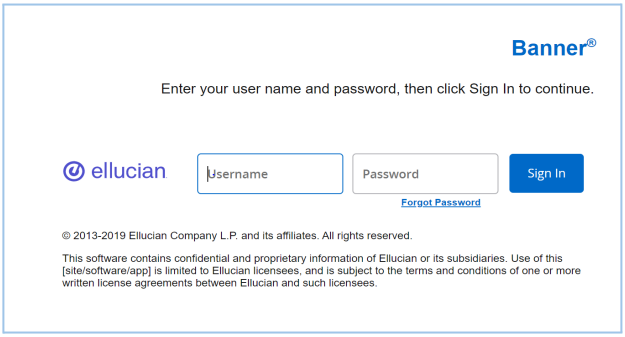
Conditional Add and Drop

(Swapping Courses in SAIL)

When swapping one class for another, the **Conditional Add and Drop** feature will only save new registration changes if no errors are present. This will prevent the existing class from being dropped from the schedule if the new class cannot be added.

Log in to MySAIL

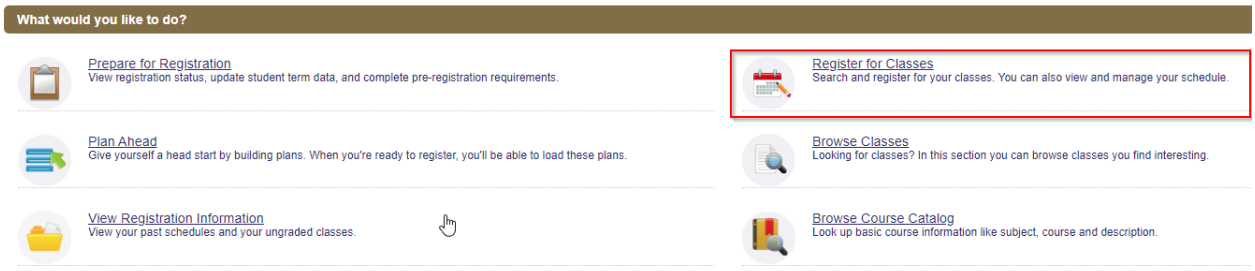
- Begin at mysail.oakland.edu
- Enter your **OU email (NetID)** and **password**.
    - MySail portal will open
- Move to the **Registration and Degree Planning** rectangle at the top of the screen to display the drop-down menu. Select **Register Classes**.
    - Banner Ellucian portal will open.



- Log in using your **NetID/Password** (it also accepts GID/PIN)

Register for Classes - Self Service Portal

- Select **Register for Classes** from the registration menu.



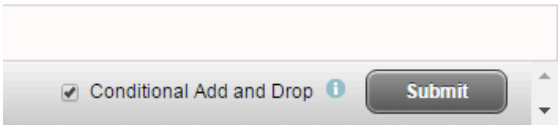
- Select **term/semester** and select **continue**.

Step 1: Identify the New Course to Add to Schedule

- Use the SAIL registration portal to search for the new class to add to the schedule.
- Click the **ADD** button to add the class to the summary window.
- Do **NOT** save your changes. Do **NOT** press submit.

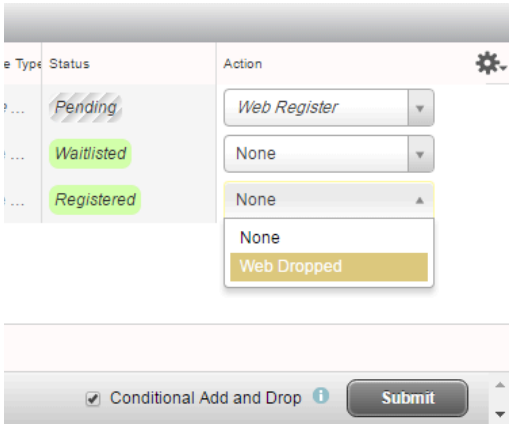
Step 2: Turn on Conditional Add and Drop

- Check the **Conditional Add and Drop** checkbox next to the **SUBMIT** button. If the feature is not turned on, any drop requests will be processed even if the new class cannot be added.
- Do **NOT** save your changes. Do **NOT** press submit.

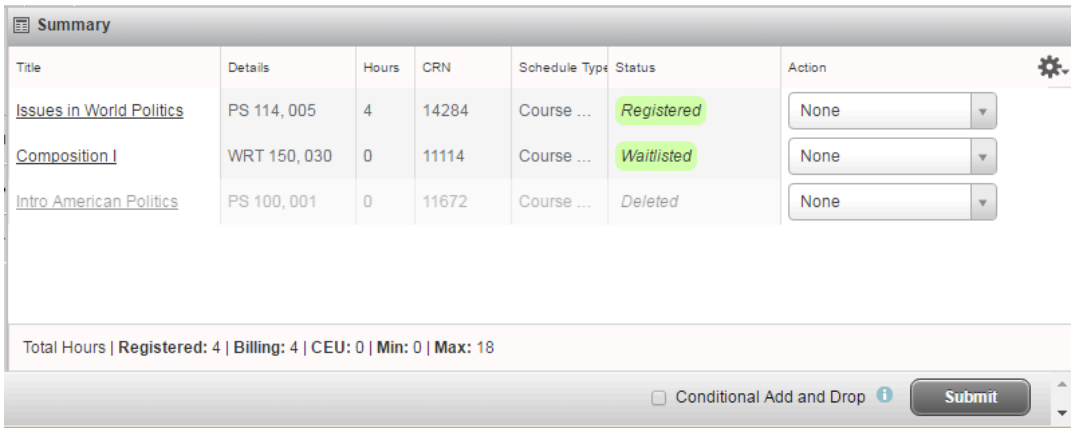


Step 3: Select "Web Drop" for the Class to be Removed from Schedule

- Using the **Action** column in the summary window, change the course status to **Web Drop.**
- Confirm that the new class appears in the summary window and is listed as **Pending** with a **Web Register** status.
- Confirm that the **Conditional Add and Drop** checkbox is turned on.
- Press **SUBMIT** to save all changes simultaneously.



If there are no errors present, the new class will change from “pending” to “registered” and will be shown highlighted in green. The former class will show as “deleted.” On your next transaction or login, the deleted class will be removed from the summary.



If there are any registration errors present, the add/drop will not be processed. No changes will be made to the existing schedule. An error message will display the issue in the upper-right corner of the screen. If you attempt to make any further registration changes, please be sure to **re-check** the conditional add/drop box, as it will become unchecked after a registration error. What if I get an error message?