

Registration Instructions

Step 1 Meet with your program advisor. If you have not earned more than 30 credit hours, your program advisor must grant you registration clearance.

Step 2 Log into My ZSC using your student email address (without the @zanestate.edu) and enter your password.

Step 3 Click on the **Academics** tab at the top of the page and **My Program Planning** in the sidebar, then scroll down to **Degree Audit** to identify courses to complete.

Step 4 You may click **Course Offerings** on the sidebar under *Quick Links* and use **Course Search** under **Add/Drop Courses** to find desired sections. Be sure to select the correct **Term**.

NOTE: You will be required to accept the Registration Agreement prior to registering for each semester:

REGISTRATION AGREEMENT

Students will be required to acknowledge their financial obligation before formally participating in a semester. An electronic agreement of acknowledgment must be submitted before attending class for any given semester. Students will not be allowed to enroll until the electronic agreement is received.

[Complete the REGISTRATION AGREEMENT form](#)

Be sure to identify the course code and section for each course you plan to register for. Courses can be added here by clicking the "Add" button to the left of the course.

Add/Drop Courses - Results

Search Results

Search Options

Other previously selected search criteria still apply.

Term:

Program:

[Search Again](#)

Student Program: Undergraduate Program

[Show All](#) [AC - MA](#) | [MA - WI](#) [Next page -->](#)

Courses

<input type="checkbox"/>	Add	Course code	Name	Req	Note	Seats Open	Status	Faculty / Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ACCT 2220-01	Managerial Accounting			29/30	Open	Vaughn, Beth A. / 00:00-00:00AM; OFFC Campus, Building	3.0	05/20/2019	08/10/2019

OR You may also choose to go directly to **Add/Drop Courses** in the **Course Offerings** portlet. Select the appropriate term. (*your screen will blink when updated*).

Enter the course code for each class that you have selected; one space needs to follow the course prefix, then enter the course number, a hyphen, and a section number (for example, ENGL 0990-01).

Add by Course Code | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code: Course Code:

1. engl | 2.

3. ENGL 0980-01 4.

5. ENGL 0980-02 6.

ENGL 0980-03

ENGL 0990-01


ENGL 0990-02

Course(s)


Once you have entered all the classes you need, click the **Add Course(s)** button.

Note: You are not registered until you press the **Add Course(s)** button.

For each class, you will see a status that indicates if you successfully added the class or if there is an error:

 **Messages**

BMCA 1010-01 Added

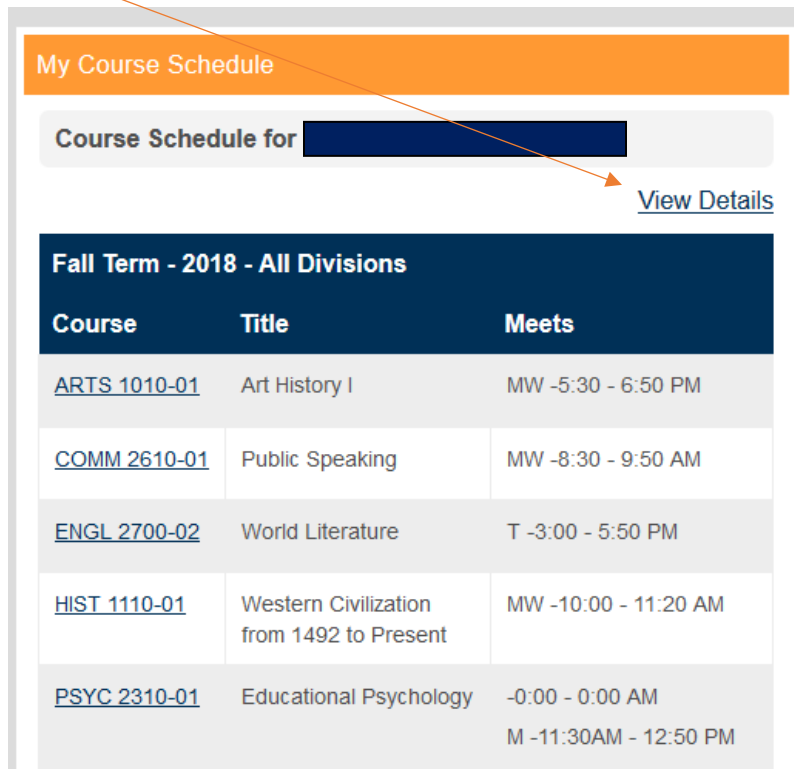
 **Courses Not Yet Registered**

We were unable to register you for c

Step 5 Review the classes listed to ensure the classes are correct.

Your Schedule (Registered)							
Drop	Swap	Title	Title	Schedule	Location		Credits
<input type="checkbox"/>	<input type="radio"/>	ARTS 1010-01	Art History I	MW 5:30 - 6:50 PM	ZANE Campus Adv. Sci. and Tech Cntr 222		3.00
<input type="checkbox"/>	<input type="radio"/>	COMM 2610-01	Public Speaking	MW 8:30 - 9:50 AM	ZANE Campus Health Science Hall 302		3.00
<input type="checkbox"/>	<input type="radio"/>	ENGL 2700-02	World Literature	T 3:00 - 5:50 PM	ZANE Campus Adv. Sci. and Tech Cntr 222		3.00
<input type="checkbox"/>	<input type="radio"/>	HIST 1110-01	Western Civilization from 1492 to Present	MW 10:00 - 11:20 AM	ZANE Campus Adv. Sci. and Tech Cntr 210		3.00
<input type="checkbox"/>	<input type="radio"/>	PSYC 2310-01	Educational Psychology	0:00 - 0:00 AM M 11:30AM - 12:50 PM	OFFC Campus Building ZANE Campus Health Science Hall 301		3.00

Step 6 To print a copy of your class schedule, go to **My Academic Information**, click on the **View Details** in the **My Course Schedule** portlet.



My Course Schedule

Course Schedule for [Redacted]

[View Details](#)

Fall Term - 2018 - All Divisions

Course	Title	Meets
ARTS 1010-01	Art History I	MW -5:30 - 6:50 PM
COMM 2610-01	Public Speaking	MW -8:30 - 9:50 AM
ENGL 2700-02	World Literature	T -3:00 - 5:50 PM
HIST 1110-01	Western Civilization from 1492 to Present	MW -10:00 - 11:20 AM
PSYC 2310-01	Educational Psychology	-0:00 - 0:00 AM M -11:30AM - 12:50 PM

Select "Printer Friendly" to print



[My Academic Information](#)

My Course Schedule - Schedule Details



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