HOW TO REGISTER FOR CLASSES?

1. **LOGIN TO MYOAKWOOD**
   - Type username and password

2. **CLICK THE STUDENT TAB**
   - Located at the top of the screen

3. **CHOOSE REGISTRATION TAB**
   - Located in the Gray Box on your left

4. **COMPLETE THE REGISTRATION AGREEMENT**

5. **COMPLETE PERSONAL INFO UPDATE**
   - Complete only during Fall registration

6. **CLICK ON ADD/DROP**

7. **SEARCH COURSES BY:**
   - Title, Course Code, Department OR Click 'Search' button

8. **LOCATE YOUR COURSE - CHECK THE BOX**
   - The Course will be added to your schedule
   - If a box is not available to check, the Department Chair signature is required for a course override
   - If you need to DELETE a class, click on the class and choose the 'Drop Course(s)' button below your course

**NEW STUDENTS MUST CONTACT CSS TO REGISTER.**

- 256.726.7668
- studentsuccess@oakwood.edu

- Students do not have to be Financially Cleared for Fall/Spring to register.
- Students should check schedule periodically for changes submitted by department chairs. Possible changes may include instructor, time, and days of the week.
- If you are approved for graduation, an email will be sent to you from the Registrar’s Office. The subject line for the email: Graduation Clearance Process Starts Now!
- If you are not approved for graduation, you will need to see your Department Chair for advisement.