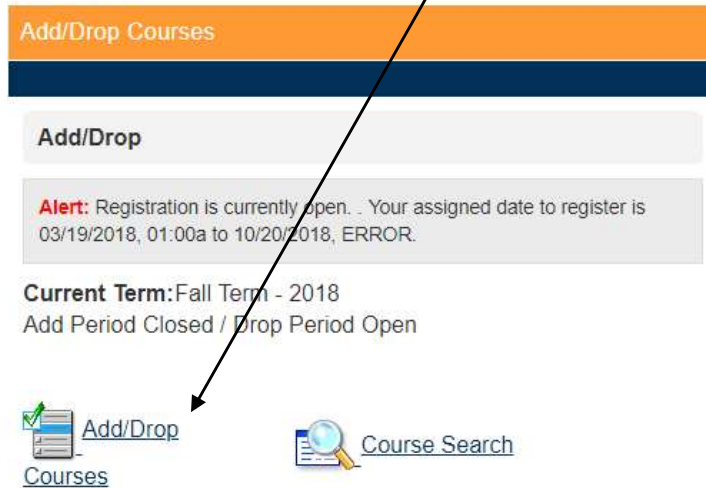


Priority Registration Date

Step 1 Log into My ZSC using your student email address (without the @zanestate.edu) and enter your password.

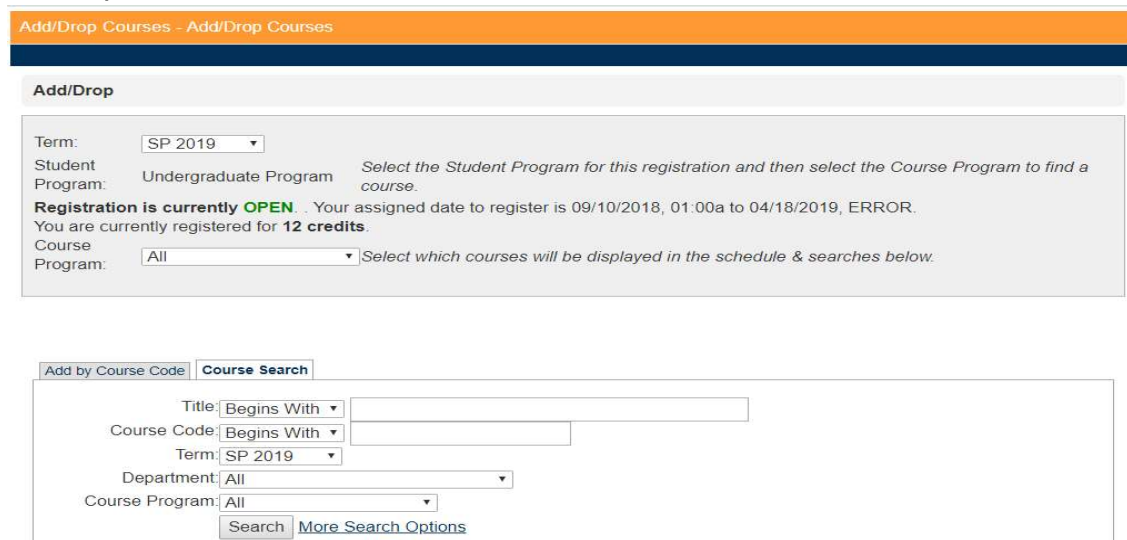
Step 2 Click on the Academics tab at the top of the page.

Step 3 Click Add/Drop Courses



The screenshot shows the 'Add/Drop Courses' page. At the top is a navigation bar with 'Add/Drop Courses' highlighted. Below it is a 'Add/Drop' section containing an alert: 'Alert: Registration is currently open. . Your assigned date to register is 03/19/2018, 01:00a to 10/20/2018, ERROR.' Below the alert, it says 'Current Term: Fall Term - 2018' and 'Add Period Closed / Drop Period Open'. At the bottom, there are two links: 'Add/Drop Courses' (with a checkmark icon) and 'Course Search' (with a magnifying glass icon). An arrow points from the 'Add/Drop Courses' text above to the 'Add/Drop Courses' link.

Step 4 Once on the Add/Drop Courses page, click on drop-down in "Term" box to select the preferred term.



The screenshot shows the 'Add/Drop Courses - Add/Drop Courses' page. The 'Add/Drop' section contains a form with the following fields: 'Term' (dropdown menu set to 'SP 2019'), 'Student Program' (dropdown menu set to 'Undergraduate Program'), 'Registration is currently OPEN. . Your assigned date to register is 09/10/2018, 01:00a to 04/18/2019, ERROR. You are currently registered for 12 credits.', 'Course Program' (dropdown menu set to 'All'). Below the form, there are two tabs: 'Add by Course Code' and 'Course Search'. The 'Course Search' tab is active, showing a search form with the following fields: 'Title' (dropdown menu set to 'Begins With'), 'Course Code' (dropdown menu set to 'Begins With'), 'Term' (dropdown menu set to 'SP 2019'), 'Department' (dropdown menu set to 'All'), 'Course Program' (dropdown menu set to 'All'). There are 'Search' and 'More Search Options' buttons at the bottom of the search form.

Your assigned date to register will appear along with the time registration will open.

If you have questions about the registration process, please contact Student Services at 740-588-5000. For technical questions about the system or webpage, contact TechHelp at 740-588-1327 or email techhelp@zanestate.edu.