd Hall, Rochester, Michigan 48309-4490. Withdrawal forms are available on the web at www2.oakland.edu/registrar. When not using a withdrawal form, the student's signature, ID number, course/CRN numbers, reason for withdrawal and a weekday telephone number should be included in the fax or letter. Tuition refunds will be determined by the receipt date of a fax and/or the postal cancellation date. Please see **Refund Policy and Calendar** in the appropriate [Schedule of Classes](#) or at www2.oakland.edu/registrar for additional information.

COMPETENCY CREDIT

Undergraduate:

To register for competency credit, students must submit an Oakland University Competency Examination Authorization Form to the Registration Office. The forms can be obtained from the academic department that is offering the competency course. Forms are to be filled out and signed by the student, and by the department chairperson, dean or director of academic units offering the course. Registration is then completed through the Registration Office, 100 O'Dowd Hall by the end of the Late Registration period. The competency exams must be taken within the first six weeks of the semester. For additional rules governing competency credit, consult the appropriate University Catalog.

Graduate:

Competency examinations are offered by some departments and, with the approval of Graduate Study and Lifelong Learning, can be used to update Oakland University credit which is beyond the six-year time limit. Students should consult their advisers for specific information and must register and pay the charges during the normal registration period. University legislation stipulates that the examination must be taken not more than six weeks after the close of registration.

COURSE LOAD

Fall/Winter

For most undergraduate students, a full academic load is 16 to 18 credits per semester. With his/her adviser's written permission, an undergraduate student who has completed 12 or more credits at Oakland University may register for as many as 21 credits if his/her cumulative grade point average is at least 2.60. All other undergraduate students may take more than 18 credits only as a result of a successful Petition of Exception. Students in doubt regarding the appropriate number of credits to take during Fall, Winter or Summer semester should discuss their proposed schedule with their adviser.

Summer

For most undergraduate students, a full academic load is 16 credit hours. All undergraduate students may take more than 16 credits only as a result of a successful Petition of Exception. College guest students who wish to take more than 16 credits should contact the Registration Office, (248) 370-3450. Students in doubt regarding the appropriate number of credits to take during the Summer semester should discuss their proposed schedule with their adviser.

Graduate students registering for more than 12 credits for a Fall, Winter or Summer semester must have written authorization from their adviser to do so.

DEGREE AND ENROLLMENT VERIFICATIONS

Oakland University has authorized the National Student Clearinghouse to provide degree and enrollment verification. To Self Certify for Enrollment or obtain Degree Verification:

1. Student should sign in to SAIL
2. Once in SAIL, click on Student Services and Financial Aid
3. Select **National Student Clearinghouse Enrollment Verification** from the menu

NOTE: Students will be directed to the National Student Clearinghouse Student Self Service web site

4. Complete the login information in the format requested (First Name, Middle Initial, Last Name, Date of Birth and SSN)

5. Click the Login Button
6. Students can select the service(s) they need:

Obtain Enrollment Certificates for Current or Historical Enrollment
View all enrollment information on file
View lender information
View a listing of companies requesting information about his/her enrollment
View Loan Locator information

If additional assistance is needed, contact The National Student Clearinghouse at:

Web: www.studentclearinghouse.org or www.degreeverify.com

Phone: (703) 742-4200

Fax: (703) 742-4239

E-mail: service@studentclearinghouse.org

Mail: National Student Clearinghouse; 13454 Sunrise Valley Drive, Suite 300 Herndon, VA 20171

ENROLLMENT VERIFICATION INFORMATION AVAILABLE FROM THE CLEARINGHOUSE

Fall Semester

- Last week of September
- Last week of October
- Last week of November
- Last week of December

Winter Semester

- Last week of January
- Last week of February
- Last week of March
- Last week of April

Summer Semester

- Last week of May
- Last week of June
- Last week of July
- Last week of August

Oakland University certifies student status based on the matrix below:

Undergraduates (including college guests, special high school students, non-matriculated and post-bachelor students) enrolled for the credits indicated in the specific term:

Fall Semester Credits	Winter Semester Credits	Summer Semester Credits	are verified as:
12+	12+	12+	Full-Time
6-11	6-11	6-11	Half-Time or Greater
1-5	1-5	1-5	Less than Half-Time

Graduate students (including special graduate, certification, education specialist, post master, doctoral and post-doctorate) enrolled for the credits indicated in the specific term:

Fall Semester Credits	Winter Semester Credits	Summer Semester Credits	are verified as:
8+	8+	8+	Full-Time
4-7	4-7	4-7	Half-Time or Greater
1-3	1-3	1-3	Less than Half-Time

TUITION AND CHARGES

The Oakland University Board of Trustees reserves the right to change any and all charges and tuition rates when circumstances make such a change necessary.

NOTE: Non-resident students are required to pay non-resident tuition rates according to university policy printed in university catalogs. Students classified as non-residents who believe they qualify for resident status should apply for reclassification 30 days before the beginning of a semester. Application forms are available at the Office of the Registrar, 101A O'Dowd Hall, (248) 370-3455 or on the web at www2.oakland.edu/registrar/residency.cfm.

Tuition Rates:

Undergraduate Students

Lower Division ¹	
In-state.....	\$ 268.50/credit hour
Out-of-state.....	\$ 626.75/credit hour
Upper Division ²	
In-state.....	\$ 293.25/credit hour
Out-of-state.....	\$ 672.00/credit hour

¹ all non-matriculating (non-degree seeking) students, all OU freshmen and sophomores with less than 56 credits

² guest students from other colleges, all OU undergraduate students who have earned undergraduate degrees and who have been admitted to a second OU undergraduate degree program, all OU undergraduates with 56 or more undergraduate credits, and all students with post bachelor admission status

Graduate Students ³

In-state.....	\$ 496.00/credit hour
Out-of-state.....	\$ 855.75/credit hour

³ all students admitted with Special Graduate, Certification, Master's, Post-Master's, Second Graduate Degree or Doctoral Status

Competency Credit.....\$ 34.00/credit hour

Tentative Housing Rates for Double Room and Board per semester:

Summer 2009 \$3,550.00

Contact the housing office with questions regarding housing arrangements at (248) 370-3570.

OTHER CHARGES

PAYMENT PLAN PROCESSING CHARGE	\$25.00/sem
LATE PAYMENT PENALTY	1.5% monthly
RETURNED CHECK CHARGE	\$25.00
RETURNED BANKCARD (Credit Card) CHARGE	\$25.00
RETURNED ACH (Online Checking or Saving) CHARGE	\$25.00

PAYMENT REQUIREMENTS

In accordance with its fiscal responsibilities as a state-supported institution, Oakland University has established the following requirements for payment of tuition and charges:

Tuition is assessed based on the student's class standing, residency and the number of credits enrolled. Students are billed monthly by Student Business Services through eBill, Oakland University's electronic billing presentment center. Paper bills are not mailed. All tuition and charges are payable in U.S. dollars according to the established due dates. Questions about the bill may be addressed to the Office of Student Financial Services.

Student Business Services sends billing notifications electronically to each student's OU e-mail address. Upon e-mail notification, students will be responsible for accessing their eBill account each month to view their account balance and confirm payment due dates. The university holds students accountable for the information sent via e-mail. Therefore, students should check their Oakland e-mail account regularly ---- at least twice each week.

For more information about your OU account and how to pay your bill, visit the Student Business Services web site at www.oakland.edu/sbs. For instructions on how to use eBill or to pay your bill online, visit www.oakland.edu/ebill.

FAILURE TO RECEIVE AN ELECTRONIC BILLING NOTIFICATION DOES NOT EXCUSE STUDENTS FROM REQUIRED PAYMENT ON THE SPECIFIED DUE DATE.

Payment in full of the total balance due will avoid assessment of a 1.5% monthly late payment penalty. Student accounts must be paid in full by the established due dates in order for students to be eligible to register during the next registration period. Transcripts, diplomas, or other statements of record will be withheld and students will be ineligible to enroll in future semesters until the obligations have been fulfilled. If an account is not paid in full by the end of the semester, it will be referred to an outside collection agency that will report it to the Credit Bureau.

Fall Semester De-registration Policy

Students who are not in good financial standing by late-August (have a past due balance from a prior semester(s)) will be taken out of their fall classes. Students will be required to re-enroll for classes based on class availability if they correct their financial standing by paying the past due balance from the prior semester(s) in full. To stay in good financial standing, please pay all OU bills on or before their due dates.

FINANCIAL AID RECIPIENTS: Grants, scholarships and loans are reflected on the bill and deducted from any university allowable charges provided all financial aid requirements are met. If you receive a bill with an amount due, it is important for you to pay your bill by the due date on your billing notification. If you have any amount due and you are expecting to acquire financial aid to pay your bill and your financial aid is not reflected on your bill, you must pay your bill by the due date. Common reasons why financial aid is not on the billing notification are: did not yet apply for financial aid, recently applied for financial aid, did not complete financial aid requirements, recently submitted requested documentation, financial aid did not fully cover the bill. A 1.5% monthly late payment penalty is assessed on any unpaid balance. ANY LATE PAYMENT PENALTIES ASSESSED ARE THE RESPONSIBILITY OF THE STUDENT AND WILL NOT BE PAID BY FINANCIAL AID.

NOTE: STUDENTS WHO FIND IT NECESSARY TO DROP ALL COURSES FOR WHICH THEY ARE REGISTERED MUST FILE AN OFFICIAL WITHDRAWAL WITH THE REGISTRATION OFFICE. PLEASE REFER TO THE WITHDRAWAL SECTION IN THIS SCHEDULE. TO CALCULATE THE POSSIBLE REDUCTION OF CHARGES, SEE THE REFUND POLICY IN THIS SCHEDULE.

How to Pay

All payments must be in U.S. currency.

Remittance should be made payable to "Oakland University" and identified with the student name and Grizzly ID number.

Payments returned by the bank are considered nonpayment and may result in cancellation of registration. A \$25.00 charge will be assessed for returned items.

Payment options are as follows:

- **Online** through eBill at <https://ebill.oakland.edu>. You will need your Grizzly ID number and six-digit SAIL PIN. Payment methods include online checking or savings account (ACH), debit cards (PULSE or STAR networks) and credit cards (Visa or MasterCard). The account will be credited immediately when paying by eBill. Electronic payment confirmations will be sent.
- **By mail**, to Cashier's Office, 120 North Foundation Hall, Oakland University, Rochester, MI 48309-4401. Please allow 5-6 days for mail delivery. All payments should include the Grizzly ID number to ensure correct and timely processing. Receipts will not be mailed; your cancelled check is proof of payment.
- **In person**, at the Cashier's Office, by cash, check, debit card or credit card. The student account will be credited immediately when paying in person. Be sure to bring your driver's license, OU Spirit Card or other government issued picture identification. You may use the payment drop-box, located outside of the Cashier's Office, during non-business hours. Receipts will be mailed to the student if the payment is made by a third party who does not know the Grizzly ID at the time of payment.

OU Payment Plan. Enroll in an OU Payment Plan (fall and winter semesters only) and spread your tuition, on-campus housing and other charges billed to your student account into several smaller payments. The OU Payment Plan allows you to select a plan option that best meets your needs. See the Student Business Services web site at www.oakland.edu/paymentplan for more details. Schedule your installment payments to process automatically each semester using your checking or savings account, a debit card, or a credit card and OU will waive the \$25 payment plan processing charge.

Important information to keep in mind when enrolling in a payment plan:

- √ Payment plans are available for fall and winter semesters only. Enrollment is available starting the first day of early registration and will end the last day of registration for the semester.
- √ Fall semester payment plans will be estimated based on the previous year's tuition rates until new rates are set by the OU Board of Trustees in mid to late summer. Once the new rates are determined, installment payments will be adjusted to reflect the new rates. You will see fall tuition on your student account as 'estimated' until the rates are approved by the BOT. Reassessment with the approved rates is expected during mid-August but may occur sooner.

- √ Winter semester payment plans will be based on actual tuition rates.
- √ The OU Board of Trustees reserves the right to change any and all tuition rates and charges when circumstances make such change necessary.
- √ Financial aid note: Students who expect to receive financial aid and enroll in a payment plan are responsible for making payments when due, regardless of financial aid status. When financial aid is applied to the student account, payment plans will be revised and installment payments will be adjusted. If there is a credit balance on the student account after financial aid is applied, the payment plan will be paid in full and a refund will be processed.

Third-Party Billing

Corporate sponsored students should mail or bring an authorization to Student Business Services authorizing Oakland University to bill their corporation. Authorizations should be submitted by the first bill due date to avoid late payment penalties. Student Business Services is located in the Office of Student Financial Services, 120 North Foundation Hall.

Winter vouchers should be submitted by January 31. Summer vouchers should be submitted by May 31. Fall vouchers should be submitted by September 30.

If the credit does not appear on the next bill, the student should contact Student Business Services by calling (248) 370-2550 or e-mailing mystuact@oakland.edu. The student will be held responsible for any costs that the corporate sponsor fails to pay. Vouchers MUST be dropped off or mailed to:

Office of Student Financial Services
120 North Foundation Hall
Oakland University
Rochester, MI 48309-4401

Michigan Education Trust (MET)

Students who are using MET to pay their tuition and charges should inform MET directly that they will be attending Oakland University.

For more information, contact MET at (800) MET-4KID or via the Michigan Education Trust web site at <http://www.michigan.gov/setwithmet>.

Non-Dischargeable Educational Benefits

Oakland University may provide, extend or advance funds, credits and/or other financial accommodations to students, to be applied towards their tuition and/or charges, with the understanding that students will re-pay those amounts. All such amounts, other than scholarships, fellowships, stipends and/or tuition waivers, are loans and/or educational benefits which students must repay to the University together with late payment charges as established by the University. In consideration for allowing students to attend classes, students agree to repay the University for those loans and/or educational benefits and acknowledge that their repayment obligation is not dischargeable in bankruptcy.

Taxpayer Identification Numbers (SSN/TIN)

University requirement to collect **Taxpayer Identification Numbers (SSN/TIN)**: The University is required to collect a student's SSN/TIN for various reasons:

- Students applying for any form of on-campus employment.
- Students must provide an SSN/TIN when they apply for financial aid.
- The Taxpayer's Relief Act of 1997 was passed by the Congress and signed into Federal Law by the President in 1997 to offer the American taxpayer some relief if they made payments during the tax year to a qualified university. Part of this law is a requirement that the university receiving such payments report annually to the taxpayer and the Department of the Treasury the taxpayer's identification number (for individuals, this is their social security number), the taxpayer's name, qualified tuition and charges billed and grants or scholarships received, and the student's enrollment status. This information is to be reported regardless of the taxpayer's intention to actually take a credit or deduction under this law. The university must therefore receive your TIN before it can conduct billing and receipting transactions with you. You can find more information about this law on the web at www.nacubo.org/edtaxcredits.xml or by going to the Internal Revenue Service site www.irs.gov and refer to the "Tax Regs" section. This public law is in the Internal Revenue Code, Section 6050S.

You may use an **IRS Form W-9S** to submit this information. This form may be obtained at www.irs.gov.

IRS Form 1098-T

To assist you or your parents in taking a tax credit or deduction for qualified tuition and charges paid, the University will issue an IRS Form 1098-T to students each January. The 1098-T reports the amount of qualified tuition and charges billed and grants or scholarships received for the previous tax year. You may obtain your 1098-T electronically by visiting sail.oakland.edu, click 'Login to Secure Area', click 'Student Services & Financial Aid', click 'Student Records and Account Summary', and then click 'Tax Notification'.

CONTACT INFORMATION

You may reach Student Business Services via email at mystuact@oakland.edu, via telephone at 248-370-2550 or in person/by mail at Student Business Services, 120 North Foundation Hall, Oakland University, Rochester, Michigan 48309-4401.

You may review your account via the Internet by visiting eBill at www.oakland.edu/ebill.

REFUND POLICY – SUMMER 2009

A student who officially reduces his/her total credit load by dropping a course(s) or withdrawing from the university is entitled to a refund (or reduction) of tuition and any special course charges according to the appropriate schedule listed on page 2. To become eligible for a refund (or reduction of tuition and charges due), students must file the appropriate documents. The date on which the student notifies the Registration Office will determine the amount of refund, if any, to be authorized by the Registration Office.

Refunds are based upon any overpayment remaining in the student's account after there has been a cancellation of tuition and related charges. Please see the Student Business Services website at <http://www4.oakland.edu/?id=5295&sid=6> for refund processing information.

Courses that do not fall within the established Summer semester sessions will be prorated upon written request. In no case, however, will refunds be made after one-fourth of the course has passed. No refunds are available for Special Credit Offerings after the first day of class for the course.

To assure an equal exchange of charges, Adds and Drops must be combined on a single completed form and submitted to the Registration Office. The even exchange policy does not apply in cases involving mini-courses (unless a S01 session [8 weeks] course is simultaneously exchanged for another S01 session [8 weeks] course, or a S02 session [8 weeks] course is simultaneously exchanged for a S02 session [8 weeks] course) or involving Special Credit Offerings.

OAKLAND UNIVERSITY RESERVES THE RIGHT TO CANCEL ANY CLASS. In the event a class is officially canceled, students will automatically receive a full refund of tuition and charges related to the canceled section.

FINANCIAL POLICY ADJUSTMENTS

Certain University officers and their designees are authorized to make adjustments in the application of various financial policies when, in the judgment of the appropriate officer, exceptional circumstances warrant such action. A student who wishes to have his/her situation reviewed may petition by filing the request and documentation with the university officer identified below as responsible for the assessment of various university charges, in person or by mail. It is the responsibility of the student to insure that all required documents are submitted before classes end for the term concerned.

UNIVERSITY CHARGES

Housing Charges

Late Payment Penalty -
on account balances
(non-refundable)

Tuition

UNIVERSITY OFFICER

Lionel Maten
Director of University Housing
448 Hamlin Hall
Rochester, MI 48309-4401

Yeanina Hines
Assistant Manager
Student Business Services
120 North Foundation Hall
Rochester, MI 48309-4401

Steven J. Shablin
Registrar
106 O'Dowd Hall
Rochester, MI 48309-4490

EXPELLED OR SUSPENDED STUDENT REFUND POLICY

When a student is expelled or suspended from the University for disciplinary reasons (either academic or non-academic), the date of the disciplinary violation will be used to determine whether the student is entitled to a refund of any tuition or charges according to the current University Tuition and Charges Refund Schedule. Additionally, residence halls and apartment room and board charges will be prorated as of the student's room check-out date.

OFFICE OF UNDERGRADUATE ADMISSIONS **101 North Foundation Hall**

FRESHMEN AND TRANSFER STUDENTS

Applications are available on-line at www.oakland.edu/apply for undergraduate admission. There is no application charge. Students should plan to submit their applications at least six weeks prior to the semester in which they wish to enroll

Freshmen students and transfer applicants with fewer than 24 semester hours of college course credits must request that an official copy of their secondary school record be submitted. This should be ordered from the high school last attended. Transfer students must request that an official transcript be sent to the Oakland University Office of Undergraduate Admissions from all colleges or universities attended.

GUEST STUDENTS

Undergraduates enrolled and in good standing at accredited Michigan colleges and universities may apply for guest admission by filing the Michigan Uniform Undergraduate Guest Application, which is available from the Registrar's Office at the home institution or the OU Office of Undergraduate Admissions or downloaded from http://www2.oakland.edu/registrar/files/guest_application.pdf. Students attending Michigan colleges or universities are not required to submit transcripts. Guest admission applies only to the semester of application. There is no application charge for guest students.

Undergraduates enrolled and in good standing at accredited colleges and universities outside of Michigan may apply for guest admission by filing an Oakland University Guest Application. Applications may be obtained from the OU Office of Undergraduate Admissions at the above address or downloaded from http://www2.oakland.edu/registrar/files/guest_application.pdf and must be accompanied by an official transcript of grades from the home institution to which the student plans to return. There is no application charge for guest students.

To enroll in courses, guest students are required to observe those prerequisites required of OU students by the teaching department.

NON-MATRICULATING STUDENTS

Prospective students who are non-degree seeking and who do not currently hold a bachelor's degree may register for classes on a non-matriculating basis, if space is available. Non-matriculating students are not assessed an application charge and are limited to earning 12 credits in that status. Filing of an application for non-matriculating status is required prior to registration. Students who intend to continue their undergraduate studies at Oakland University must file an additional application for regular admission with the Office of Undergraduate Admissions. Non-matriculating students are not eligible for financial aid.

POST-BACCALAUREATE STUDENTS

Post-Baccalaureate status may be granted to applicants who have a bachelor's degree from an accredited college or university and wish to take additional undergraduate courses. Applications for this type of admission should be submitted to the Oakland University Office of Undergraduate Admissions. To apply for this status, proof of degree earned and a completed on-line application is required. Post-baccalaureate students are not eligible for financial aid.

SECOND UNDERGRADUATE DEGREE STUDENTS

In some cases, a student holding a bachelor's degree may earn a second undergraduate degree by completing an approved program of study. Applicants for this type of admission should complete an on-line undergraduate application for admission and submit it to the Office of Undergraduate Admissions. An official transcript must be submitted from each college or university the applicant attended. As soon as all the required information is received the completed file (application and all transcripts) will be forwarded to the academic department for review.

UPDATING ADMISSION

Undergraduate students who do not enroll for the term in which they were admitted must seek reinstatement through the Office of Undergraduate Admissions. Reinstatement must be requested from the Office of Undergraduate Admissions in writing, and may be for any term within one year of the original term of application. The written request must be received in the Office of Undergraduate Admissions by the closing date for the semester students wish to enroll. An application charge is not required for a reinstatement to any subsequent term within one year. However, a new application is required after one year unless there is a change in enrollment status.

READMISSION

Undergraduate students must apply for readmission if they have not attended for six or more years, or if they have been dismissed from the University for any reason. All other undergraduate students may return and register for classes without seeking readmission. To apply for readmission, students should submit an application to the Academic Skills Center, 103 North Foundation Hall. The application should be filed at least 45 days prior to the start of the term in which the student expects to enroll. Questions may be directed to (248) 370-4215. Please see the Undergraduate Catalog for more information on the Readmission Policy.

GRADUATE ADMISSIONS 160 North Foundation Hall

GRADUATE ADMISSIONS

Applications for admission to graduate study are available from the Graduate Admissions Office located in 160 North Foundation Hall. For information regarding application deadlines, call (248) 370-3167 or visit our web site at www.oakland.edu/grad. We strongly encourage students to apply online at www.oakland.edu/apply. Please refer to the current Graduate Catalog for information regarding program requirements.

PROFESSIONAL DEVELOPMENT

Applicants who have a bachelor's degree from a regionally accredited college or university must submit a graduate application and a copy of a transcript providing evidence of a terminal degree (bachelor's, master's or doctoral). **Written permission from the department is required.** Please refer to the graduate catalog for stipulations regarding non-matriculating status.

GUEST STUDENTS

Graduate students from other regionally accredited colleges or universities must submit a graduate application and verification of good academic standing from the applicant's home institution before the applicant will be considered for enrollment.

MICHIGAN INTERCOLLEGIATE GRADUATE STUDIES (MIGS)

The MIGS program is a cooperative inter-institutional arrangement, which permits graduate students to take advantage of educational offerings available at other participating institutions but not available at their own. It is open to any student in good standing in a graduate program at a member institution. Contact Graduate Admissions for additional information at (248) 370-3167.

SPECIAL GRADUATE

Special graduate status may be granted to students who wish to pursue a degree, but have not officially been admitted to a graduate program. Students must submit a graduate application, a copy of a transcript providing evidence of a bachelor's degree awarded and any specific materials required by the department. Written permission from the department is required prior to admission. Students will be allowed to take no more than a total of 12 credits while in this status.

UPDATING ADMISSION

Admitted applicants who do not enroll for the term in which they were admitted must apply to update their admission to graduate study by contacting Graduate Admissions.

READMISSION

Graduate students who have not taken classes at OU within the past two years need to be readmitted before they can register. Students should call or visit the office of Graduate Study, 520 O'Dowd Hall, and (248) 370-4156. Readmission is not automatic. See *Graduate Catalog*.

GRADUATE ADVISING

Graduate students should contact their department for the office location and hours of their adviser.

GRADUATE CATALOGS

Visit the graduate web site: www.oakland.edu/grad or contact Graduate Admissions at (248)370-3167.

FINANCIAL AID

FINANCIAL AID

The Financial Aid Office (Student Financial Services) which includes financial aid, student employment and student account/billing inquiries is open from 8 a.m. to 5 p.m. Monday through Friday. The office is closed during holidays and holiday breaks. The office can be contacted in the following ways:

Address: 2200 North Squirrel Rd, 120 North Foundation Hall,
Rochester, MI 48309-4481
Telephone: 248-370-2550
E-mail: finaid@oakland.edu
Web: www.oakland.edu/financialaid

Oakland University is committed to making a college education possible for all students. The purpose of the financial aid and student employment programs at Oakland University is to help students and their families acquire financial resources to assist with educational expenses. A variety of programs are available through Oakland, federal, state, local and private sources. Complete information concerning grants, scholarships, loans and student employment is available on the Oakland University web site at www.oakland.edu/financialaid. The web site also offers access to financial aid, student employment and financial forms.

Admission to an eligible Oakland University degree or certificate program of study is required to be considered for grants, scholarships, loans and student employment. All OU degree programs, a few certificate programs (including teacher certification) and non-degree preparatory coursework qualify for financial aid. Guest students, endorsements, second majors, professional development, self-enrichment programs, continuing education, competency exams, audit courses, etc. do not qualify for financial aid.

Students are provided with an Oakland University e-mail address when admitted to the University. Financial aid information is communicated to students through their Oakland University e-mail address. Student financial aid status and awards are updated regularly and available on the SAIL web site. It is important for admitted students to activate and access their Oakland University email and SAIL accounts on a regular basis.

To be considered for federal, state or need-based financial aid, the Free Application for Federal Student Aid (FAFSA) for the 2008-2009 school year must be completed. Additional financial aid programs may also rely on the FAFSA application. It is recommended that the FAFSA be completed over the Internet at www.fafsa.ed.gov. To maximize a financial aid award package, students are encouraged to complete the FAFSA as soon as possible after January 1 for the upcoming academic year. Include Oakland University's federal school code of 002307 on the FAFSA. Only one FAFSA application is needed each academic year to cover the fall, winter and summer semesters. The FAFSA federal processing center must receive the FAFSA no later than June 30, 2009 and Oakland University must receive a correct, complete FAFSA with an official expected family contribution (EFC) from the FAFSA federal processing center by the student's last day of enrollment in the 2008-2009 school year. In addition, the Financial Aid Office needs adequate processing time. If a student provides an e-mail address on the FAFSA, it is important to keep the e-mail address updated with the FAFSA federal processing center. Keep in mind that if the e-mail address on FAFSA is different than the Oakland e-mail address, Oakland will communicate with you through the Oakland e-mail address and the FAFSA federal processing center will communicate with you through the e-mail address on the FAFSA.

Students interested in receiving financial aid for the Summer 2009 semester will need to complete a Summer 2009 Financial Aid Application form in addition to the FAFSA. The Summer 2009 Financial Aid Application will be available in January 2009 at www.oakland.edu/financialaid under Forms. Application deadline dates and eligibility information for Summer 2009 will be available on the form. Eligibility for federal awards will be assessed when the application is received by the Financial Aid Office. Many students obtain a private education loan for summer. Information and application information for private education loans are available on the Financial Aid web site.

The Financial Aid Office begins to send financial aid award notifications in March for the fall and winter semesters and in February for the summer semester. Financial Aid awards and adjustments continue as needed as subsequent funding and information become available. Financial aid notifications provide information concerning the amount and type of financial aid you are eligible to receive.

The Financial Aid Office might need additional information or documentation from students to support the financial aid application. E-mail messages are sent advising students to review SAIL to obtain information concerning the status of the financial aid package. It is important for students to respond to any request promptly and include the student name and student number on all documentation submitted to the Financial Aid Office. Delays in providing information and documentation may affect the financial aid award package and/or the transfer of funds to the student account.

Financial Aid awards are divided between fall and winter semesters. Initial awards are based on full-time enrollment. After the last day to drop a course with a 100% refund, financial aid is adjusted to reflect the actual enrollment status. Student planning to not enroll full time can notify the Financial Aid Office prior to the start of the semester by completing a Revision Form available on the financial aid website at www.oakland.edu/financialaid. The Revision Form can also be used to reduce and decline awards. Financial Aid awards are based on enrollment at Oakland University. Federal and state financial aid cannot be received at two schools during the same enrollment period. (Students admitted to the Macomb 2 Oakland program can receive federal awards based on the combined enrollment at Macomb Community College and Oakland University.)

Summer 2009 financial aid awards are based on the expected enrollment reported on your Summer 2009 Financial Aid Application and applicable federal, state and institutional regulations and guidelines. If the enrollment status is blank, the expected enrollment status is full time. Financial aid is adjusted to reflect the actual enrollment status at the conclusion of the summer semester. Anticipated changes in expected enrollment status can be made prior to the start of the semester by completing a Revision Form available on the financial aid web site.

Enrollment status for undergraduate students:

	Fall Credits	Winter Credits	Summer Credits
Full-time	12+	12+	12+
Half-time	6-11	6-11	6-11
Less than half-time	1-5	1-5	1-5

Enrollment status for graduate students:

	Fall Credits	Winter Credits	Summer Credits
Full-time	8+	8+	8+
Half-time	4-7	4-7	4-7
Less than half-time	1-3	1-3	1-3

Students are required to meet the requirements of the financial aid Satisfactory Academic Progress Policy (SAP) to be eligible for federal, state and institutional financial aid. The SAP policy is available on the Financial Aid web site at www.oakland.edu/financialaid.

Students are encouraged to seek financial aid resources from private sources. The student should notify the Financial Aid Office in writing if an external scholarship is expected so that aid adjustments can be made as soon as possible. When the awarding organization provides the funds to the student, the student should send the funds to: Oakland University, Financial Aid Office, 2200 North Squirrel Rd, 120 North Foundation Hall, Rochester, MI 48309-4481. Include the student name and student number with the funds. If a check is co-payable to the student and Oakland University, it is important for the student to endorse the check. Scholarships from private sources are not eligible to utilize electronic payment through eBill. The scholarship will be applied to the student account and university charges. If the student has leftover funds, a refund will be sent to the student shortly after the earlier of financial aid disbursement date or within 2 weeks after receipt of the check. Although federal regulations and University policies consider private scholarships as financial aid resources when determining eligibility for need-based financial aid and meeting the cost of attendance, they improve the overall financial aid package.

Billing notifications are sent to students to their Oakland University e-mail address. Students can view their current account status and pay their bill by accessing eBill at <https://ebill.oakland.edu>. Monthly billing notifications are sent as charges are incurred. Grants, scholarships and loans are reflected on the bill and deducted from any University charges provided all financial aid requirements are met. If a bill has an amount due, it is important for the student to pay the bill by the due date on the billing notification. If there is an amount due and financial aid is expected to pay the bill but financial aid is not reflected on the bill, the student must pay the bill by the due date. If financial aid disburses to the student account after the bill has been paid, the student (or parent in the case of a parent PLUS loan) will receive a refund. Common reasons why financial aid is not on the billing notification are: did not yet apply for financial aid, recently applied for financial aid, did not complete financial aid requirements, recently submitted requested documentation, financial aid did not fully cover the bill and an awarding organization has not sent the funds. A 1.5% monthly late charge is assessed on any unpaid balance. Late charges are not waived based on pending financial aid.

STUDENT EMPLOYMENT

Student employment provides on-campus jobs for undergraduate and graduate degree seeking students enrolled at OU at least half-time; a few off-campus jobs are also available. Three types of student employment are available at OU: Federal Work Study, Michigan Work Study, and regular student employment. Students are paid every two weeks and are responsible for using the earnings to help pay their educational expenses.

During the Fall/Winter semesters students can work up to 20 hours per week. During Fall/Winter semester breaks (December to January semester break, Winter Recess) and the Summer semester, students may work up to 40 hours per week. While a student does not have to be enrolled for Summer semester in order to work a regular student employment position, they are:

- Required to be enrolled at least half-time in the preceding winter semester
- Have not completed graduation requirements
- Enrolled at least half-time for the upcoming Fall semester

Federal and Michigan Work Study funds are not available during the Summer semester. Only regular student employment positions are available during this time period (Summer).

Federal College Work Study

Provides jobs for students who demonstrate financial need. The FAFSA is required.

Michigan Work Study

Provides jobs for students who demonstrate financial need and are Michigan residents. The FAFSA is required.

Regular Student Employment

Allows on-campus employment for students who do not qualify for Federal Work Study or Michigan Work Study. The FAFSA is not required.

Registering for Student Employment

If you are interested in student employment, register with Student Financial Services by completing the following applicable forms (available on the Oakland University web site at www.oakland.edu/financialaid under forms).

- If you never worked on campus, complete an Employment Eligibility Verification (I-9), form W4 Employee's Federal Withholding Allowance Certificate, a MI W4 Employee's Michigan Withholding Exemption Certificate and submit your original Social Security Administration card to be photocopied.
- If you worked on campus and have secured an on-campus job, your employer will need to submit notification of their intent to employ you.
- Fall/Winter and Summer are separate award periods and will require complete rehiring forms.

The Employment Eligibility Verification (I-9) form must be presented to Student Financial Services with the required original documentation. Copies of documents cannot be accepted.

Payroll Direct Deposit

Direct deposit of payroll from student employment is available. The University will deposit your paycheck electronically into an account at any financial institution within the U.S. You will be able to retrieve a copy of your pay stub by accessing the Employee Services site on the Oakland University SAIL web page. To sign up for direct deposit, use the authorization at www.oakland.edu/financialaid under forms. Return direct deposit forms to Payroll Services, 121 West Vandenberg Hall.

Student Employment Placement

The OUCareerLink is web-based software where you can search all forms of employment in one convenient location online at www.OUCareerLink.com. To use this website as a student, you must first register for a user account. To create an account, register online at www.OUCareerLink.com. Click on the "Students and Alumni" link. Fill out the profile form creating your own username and password. Descriptions of the positions and information on how to apply for the jobs are on the web site. Students cannot begin working until Student Financial Services sends an authorization to the hiring department. The hiring department will notify the student when work can begin.

Additional student employment information is available on the Financial Aid web site at www.oakland.edu/financialaid and through Student Financial Services. The office is open 8 a.m. to 5 p.m. Monday through Friday. The office is closed during holidays and holiday breaks. The office can be reached in the following ways:

Address: 120 North Foundation Hall, Rochester, MI 48309-4481
Telephone: 248-370-2550
Web: www.oakland.edu/financialaid

FINANCIAL AID DISBURSEMENT POLICY

Financial aid funds are paid each semester by crediting the student account (excluding non-disbursable financial aid such as work study) 10 days before the first date of the semester provided all financial aid requirements are met. For students enrolled in a combination of sessions (i.e. 2 week, 4 week, 7 week, etc.) financial aid funds will not pay to the student account until the student reaches the appropriate enrollment status (usually full time). Financial aid may be based on the number of registered credits and/or on campus housing status at the time of the disbursement. Financial aid disbursements can be viewed on SAIL.

Financial aid requirements must be met to receive a disbursement. Requirements include:

- Submit all requests for additional information
- Enrollment in the appropriate number of credits to receive awards (usually full-time) on the disbursement date
- Satisfy financial aid requirements and fulfill on campus housing status requirements (if applicable)
- Complete/sign all applicable promissory notes

If financial aid requirements are met after the date financial aid is scheduled to pay, financial aid will disburse within 2 weeks after satisfying requirements.

If a student receives a financial aid disbursement and refund and drops classes or drops below the eligibility for financial aid before the first date of the semester/term, financial aid will be canceled and the student will be required to return any funds that had been refunded.

Financial aid (including scholarships, grants and awards) is finalized based on the number of registered credits on the last day to drop and/or withdraw from a class with a 100% tuition refund. Credits added after that day are considered for student loans only. If a financial aid disbursement occurred and a class is dropped between the disbursement date and the last date to drop a class with a 100% refund, the financial aid might be reduced. Loans disburse based on the number of registered credits at the time of disbursement.

If financial aid exceeds current year charges of tuition and on-campus housing, the student (or parent in the case of a parent PLUS loan) will receive a refund to pay other educationally related expenses. Refunds are sent within 14 days after the date financial aid was disbursed to the student account. Direct deposit is available for student account refunds at www.oakland.edu/financialaid. If a refund is issued while a student has unpaid charges on the account, a hold will be placed on the account that will prevent registration, transcripts, diplomas and other statements of records. If any charges are incurred on the account after financial aid has been refunded, it is the student's responsibility to pay the additional charges.

If the student is planning to purchase books with a refund, it is important for the student to expect a refund after all financial aid requirements have been met, funds disburse and institutional tuition and on-campus housing charges have been paid. A refund can be used to purchase books through any source and to pay any other educational expenses.

Billing notifications are sent to students to their Oakland University e-mail address. Students can view their current account status and pay their bill by accessing eBill at <https://ebill.oakland.edu>. Monthly billing notifications are sent as charges are incurred. Grants, scholarships and loans are reflected on the bill and deducted from any University charges provided all financial aid requirements are met. If a bill has an amount due, it is important for the student to pay the bill by the due date on the billing notification. If there is an amount due and financial aid is expected to pay the bill but financial aid is not reflected on the bill, the student must pay the bill by the due date. If financial aid disburses to the student account after the bill has been paid, the student (or parent in the case of a parent PLUS loan) will receive a refund. Common reasons why financial aid is not on the billing notification are: did not yet apply for financial aid, recently applied for financial aid, did not complete financial aid requirements, recently submitted requested documentation, financial aid did not fully cover the bill and an awarding organization has not sent the funds. A 1.5% monthly late charge is assessed on any unpaid balance. Late charges are not waived based on pending financial aid.

FEDERAL FINANCIAL AID RECIPIENTS: RETURN OF FEDERAL TITLE IV FINANCIAL AID

When an eligible federal Title IV financial aid student withdraws (officially or unofficially) from all classes before 60% of the semester is complete during an enrollment period in which attendance has begun, federal regulations require Oakland University to determine the amount of financial aid earned. A student is only eligible to retain the percent of Title IV aid earned that is equal to the percentage of the enrollment period that was completed by the student. For students enrolled solely in courses that are less than the 15 week full semester, the enrollment period is adjusted to reflect the length of the courses. The unearned Title IV aid must then be returned to the appropriate federal aid program(s) which may result in the student owing financial aid funds to the University, the federal government, or both. If more than 60% of the enrollment period has been completed by the student, none of the Title IV aid needs to be returned.

Federal Title IV financial aid funds include: TEACH, Federal SEOG, Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) Grant, Federal Perkins Loan, and Federal Direct Subsidized, Direct Unsubsidized and Direct PLUS (Parent or Graduate) Loans.

The following steps determine the amount of federal Title IV financial aid a student has earned up to the time of withdrawal and the amount that is unearned and needs to be returned:

1. **Calculate the percent of the enrollment period completed by the student.** Divide the number of calendar days the student attended* by the number of calendar days in the enrollment period (less any scheduled breaks of 5 days or more). If the calculated percent exceeds 60%, the student has earned all Title IV aid for the enrollment period.
2. **Calculate the amount of earned Title IV aid.** Multiply the percent of the enrollment period completed by the total Title IV aid disbursed or could have disbursed according to late disbursement rules.
3. **Calculate the amount of unearned Title IV aid.** Subtract the amount of earned Title IV aid from the total amount of federal aid disbursed. The difference must be returned to the appropriate Title IV program by the University or by the student.

* If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course during the enrollment period, grade reports from the class professor will verify the last date of attendance. If a professor does not have a record of class attendance, the midpoint of the semester will be used to calculate the percent of the enrollment period.

Oakland University notifies students with details of their earned and unearned federal Title IV financial aid. Students are provided with instructions related to repaying the funds to the University or to the federal government. In some instances a late disbursement of earned Title IV aid can be made to the student.

Funds returned (by the University and/or the student or parent) must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Graduate Loan
5. Federal Direct PLUS (Parent) Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant (ACG)
8. National Science and Mathematics Access to Retain Talent Grant (SMART)
9. Federal Supplemental Educational Opportunity Grant (SEOG)
10. Teacher Education Assistance for College and Higher Education Grant (TEACH)

Unearned loan funds owed to the federal government are repaid according to the terms of the loan promissory note. Grant funds are owed directly to the federal government. The student is required to repay only 50% of the grant overpayment. If the student does not repay a federal grant, the student is not eligible for federal Title IV funds at any school until the overpayment is paid. The student may also owe funds to Oakland University.

Official withdrawal procedures are available on the Office of the Registrar web site at www.oakland.edu/registrar.

Withdrawing from classes may impact the receipt of future financial aid. Students should be familiar with the Financial Aid Satisfactory Academic Progress Policy which is available on the Financial Aid website at www.oakland.edu/financialaid.

Students are strongly encouraged to contact the OU Financial Aid Office prior to withdrawing from classes to obtain information on the effects of withdrawing. Many times a withdrawal requires a student to refund Oakland University and/or the federal government a large portion of the financial aid that had been disbursed. Examples of the federal financial aid refund policy are available in the Financial Aid Office.

Example of a return of federal Title IV financial aid funds calculation:

\$2,026	Institutional charges
\$1,000	Federal Subsidized Direct Loan
<u>800</u>	Federal Pell Grant
\$1,800	Total Federal Title IV aid disbursed
<u>-\$2,026</u>	Institutional charges
\$ 226	Institutional charges owed and paid by the student

Student withdrew on 38th day of 107 day enrollment period

38/107 = 35.5% Percent earned
 100% - 35.5% = 64.5% Percent unearned

Amount of Title IV aid unearned = \$1,800 x 64.5% = \$1,161.00. **This aid must be taken away from the student's account.**

Adjustment to financial aid on the student account

\$1,000	returned to the Federal Subsidized Direct Loan program by OU
\$ 161	returned to the Federal Pell Grant program by OU

End result of withdrawing

\$1,161 unearned aid that was reversed off of the student account; student owes this amount to OU and will be billed; a hold will be placed on the student record preventing future registration, graduation and transcripts.

ADVISING

DEPARTMENT LOCATIONS FOR ADVISING
 THE FOLLOWING ACADEMIC UNIT LOCATIONS AND PHONE NUMBERS ARE INCLUDED TO ASSIST YOU IN CONTACTING ACADEMIC ADVISERS:

UNDERGRADUATE

Advising Resource Cntr	121 N. Foundation Hall (248)	370-3227
Anthropology	518 Varner Hall	2420
Applied Health Sciences	317 Hannah Hall	2369
Art & Art History	318 Wilson Hall	3388
Arts & Sciences Advising	221 Varner Hall	4567
Bach. of Integrative Studies	520 O'Dowd Hall	3229
Biochemistry	201 Sci & Engr Bldg	2347
Biological Sciences	375 Dodge Hall	3560
Business Administration	238 Elliott Hall	3285
Chemistry	347 Hannah Hall	2883
Clinical Laboratory Sciences	317 Hannah Hall	2369
Communication	316 Wilson Hall	4121
Computer Science	159A Dodge Hall	2201
Criminal Justice	518 Varner Hall	2420
Cytotechnology	317 Hannah Hall	2369
Economics, B.A.	221 Varner Hall	4567
Economics, B.S.	238 Elliott Hall	3283
Elementary Education	363 Pawley Hall	4182
Engineering	159A Dodge Hall	2201
English	506 O'Dowd Hall	2250
Environmental Science	289 Sci & Engr Bldg	2092
Exercise Science	317 Hannah Hall	2369
Health Information Tech	317 Hannah Hall	2369
Health Sciences	317 Hannah Hall	2369
History	372 O'Dowd Hall	3510
Histotechnology	317 Hannah Hall	2369
Honors College	112 Vandenberg Hall	4450

Human Resource Dev	430A Pawley Hall	3066
Information Technology	159A Dodge Hall	2201
Integrative Holistic Medicine	317 Hannah Hall	2369
International Relations	428 Varner Hall	4907
International Studies	527 Varner Hall	2423
Journalism	316 Wilson Hall	4121
Linguistics	320 O'Dowd Hall	2175
Mathematics & Statistics	368 Sci & Engr Bldg	3430
Medical Assistant Studies	317 Hannah Hall	2369
Medical Laboratory Science	317 Hannah Hall	2369
Medical Physics	190 Sci & Engr Bldg	3416
Modern Languages	418 Wilson Hall	2060
Music/Theatre/Dance	221 Varner Hall	4567
Nuclear Medicine Tech	317 Hannah Hall	2369
Nursing	444 O'Dowd Hall	4253
Occupational Safety & Health	317 Hannah Hall	2369
Occupational Therapy Asst	317 Hannah Hall	2369
Philosophy	341 O'Dowd Hall	3390
Physical Therapy	317 Hannah Hall	2369
Physical Therapy Asst	317 Hannah Hall	2369
Physics	190 Sci & Engr Bldg	3416
Political Science	418 Varner Hall	2352
Pre-Dental Concentration	350 Dodge Hall	3581
Pre-Health Prof Studies	317 Hannah Hall	2369
Pre-Law	221 Varner Hall	4567
Pre-Medical Concentration	350 Dodge Hall	3581
Pre-Optometry Concentration	350 Dodge Hall	3581
Pre-Pharmacy	317 Hannah Hall	2369
Pre-Physical Therapy	317 Hannah Hall	2369
Pre-Veterinary Medicine	350 Dodge Hall	3581
Psychology	130 Pryale Hall	2300
Public Administration	418 Varner Hall	2375
Radiation Therapy	317 Hannah Hall	2369
Radiologic Technology	317 Hannah Hall	2369
Religious Studies	518 Varner Hall	2420
Respiratory Therapy	317 Hannah Hall	2369
Secondary Education	221 Varner Hall	4567
Social Work (BSW)	518 Varner Hall	2420
Sociology	518 Varner Hall	2420
Studio Art	318 Wilson Hall	3388
Surgical Technology	317 Hannah Hall	2369
Wellness Hlth Prom Inj Prevent	317 Hannah Hall	2369
Women and Gender Studies	521 Varner Hall	2575
Writing and Rhetoric	378 O'Dowd Hall	4130

AUDITING

A student who wishes to audit a class must obtain written permission from the instructor on an audit form. Audit forms can be downloaded from the Registrar Office homepage under Registration at: www2.oakland.edu/registrar. The audit form must be turned into the Registration Office by the end of Late Registration. See current *Undergraduate Catalog* for additional information.

CATALOGS

Current Graduate Catalogs are available in Graduate Admissions, 160 North Foundation, (248) 370-3167 or visit the graduate web site at www.oakland.edu/grad.

Current Undergraduate Catalogs are available in the Office of Undergraduate Admissions, 101 North Foundation, (248) 370-3360 or on the web at: <http://www2.oakland.edu/catalog/undergrad/index.cfm>

CHANGE OF MAJOR

Undergraduates who wish to change their major should complete a Change of Major form and obtain the signature of the adviser in the new department. These forms are available at the academic advising offices. Some academic majors have specific requirements that must be met before "major standing" can be granted. Students should consult the university catalog and their academic adviser about major requirements.

Students wishing to complete requirements for more than one major should complete the Request to Add Additional Major form and submit it to the appropriate department. These forms are available at the academic advising offices.

Undergraduate students who have questions regarding the change of major process should be referred to the appropriate advising office.

Graduate advising is provided by faculty in the departments.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1974, Oakland University gives notice, through the [Schedule of Classes](#) and the web at www.oakland.edu/registrar, that it may release certain data about individual students as directory information. Directory information may be released without a student's permission. Oakland University considers the following items to be directory information:

Name
Addresses (excluding OU NetID addresses)
Telephone number
Degrees, honors and awards received, including scholarships and eligibility for inclusion in national honor societies
Degrees for which the student has applied
Major field of study
Enrollment status
Dates of attendance
Class code
Most recent educational agency or institution attended
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Photographic and electronic images
Date and place of birth

Students who do not want directory information to appear on the Oakland University web site can restrict release of such data by doing the following:

Login to SAIL
Click on Login to Secure Area
Complete the User Login
Select Personal Information
Select Directory Profile
De-select the Display in Directory option for items you do not wish to appear in the web directory

Students who do not want directory information released in any form must notify the Office of the Registrar in writing and provide photo identification. Forms for this purpose are available in 101A O'Dowd Hall. Upon receipt of the completed form or a letter, all student information will be withheld until the student requests in writing that confidentiality be removed from their record. Requests for privacy including photo identification may also be faxed to the Registrar at (248) 370-3461. Students who wish clarification of their rights under the act may contact the Dean of Students in 144 Oakland Center or by phone at (248) 370-3352, or at www2.oakland.edu/deanofstudents/handbook/.

GENERAL EDUCATION REQUIREMENTS

Change in General Education

Oakland University general education requirements have changed. **All students entering Oakland University in the Fall of 2008 or later must follow the new general education requirements.**

Requirements for students entering the University prior to Fall 2008 depend on when you entered the University and your status as a student:

- **All students (freshmen or transfers) who entered the University prior to Fall of 2005** may continue to follow the general education requirements described in the Undergraduate Catalog under which they entered; however, graduation must occur before the catalog expires (**6 years after the date of issue**). If you do not have a copy of your catalog, you should consult your adviser. Copies of several previous years' catalogs are available online through the Oakland University web site.
- **Freshmen students entering Oakland University in the Fall of 2005 or later** must graduate under the new general education requirements listed below and in the Undergraduate Catalog under which you entered.
- **Transfer students entering Oakland University between Fall 2005 and Summer 2008** may graduate under general education requirements listed in the 2004-2005 Undergraduate Catalog; however, graduation must occur no later than Summer 2011 when the 2004-2005 catalog expires. The 2004-2005 Undergraduate Catalog is available online through the Oakland University web site. Transfer students who have additional questions should consult their advisers.
- **Transfer students who enter Oakland University Fall 2008 or later** must graduate under the new general education requirements listed below and in the Undergraduate Catalog under which you entered.

Students pursuing degrees in the College of Arts and Sciences should consult the College of Arts and Sciences Distribution Requirements listed in the Undergraduate Catalog for information about additional requirements.

New General Education Requirements

All students are required to complete at least 40 credits in General Education with one course of at least 3 credits taken in each of ten knowledge areas. The knowledge areas and approved courses are listed below. In addition, each undergraduate student must complete four additional General Education requirements. These four requirements can be met with approved courses that can double count in the student's major or in another General Education area. These requirements include: writing intensive course in general education (note: transfer students are exempt from the writing intensive in general education requirement), writing intensive course in the major, diversity course, and capstone. Please consult the Undergraduate Catalog or your adviser for listings of approved courses to meet these four requirements.

No course can be used to satisfy more than one of the ten knowledge areas.

Foundations Knowledge Areas

1. Writing Foundations

WRT 160

2. Formal Reasoning

CIT 120, CIT 122, CIT 130, CSE 120, CSE 130, LIN 180, LIN 183, LIN 184, MTH 118, MTH 121, MTH 122, MTH 154, PHL 102, PHL 107, STA 225, STA 226

Exploration Knowledge Areas

3. Arts

AH 100, AH 101, AH 104, CIN 150, DAN 173, DAN 175, MUS 100, MUS 131, MUS 200, MUS 236, MUS 334, MUS 336, MUS 338, SA 100, THA 100, THA 301, THA 302

4. Foreign Language & Culture*

*Students may meet this requirement by completing any of the courses listed below or by passing a competency exam in another language for which no regular course sequence exists at OU or by completing a 4-credit foreign language course numbered 115 or higher (or its equivalent).

ALS 176, ARB 114, CHE 114, FRH 114, FRH 119, GRM 114, IT 114, JPN 114, LIN 181, LTN 114, ML 191, SPN 114

5. Global Perspective

AN 102, AN 200, GEO 200, IS 200, IS 210, IS 220, IS 230, IS 240, IS 250, IS 260, IS 270, MGT 110, MUS 236, PS 114, REL 101, REL 102, REL 150

6. Literature

ENG 100, ENG 105, ENG 111, ENG 112, ENG 224, ENG 241, ENG 250, ENG 303, ENG 305, ENG 306, ENG 312, LIT 100, LIT 181, LIT 182, REL 311

7. Natural Science and Technology

BIO 104, BIO 110, BIO 111, BIO 113, BIO 300, CHM 104, CHM 157, CHM 167, CHM 300, ENV 308, GEO 106, HS 201, LIN 182, PHY 101, PHY 104, PHY 105, PHY 106, PHY 115, PHY 120, PHY 151, SCI 100

8. Social Science

AN 101, AN 102, AN 300, COM 287, ECN 150, ECN 200, ECN 210, HS 302, PS 100, PS 114, PS 131, PS 312, PSY 100, PSY 130, SOC 100, SOC 206, WGS 200

9. Western Civilization

AN 300, HST 101, HST 102, HST 114, HST 115, HST 292, MGT 235, PHL 101, PHL 103, PS 377

Integration Knowledge Areas

10. Knowledge Applications

Students must have already met the Foundations or Explorations area requirement indicated next to each course.

AH 310, AH 312, AH 314, AMS 300, AN 331, AN 385, APM 163, CIT 220, CIT 222, CIT 251, CSE 220, CSE 251, ECN 303, ENG 309, ENG 310, ENG 342, ENV 354, FRH 214, FRH 215, GRM 214, GRM 215, HRD 304, HRD 307, HRD 323, HRD 351, ISE 150, ISE 310, MTH 155, NRS 304, PHL 204, PHL 205, PHL 206, PHY 102, PHY 152, PS 354, PSY 225, QMM 240, QMM 241, QMM 250, REL 301, WRT 320, WRT 335, WRT 341, WRT 342, WRT 364, WRT 380, WRT 382, WRT 460, WRT 491, SA 102, SA 104, SOC 331, SPN 214, SPN 215, WHP 300, WHP 305, WHP 310, WHP 315, WGS 300, WGS 385

Writing Intensive

Students are required to take one writing intensive general education course and one writing intensive course in the major. In cases where a course can meet either requirement, students may choose either general education or the major but not both. A grade of 2.0 in the Writing Foundations course is a prerequisite to enrolling in both a General Education Writing Intensive course and a Writing Intensive in the Major course.

General Education Writing Intensive

AH 495-496, BIO 300, CHM 300, COM 330, COM 385, COM 399, COM 411, EED 420, ENG 305, ENV 354, EXS 350, JRN 200, LIN 470, MGT 110, MGT 435, PHL 204, PHL 205, PHL 206, PS 354, PSY 311, PSY 316, PSY 317, PSY 318, PSY 319, PSY 321, PSY 322, PSY 323, PSY 327, PSY 330, PSY 333, PSY 337, PSY 338, PSY 339, PSY 341, PSY 342, PSY 343, PSY 344, PSY 358, PSY 381, REL 311, THA 301, THA 302, WHP 300, WHP 305, WHP 310, WHP 315, WRT 320, WRT 330, WRT 335, WRT 341, WRT 342, WRT 364, WRT 380, WRT 382, WRT 460, WRT 491

Writing Intensive in the Major

AH 200, AH 495-496, AHS 450, ALS 335, AN 470, BCM 457, BIO 300, BIO 405, BIO 495, CHM 300, CHM 348, CHM 457, CIT 480, COM 330, COM 385, CSE 480, DAN 380, ECE 491, ECN 409, ECN 418, ECN 421, ECN 456, EED 310, EED 311, EED 420, ENG 400, ENG 401, ENG 420, ENG 451, ENG 452, ENG 453, ENG 465, ENG 490, ENV 354, ENV 446, ENV 470, EXS 350, FRH 318, GRM 318, GRM 408, HS 402, HS 450, HST 300, ISE 491, JRN 200, LIN 470, ME 492, MGT 435, MLS 450, MUS 331, MUS 332, MUS 430, MUS 431, NRS 280, NRS 452, OSH 446, PHL 204, PHL 205, PHL 206, PHY 400, PHY 490, PS 337, PS 350, PS 354, PS 371, PS 372, PS 373, PS 374, PSY 311, PSY 316, PSY 317, PSY 318, PSY 319, PSY 321, PSY 322, PSY 323, PSY 327, PSY 330, PSY 333, PSY 337, PSY 338, PSY 339, PSY 341, PSY 342, PSY 343, PSY 344, PSY 358, PSY 370, PSY 381, SA 200, SED 300, SED 301, SOC 400, SPN 408, SPN 416, SPN 417, SPN 488, SPN 489, THA 301, THA 302, WHP 300, WHP 305, WHP 310, WHP 315, WGS 405, WRT 320, WRT 330, WRT 341, WRT 342, WRT 364, WRT 380, WRT 460, WRT 491

U.S. Diversity

ALS 374, AMS 300, AN 331, AN 374, AN 381, AN 385, CIN 150, COM 330, COM 385, DAN 175, ECN 315, EED 420, ENG 112, ENG 341, ENG 342, HRD 367, HS 302, HST 114, HST 115, HST 292, HST 318, HST 319, HST 322, HST 361, HST 362, MUS 200, MUS 336, MUS 338, NRS 280, NRS 302, NRS 304, NRS 450, PS 100, PS 312, SOC 100, SOC 331, WHP 370, WGS 200, WGS 300, WGS 322, WGS 361, WGS 362, WGS 385, WRT 330, WRT 364

GRADUATION

Students must apply to graduate by submitting an Application for Degree online. Students should apply to graduate for the term they will complete requirements. Application deadlines are listed below. An audit is conducted, approvals are obtained from the academic units, and a final graduation list is produced approximately six weeks after the last day of final exams for that semester or session. Diplomas are mailed to the address the student provided on the Application for Degree.

Commencement is held twice each year. Students who graduate in April and June are invited to the May ceremony. Students who graduate in August and December are invited to the December ceremony. Commencement information is at <http://www2.oakland.edu/provost/newcommencement/pages/index.cfm>.

Application for an **UNDERGRADUATE** degree can be filed online at https://www2.oakland.edu/grad/web/secure/app4ug/app_grad.cfm.

Application for a **GRADUATE** degree can be filed online at https://www2.oakland.edu/grad/web/secure/app4deg/app_grad.cfm.

Application for Degree Deadlines:

Graduation Date	Deadline	Ceremony
April	Last Friday in January	May
June	Last Friday in January	May
August	Last Friday in June	December
December	Last Friday in September	December

Graduate students receiving degrees at the master's level or above should apply for degree one semester or session **prior** to the semester or session of intended graduation.

MOODLE

Oakland University uses learning management software, such as Moodle and Elluminate, in traditional courses, completely online and partially online courses. Faculty use online software to e-mail students, post information, create discussion boards, post grades and other activities. To access Moodle, use your OU NetID address at: <https://moodle.oakland.edu>. Full instructions can be found at: <http://www2.oakland.edu/elis>.

NetID

Oakland University NetID is the official method of communication for students. Instead of sending information through the U.S. Postal Service, Oakland University will e-mail information and direct links to secured web sites to students via their official OU NetID address, including grades availability, tuition and charge bills, financial aid, schedule of classes and graduation information.

This information is important to maintaining a student's relationship with the university. The university will hold students accountable for the information sent via e-mail. Therefore, students should check their OU NetID account regularly – at least twice each week. For more information about this and for links to instructions about activating and accessing your OU NetID account, visit <http://www2.oakland.edu/uts/gmail.cfm>

OAKLAND UNIVERSITY POLICE - (248) 370-3331

The Oakland University Police Department (OUPD) is a full-service law enforcement agency, providing police and safety services to the university community. The department operates on a 365-days-a-year, 24-hours-a-day basis, to respond to all emergency and service needs of the community. The Police Department consists of 21 sworn law enforcement officers, supplemented by uniformed student cadets to enhance crime prevention activities. The primary charge of the Police Department is to deter crime within the university, thereby providing a safe and pleasant environment for students, faculty, staff and guests. To request routine services from the department, please dial 3331 (on campus). In the event of a police/fire/medical emergency, dial 911. (TTY) - (248) 370-3337.

Campus Safety and Security Act information and statistics can be found on the OUPD web site: www.police.oakland.edu.

OFFICE OF DISABILITY SUPPORT SERVICES

Advocacy and support services are provided through the Office of Disability Support Services located in 121 North Foundation Hall. Services include, but are not limited to, priority registration, assistance in identifying volunteer note-takers, special testing arrangements, coordination of sign language interpreter services, readers, scribes, assistive technology training, referral services to off-campus agencies and assistance with general needs and/or concerns. Students must meet with the director to determine eligibility for services. It is recommended that an appointment be scheduled 6 weeks before the semester begins. For additional information, contact the office at (248) 370-3266 (voice) or (248) 370-3268 (TDD).

In addition, The Office of University Diversity and Compliance is available to assist students with ADA questions. The office is located in 203 Wilson Hall. The phone number is 248-370-3496.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The International Students and Scholars Office (ISSO) serves international students and scholars, primarily those who hold F-1 and J-1 visas. The ISSO is located in 157 North Foundation Hall. Services include: document preparation assistance for U.S. Citizenship and Immigration Services (USCIS), for sponsoring agencies, and for home country governments; insurance coverage; university orientation; cultural adjustment resources; cross-cultural programs. **International scholars** are required by law to meet with an international adviser upon arrival to Oakland University. **International students arriving fall and winter semesters** must attend International Orientation prior to registration. **International students arriving summer semester** are required by law to meet with an international advisor prior to registration. Contact the ISSO for an appointment at (248) 370-3358.

PAYMENT RECEIPTS

Payments made on eBill will receive e-mail confirmation. Receipts for mailed payments will not be issued. When payment is made at the Cashier's Office, a computer-generated receipt will be provided. Students are urged to retain this receipt.

UNIVERSITY DIVERSITY & COMPLIANCE

Oakland University, as an equal opportunity institution, is committed to compliance with all federal and state laws prohibiting discrimination. Oakland University prohibits discrimination on the basis of race, sex, color, religion, national origin or ancestry, age, height, weight, familial status, marital status, disability, creed, sexual orientation, veteran status and any other protected category in employment, admissions, educational programs and activities. Inquiries or complaints should be addressed to the Director, University Diversity & Compliance, 203 Wilson Hall, Oakland University, Rochester, Michigan 48309-4401 or call (248) 370-3496.

REPEATING COURSES

Students may repeat courses for grade improvement purposes. A maximum of three attempts (two repeats) is allowed. Unless the course is designated as repeatable for credit, the grade earned in a subsequent enrollment will replace the earlier grade regardless of whether the new grade is higher or lower than the previous grade. Only the last grade assigned in a course will be calculated in the grade point average. Students planning to repeat a course should check with their academic adviser. If you are repeating an Oakland University course you must retake it at Oakland University. You can not take an equivalent of the course at a different institution.

STUDENT GRADUATION RATES

In accordance with Section 668.46 of the Student Right to Know Act, Oakland University publishes information regarding the institution's graduation rate. Of the first-time freshman (FTIAC) students who entered Oakland University in the Fall semester of 2001, 44% graduated within six years.

STUDENT IDENTIFICATION CARDS

The ID Card Office is home of the SpiritCard and SpiritCa\$h. The SpiritCard is the official identification card for Oakland University and is available to all students, faculty and staff. Your SpiritCard provides access to your SpiritCa\$h account, library materials, on-campus printing, meal plans, after hour access to C@fé O'Bear's and your residence hall. SpiritCa\$h is an on-campus only pre-paid debit feature that can be used at various campus locations including the OU Bookstore, Pioneer Food Court, CSA Service Window, PrintWise stations and more. There is no charge for the initial card, but there is a replacement charge for lost, stolen, or damaged cards. ID cards may be obtained at the ID Card Office, 112 Oakland Center, (248) 370-2291. A driver's license, state-issued picture ID or passport is required at the time of carding. The office is open Monday, Tuesday, Thursday, Friday, 8:00 a.m. through 5:00 p.m., and Wednesday until 7:00 p.m. during the Fall and Winter semesters when classes are in session. Special extended hours for the first week of Fall and Winter semesters are Monday through Thursday, 8:00 a.m. through 6:30 p.m. The office is open Monday through Friday, 8:00 a.m. through 5:00 p.m. for Summer semester.

The SpiritCard has an additional feature called the SpiritCard PLUS. Oakland University has partnered with Credit Union ONE to offer the SpiritCard PLUS feature which enables your SpiritCard to be used as a MasterCard Debit card and ATM card free of charge wherever MasterCard is accepted and at all Credit Union ONE ATMs. There are 4 Credit Union ONE ATMs on campus, and as part of the Co-Op Network, you can also go to any Credit Union ATM and use it free of charge. To activate the SpiritCard PLUS feature as a student of Oakland University, you would simply open a savings account with a \$5 balance and a totally free checking account. There is no minimum balance requirement or minimum amount needed to open the checking account, though there is a \$1 credit union membership fee. You will get your first box of standard checks for free, have access to free online banking and online bill pay, plus get the added convenience of carrying one card on campus and off.

Your SpiritCard makes it happen!

STUDENT IDENTIFICATION NUMBER - GRIZZLY ID

Oakland University students, faculty, staff and alumni are assigned an OU identification number called a Grizzly ID number. The Grizzly ID number is a system-generated number that includes one letter (G) and eight random-generated numeric characters, which replaces the SSN as the ID number. OU faculty, staff, students and alumni will need the number to access SAIL, eBill and other university systems and services.

You can obtain your Grizzly ID number by following the directions below:

In person by showing picture identification:

- Students in any student services office
- Staff at University Technology Services (220 DHE)
- Faculty in the Office of Academic Affairs (205 WH)
- Alumni should contact the Alumni Relations Office at (248) 370-3700 for assistance

OR by phone or fax once the following information is received via e-mail or fax:

- A written authorization from the student requesting a release of the GID. This authorization must include the student's birth date, telephone number, fax number (if appropriate), date, signature and either a fax or a scan of a picture ID, preferably a driver's license.

OR to reset your pin go to <https://www2.oakland.edu/secure/grizzid/Resetpin/> (you must know your NetID name):

- Step 1:** Enter your Grizzly ID
- Step 2:** Date of birth
- Step 3:** First name, Last name
- Step 4:** Type in security word that is shown on the form
- Step 5:** Submit
- Step 6:** You will be asked to answer your PIN hint question
- Step 7:** Submit
- Step 8:** Enter new pin
- Step 9:** Submit

Technical questions about the Grizzly ID number should be directed to Oakland University's Technology Services Helpdesk, by e-mail at helpdesk@oakland.edu or by calling (248) 370-HELP (4357).

TRANSCRIPT REQUEST

To obtain a copy of your academic record, contact the Academic Records Office by letter or in person. We need your signature authorizing the release of the record.

REQUESTS BY MAIL:

To request a transcript through the mail, write to the Academic Records Office, 102 O'Dowd Hall, Oakland University, Rochester, MI 48309-4490. The following information is required: name (include all names used at OU); student number; last term attended; date graduated (if applicable); level of coursework (graduate, undergraduate, or both); and a complete address to which the transcript should be sent. You can download a **transcript request form** from the registrar's web site at: http://www2.oakland.edu/registrar/files/transcript_request.pdf. Please include your signature as authorization.

IN PERSON REQUESTS:

To request a transcript in person, go to the Academic Records Office, 100 O'Dowd Hall, Window #5 and complete a Transcript Request form.

An unofficial transcript is also available on the web site provided the student has no holds - www.oakland.edu/registrar/transcripts.cfm

Official Transcripts will not be issued for students who have delinquent indebtedness to the university or who are delinquent in repaying National Direct Student Loans (NDSL), Nursing Student Loans (NSL), or Guaranteed Student Loans (GSL).

When requesting Continuing Education program transcripts, please include the name of the program attended.

VETERANS' CERTIFICATION

Students receiving VA education benefits must complete a request for enrollment certification with the Office of the Registrar at the beginning of each semester. Students must have all eligibility documents on file with that office as well as an academic plan of work. Students receiving benefits must report promptly all changes in enrollment. Students on probation for two consecutive terms cannot be certified for benefits. For further information, please contact the certification official at the Registrar's Office, 101A O'Dowd Hall, (248) 370-4010.

NOTES

COLLEGE OF ARTS AND SCIENCES

MATHEMATICS AND STATISTICS

1. PREREQUISITES ARE STRICTLY ENFORCED. STUDENTS WHO DO NOT MEET THE PREREQUISITES—EITHER BY SUCCESSFULLY COMPLETING THE PREREQUISITE COURSES (OR THEIR EQUIVALENTS AT ANOTHER COLLEGE, COMMUNITY COLLEGE, OR UNIVERSITY) OR BY PLACING OUT OF THE PREREQUISITE COURSES—WILL NOT BE ALLOWED TO REGISTER FOR, OR REMAIN ENROLLED IN A COURSE.
2. PREREQUISITES MAY NOT BE SATISFIED BY COURSES IN WHICH A GRADE OF LESS THAN 2.0 IS EARNED. IN ORDER TO GO ON TO THE NEXT COURSE, YOU MUST FIRST EARN AT LEAST A 2.0 IN THE PREREQUISITE COURSE. EXCEPTIONS TO THIS POLICY IN SPECIAL CIRCUMSTANCES MAY BE MADE UPON PETITION TO THE DEPARTMENT OF MATHEMATICS AND STATISTICS, 368 SCIENCE AND ENGINEERING BUILDING.
3. THE PLACEMENT EXAM MAY BE TAKEN FROM 8-11AM AND FROM 1-4 PM DURING UNIVERSITY BUSINESS HOURS IN ROOM 368 SCIENCE AND ENGINEERING BUILDING.

SCHOOL OF BUSINESS ADMINISTRATION (SBA)

NOTE: ALL STUDENTS MUST MEET ALL PREREQUISITES FOR A SCHOOL OF BUSINESS ADMINISTRATION COURSE AND ANY PREREQUISITES FOR THOSE PREREQUISITES IN ORDER TO REMAIN IN THE COURSES IN WHICH THEY HAVE ENROLLED.

NOTE: ALL 300 OR 400 LEVEL BUSINESS COURSES REQUIRE MAJOR STANDING IN THE SBA. STUDENTS WHO WERE ADMITTED TO THE SBA PRIOR TO FALL 2006 MAY SEEK A REGISTRATION PERMISSION OVERRIDE FOR THE FOLLOWING COURSES: ACC 310, ECN 303, FIN 322, MIS 300, MKT 302, ORG 330 AND POM 343. THE SCHOOL RESERVES THE RIGHT TO CANCEL AT ANY TIME THE REGISTRATIONS OF STUDENTS IN COURSES THAT REQUIRE MAJOR STANDING IF THEY HAVE NOT EARNED MAJOR STANDING. STUDENTS SHOULD CHECK THE CATALOG FOR MAJOR STANDING REQUIREMENTS.

NOTE: STUDENTS WHO ARE NOT BUSINESS MAJORS IN THE SCHOOL OF BUSINESS ADMINISTRATION: 1) ARE LIMITED TO NO MORE THAN 32 CREDITS IN BUSINESS COURSES. THIS INCLUDES COURSES TAKEN AT OAKLAND UNIVERSITY AND ALL PREVIOUS COLLEGES. ECN AND QMM COURSES ARE EXCLUDED FROM THIS REQUIREMENT; 2) NON-BUSINESS STUDENTS MUST HAVE AN APPROVED CONCENTRATION/MINOR FORM SIGNED BY THE MINOR COORDINATOR IN ORDER TO RECEIVE A REGISTRATION PERMISSION OVERRIDE TO TAKE 300-400 LEVEL BUSINESS COURSES EXCLUDING ENT COURSES AND ACC 300, FIN 300, MKT 300, MGT 300, MIS 301 OR POM 300.

SCHOOL OF EDUCATION AND HUMAN SERVICES

ELEMENTARY: IF YOU ARE SCHEDULED TO STUDENT TEACH WITHIN THE NEXT YEAR, PLEASE NOTE THE **MANDATORY** STUDENT TEACHER PREP SEMINAR DATE POSTED ON THE WEB SITE IN THE SCHEDULE LINK.

SECONDARY: IF YOU ARE SCHEDULED TO INTERN DURING THE NEXT YEAR YOU MUST ATTEND A **MANDATORY** INTERN ORIENTATION SEMINAR THAT WILL BE SCHEDULED. DATE AND LOCATION WILL BE POSTED ON THE WEB SITE.