

## Registration Instructions

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

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**Click on the Academics tab to:**

**Step 2** Review my Program Planning to identify courses to complete.

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**Step 3** Search Course Schedule for desired sections.  
Note: Identify the course code for each course you plan to register.



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**Step 4** Meet with your program advisor

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**Step 5** Click Add/Drop Classes in the Course Schedule portlet.  
Select the appropriate term. Your screen will blink when updated.

### Academics

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Add/Drop Courses - Add/Drop Courses

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**Add/Drop**

Term:

Student Program: Undergraduate Program *Select the Student Program for this registration and then select the Course Program to find a course.*

**Add/Drop course period is OPEN.** Student Registration is open from 03/04/2018 to 12/15/2018.  
You are currently registered for **15 credits**.

Course Program:  *Select which courses will be displayed in the schedule & searches below.*

**Step 6** 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. (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: 1.

3.

5.

Course Code: 2.

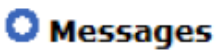
4.

6.

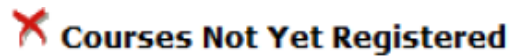
Once you have entered all the classes you need, click the Add Course(s) button.

**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:



BMCA 1010-01 Added



We were unable to register you for c

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"/>	<a href="#">ARTS 1010-01</a>	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"/>	<a href="#">COMM 2610-01</a>	Public Speaking	MW 8:30 - 9:50 AM	ZANE Campus Health Science Hall 302	3.00
<input type="checkbox"/>	<input type="radio"/>	<a href="#">ENGL 2700-02</a>	World Literature	T 3:00 - 5:50 PM	ZANE Campus Adv. Sci. and Tech Cntr 222	3.00
<input type="checkbox"/>	<input type="radio"/>	<a href="#">HIST 1110-01</a>	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"/>	<a href="#">PSYC 2310-01</a>	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 7** 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
<a href="#">ARTS 1010-01</a>	Art History I	MW -5:30 - 6:50 PM
<a href="#">COMM 2610-01</a>	Public Speaking	MW -8:30 - 9:50 AM
<a href="#">ENGL 2700-02</a>	World Literature	T -3:00 - 5:50 PM
<a href="#">HIST 1110-01</a>	Western Civilization from 1492 to Present	MW -10:00 - 11:20 AM
<a href="#">PSYC 2310-01</a>	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

Settings Printer

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](mailto:techhelp@zanestate.edu).