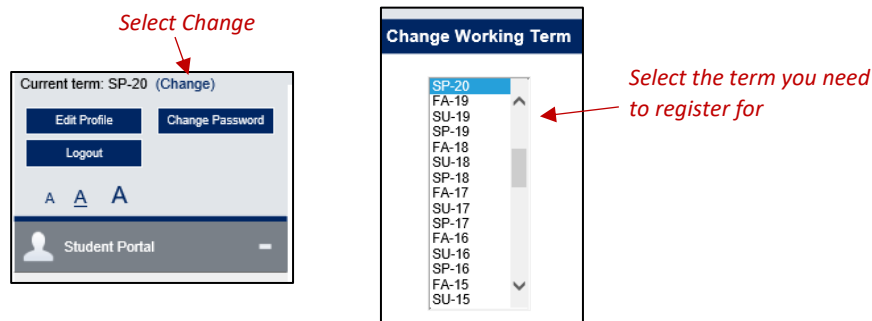


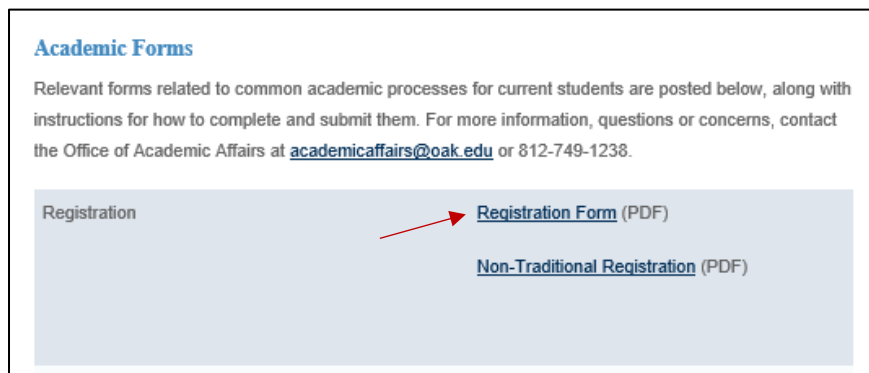
Having Trouble Registering in Your Student Portal?

If you are having trouble registering for classes in your student portal, please take the following steps:

1. Login to your student portal. Make sure that the correct term has been chosen.



2. If you are in the correct term and still unable to register, you will need to submit a support ticket to the IT Helpdesk at ithelpdesk@oak.edu. Be sure to include your name, email and a phone number that you can be reached in order for them to provide you with adequate service.
3. If the IT Helpdesk cannot resolve the problem, you will need to submit an Oakland City Registration Form to your academic advisor.



- Fill out the registration form. The registration form can be found on the OCU website at <https://intranet.oak.edu/academics/index.php>.
- If you have a hold on your account or if a course you are trying to register for requires a prerequisite, you will need to submit a registration form for that specific course after you have registered for all other courses in your student portal.
- Sign, date and email the registration form to your academic advisor.
- Your academic advisor will submit your registration form to the Office of Academic Affairs.
- The Office of Academic Affairs will send you and your academic advisor a confirmation email letting you know when the registration process is complete. **Be sure to check your myocu@oak.edu email.**