جـامـعـة زايـد
ZAYED UNIVERSITY

إدارة تقنية المعلومات
Information Technology Department

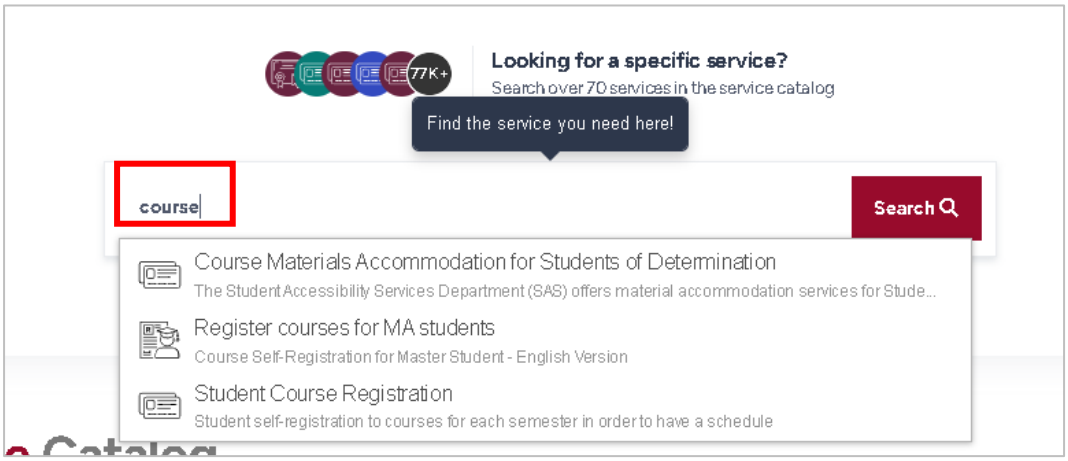
Register courses for MA students

End-User Guide

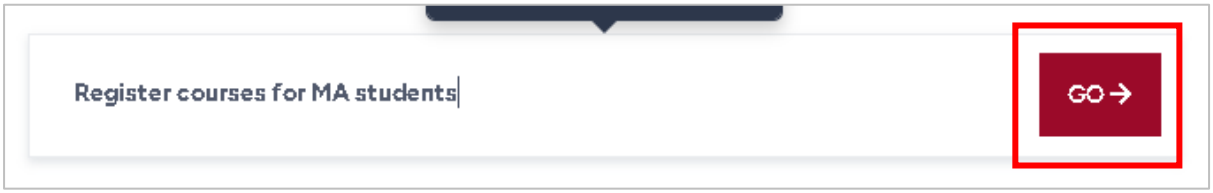
1: Login

1. Under ZU Main website, click on (**e-Services**).

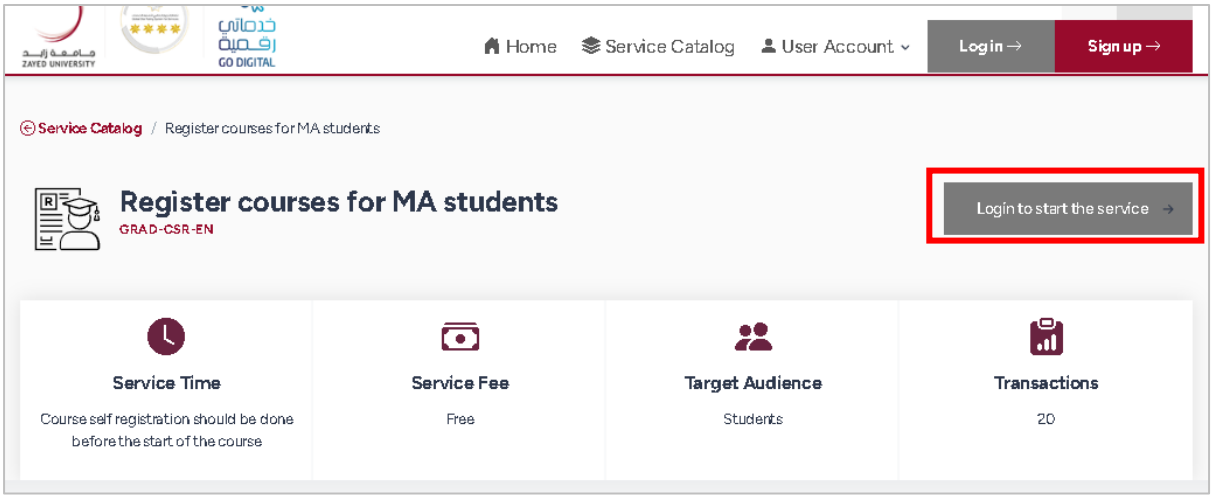
2. Use the **search box** to find the service.



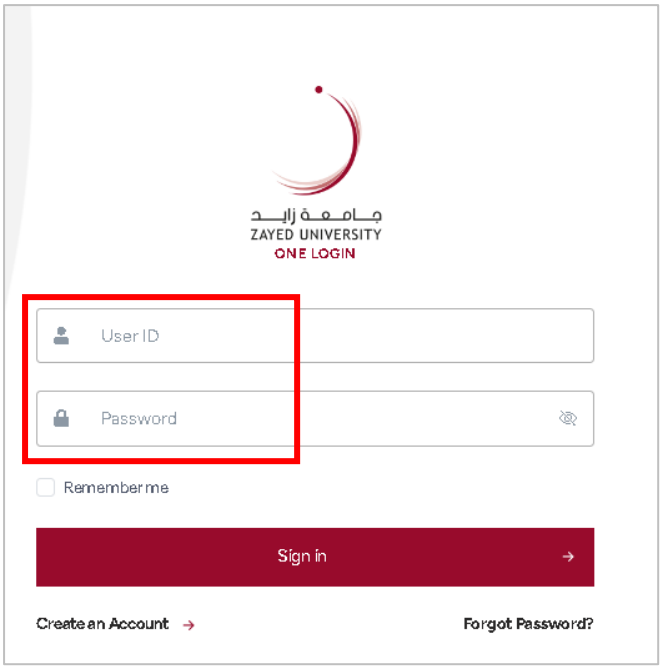
3. Once selected, click on "**Go**".



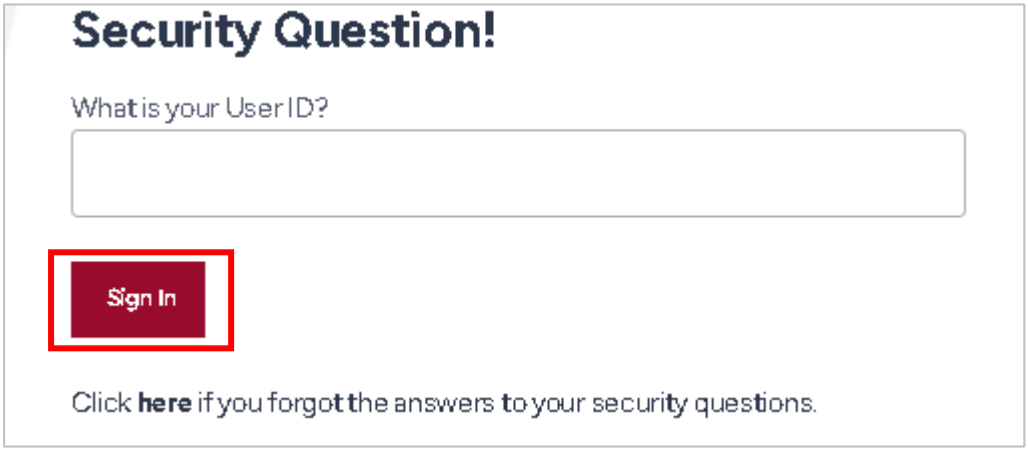
4. If you are not logged-in, click on "**Login to start the service**".



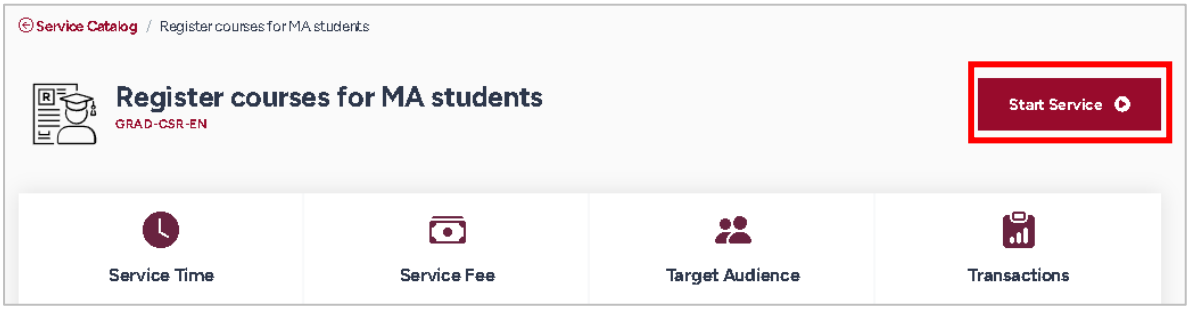
5. Enter the **User ID** & **Password** to login.



6. Answer the **Security Question** then click on **"Sign In"**.

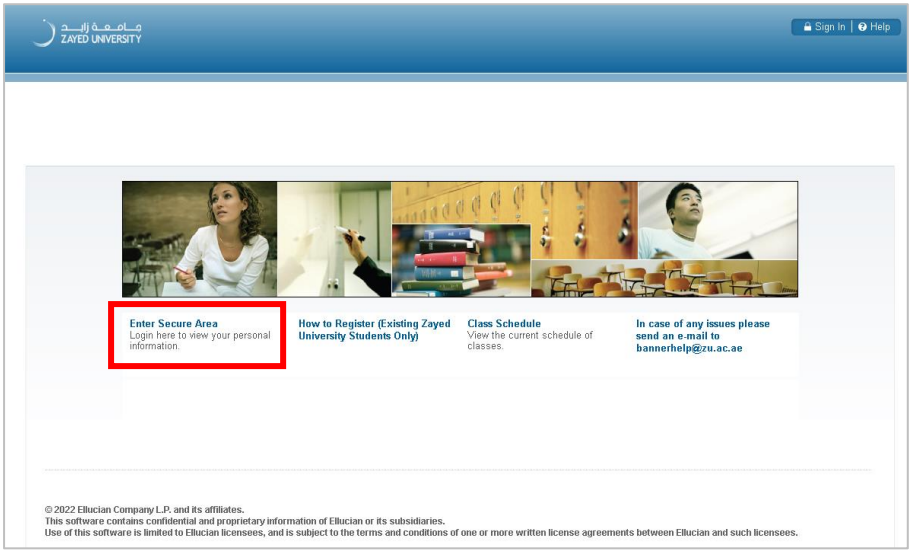


7. Click on "**Start Service**". You will be directed to Banner Web.

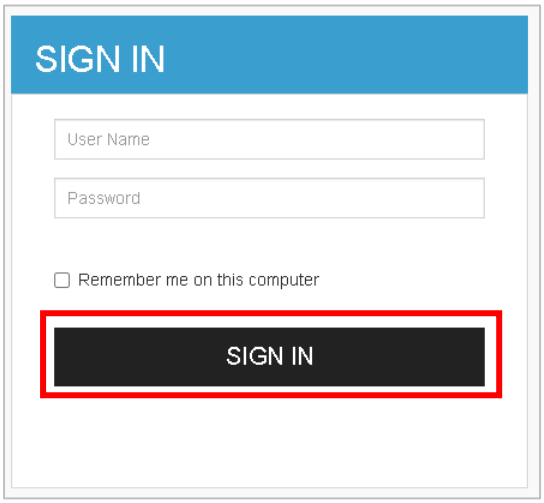


2: Request for service

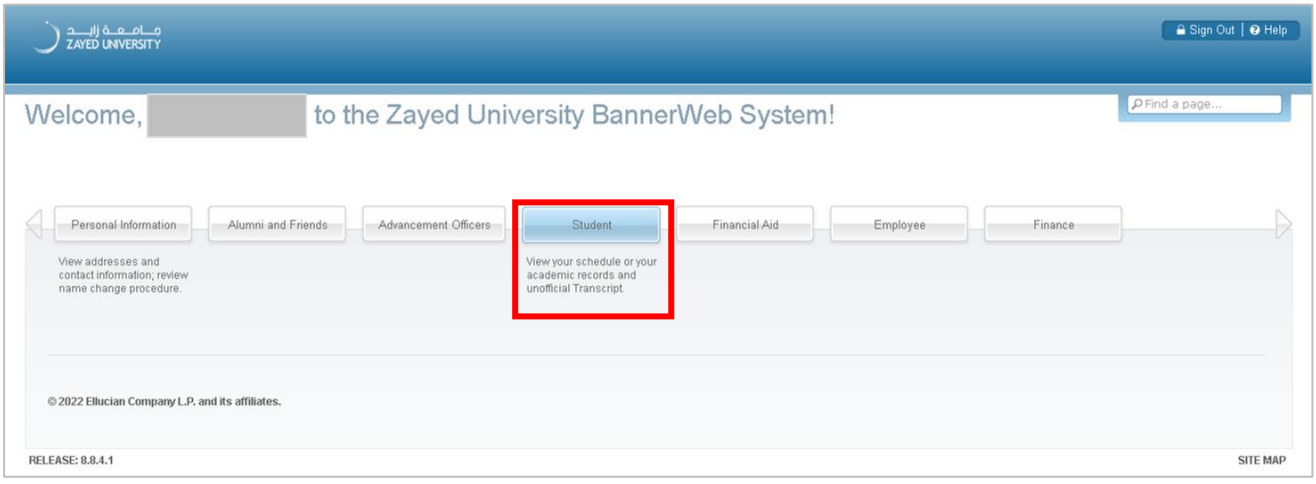
1. Click on "**Enter Secure Area**".



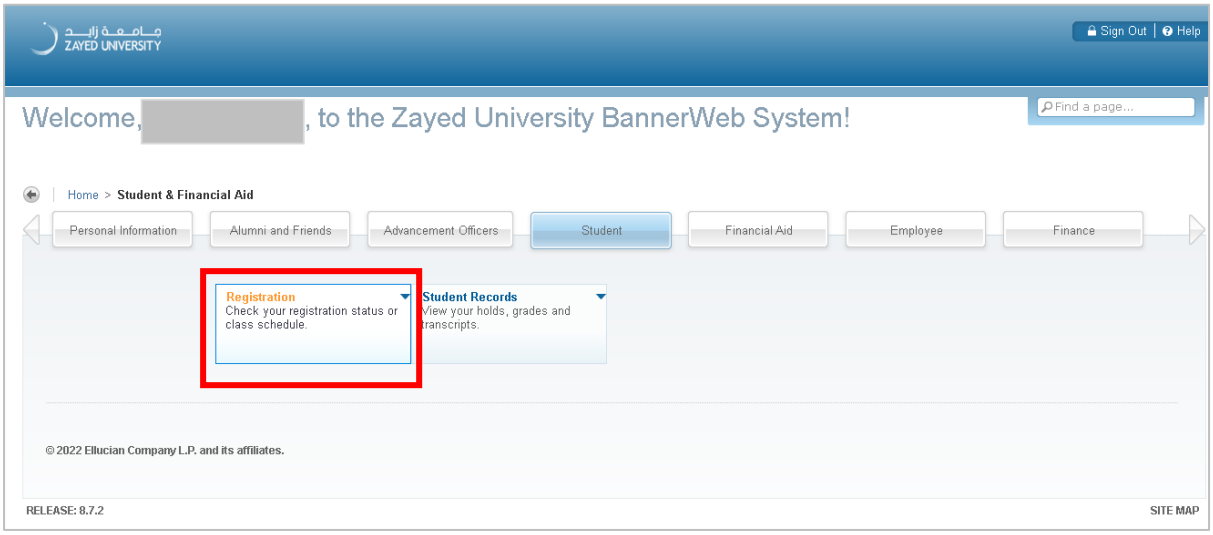
2. Enter your **ZUID** and **Password**. Then, click on "**SIGN IN**" to login.



3. Click on **Student Tab**.



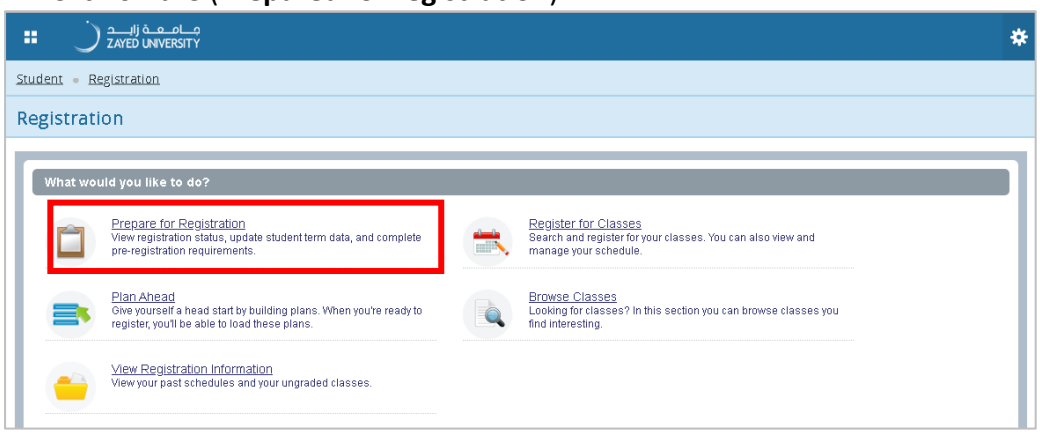
4. Click on **Registration**.



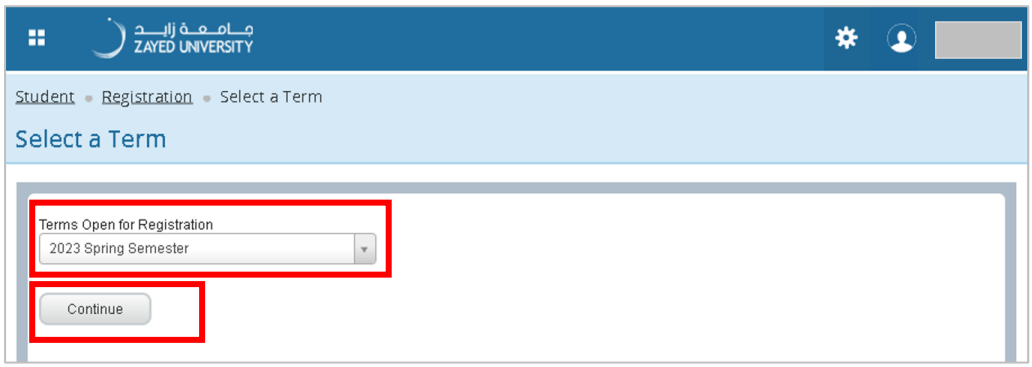
5. Click on **"Banner XE Registration"**.

3: Preparation for registration

1. Click on the (**Prepared for registration**) link.



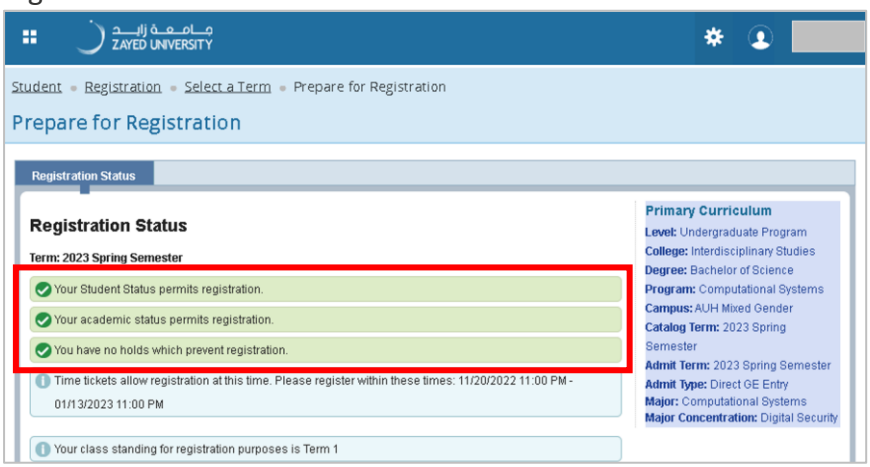
2. Then choose a semester: Select the **term** and click "**Continue**".



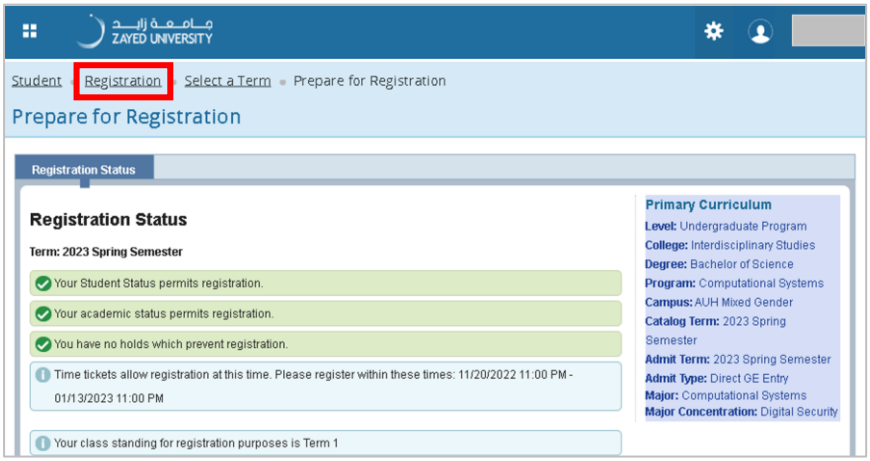
This page will allow you to check your registration status:

- Check whether your academic status allows you to register or not
- Check for any kind of hold that may prevent you from registration
- Check your time ticket (day and time)

If all the below are green and the time ticket is valid then you can proceed with your registration.

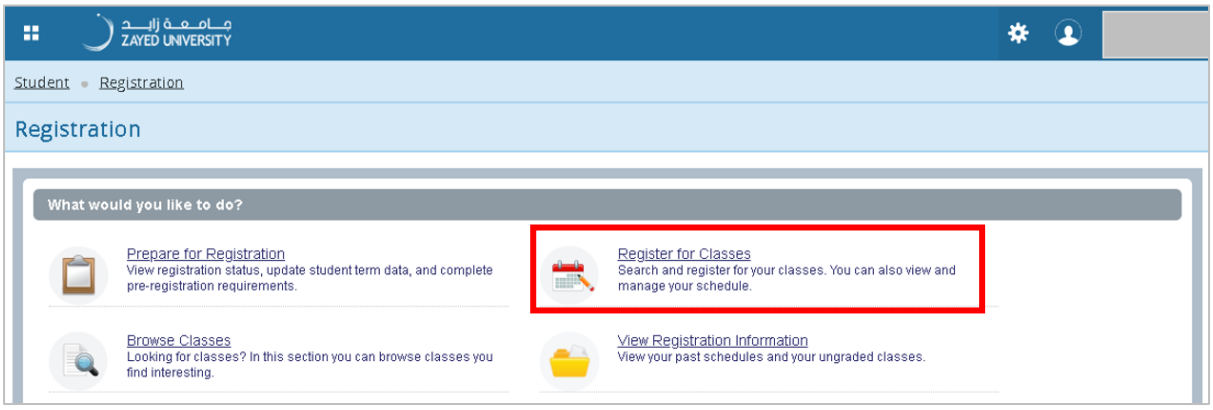


3. Click on the **Registration** link on the top of the page to take you back to the main registration page.

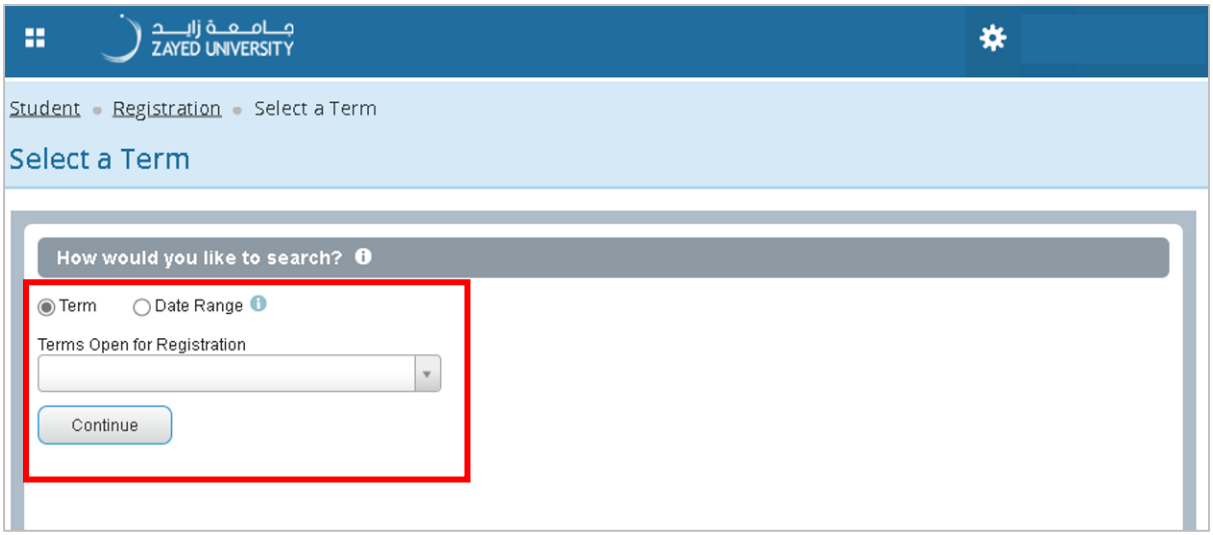


4: Registration

1. Click on the "**Register for Classes**" link as shown below.



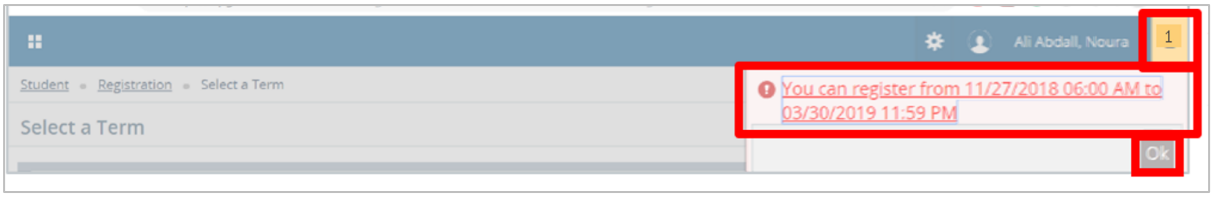
2. Then choose a semester: Select the term and click continue.



Note:

A. If you find the below error message, then you are not allowed to register due to:
   - **This is not your time ticket**

B. To exist the page and try again:
   - Click OK according to the number of messages showing on the top of the screen to try again.
   - In the example below, you have to click OK once because the number of highlighted in yellow is 1.
   - If the number highlighted in yellow is showing 3, then you have to click OK 3 times.



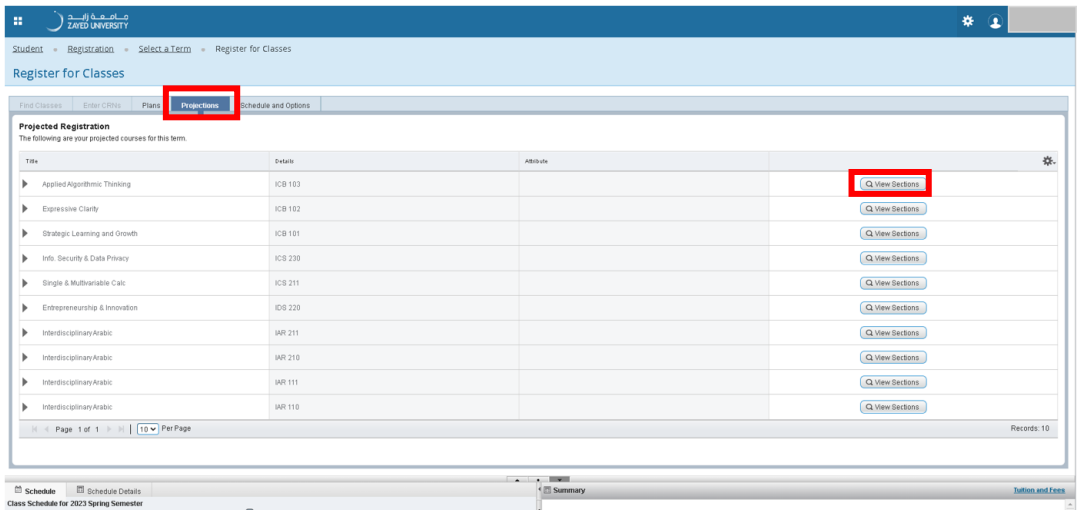
C. Adding Courses

   - If your pin number is correct and you are allowed to register according to the time ticket,then you will view the below page.

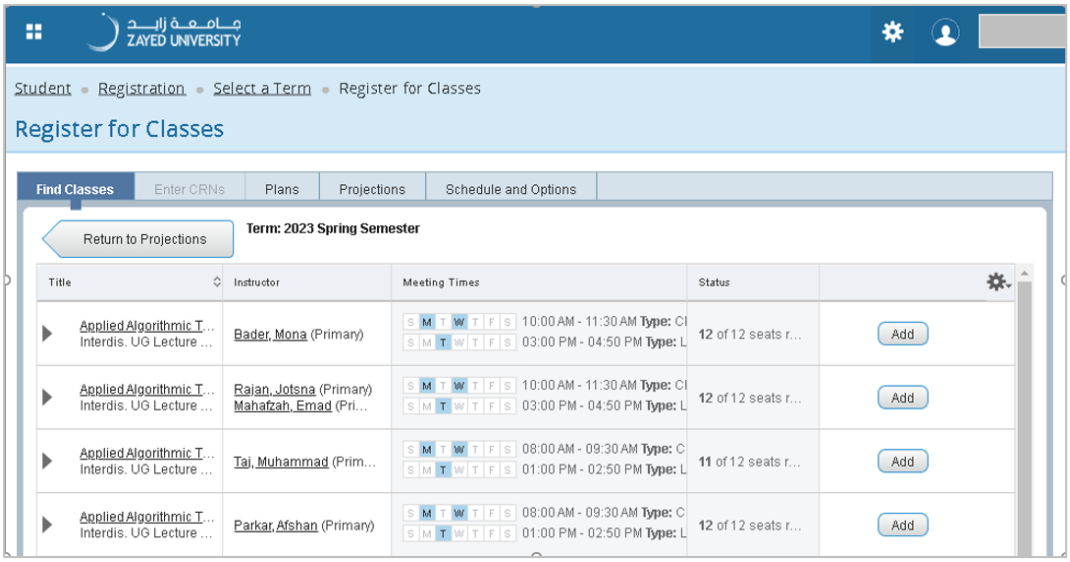
Add section by projections:

Projection tab displays all courses remaining or not completed as per your catalogsemester.

a. To choose a section from projection click on **Projection tab** then click on **View Sections**to view available sections.



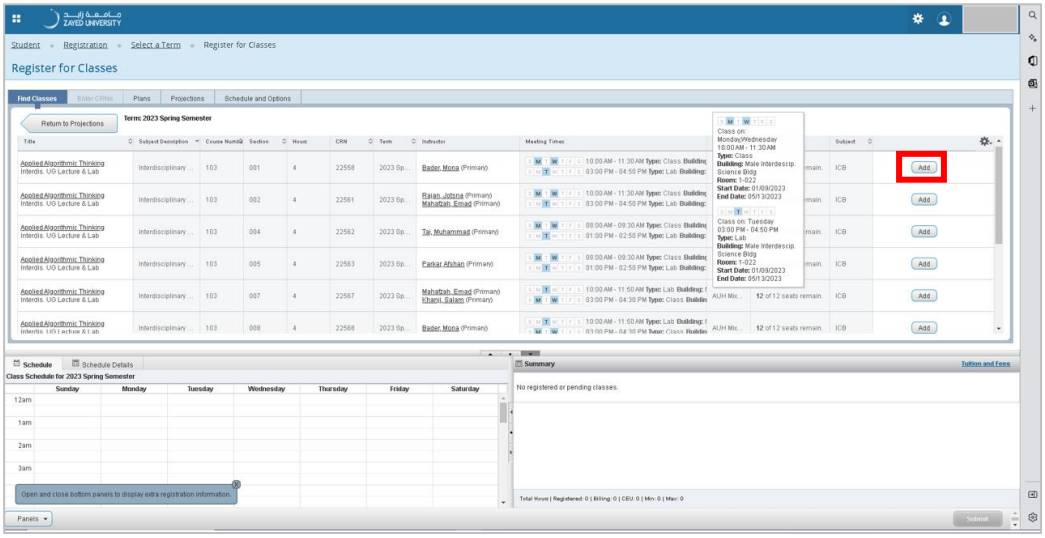
b. The below screen will show which sections are available to select.



c. Add the course you wish to register. You can navigate through the courses to checkthe suitable time. Click add as below.

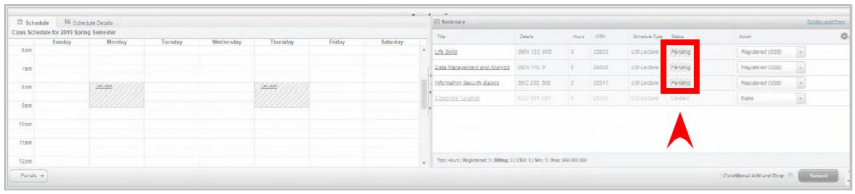
You will notice two things:

A. The course was added to the down left side.
B. It was also added to the left side to view the actual schedule and how it will look like.



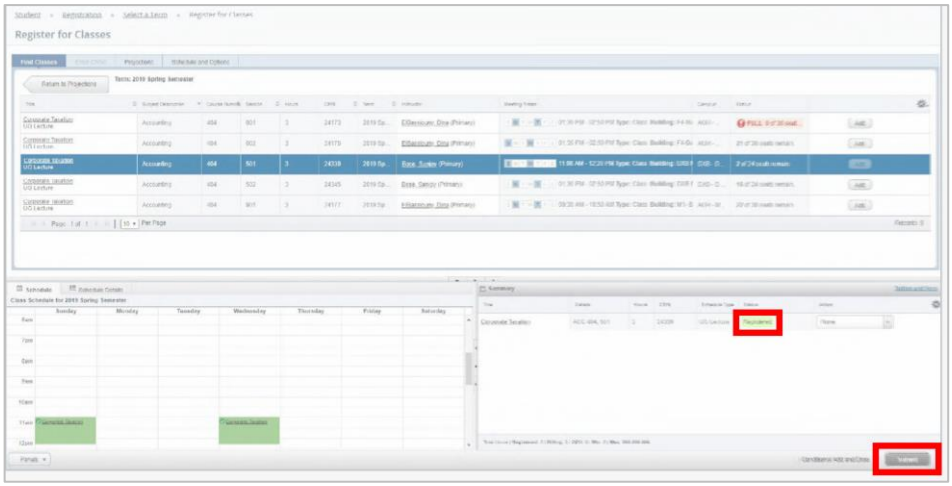
Registration summary displays the selected sections for registration in gray color.

Important notice: KINDLY NOTE THE status still shows pending as below.



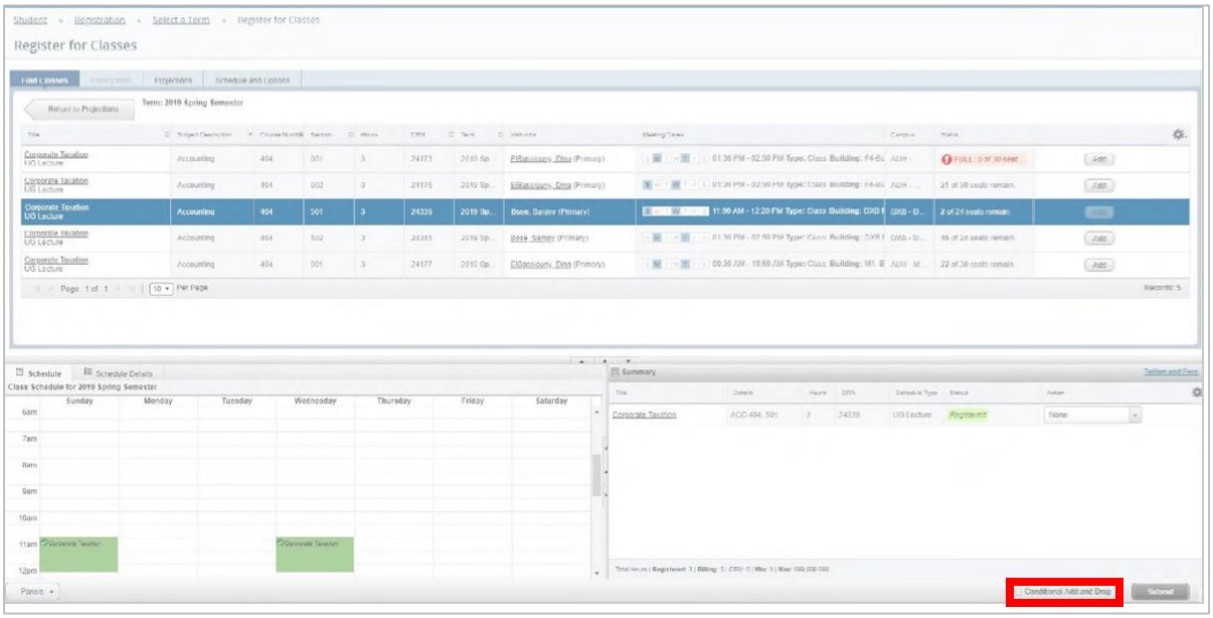
d. To confirm your registration, in summary window click on submit button after adding sections to the summary.

All registered courses will appear in green while class schedule will display schedules for each.



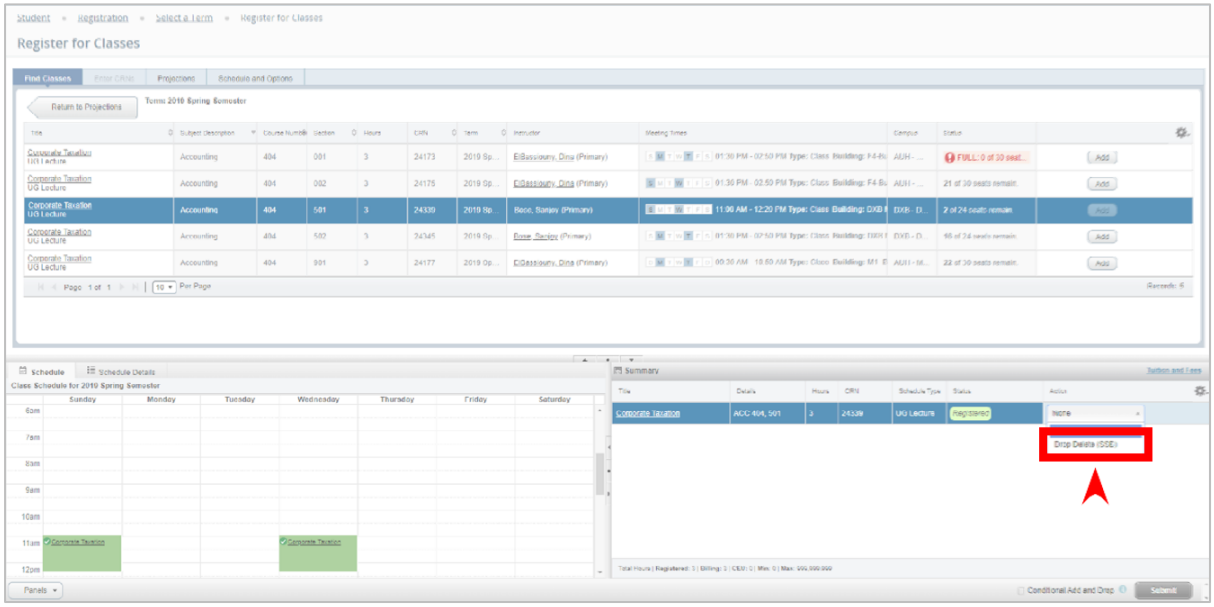
5. Important Notes:

You may select the "**conditional add/drop**" option if you wish to try to switch the courses without losing your seat. If the Course is available then you will be registered, if not, (for any reason) you will remain in the same course.

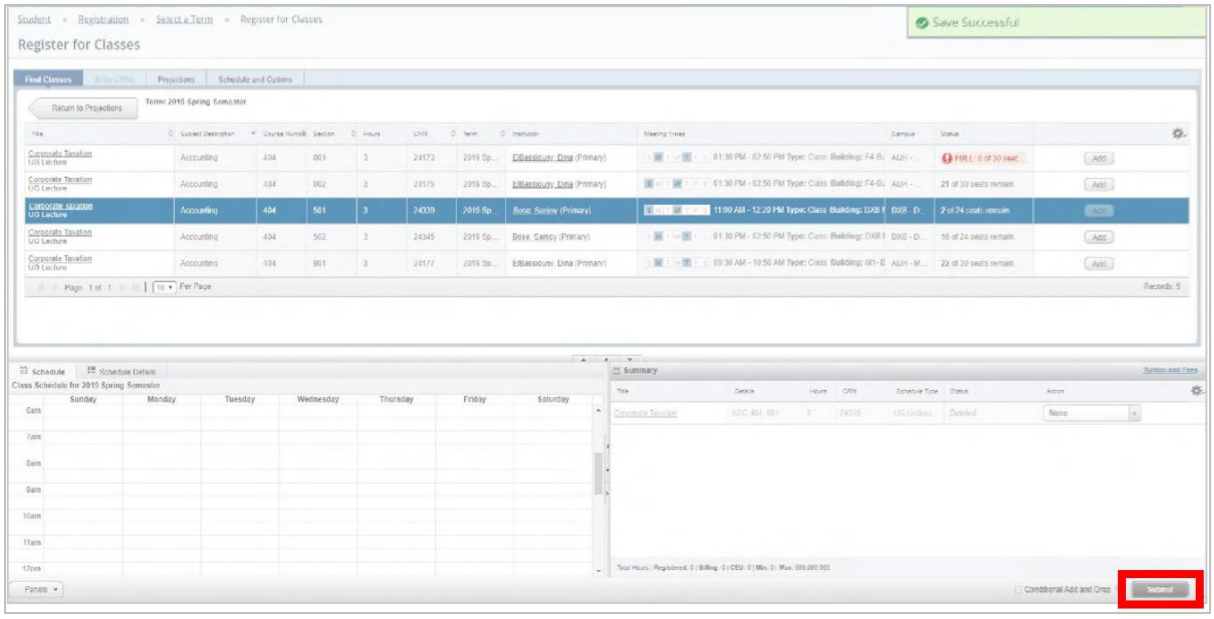


6. Drop Registration:

1. To drop a course, select from the drop-down menu **drop / delete** option as below:



2. Then, click **Submit** as below to drop them from summary.

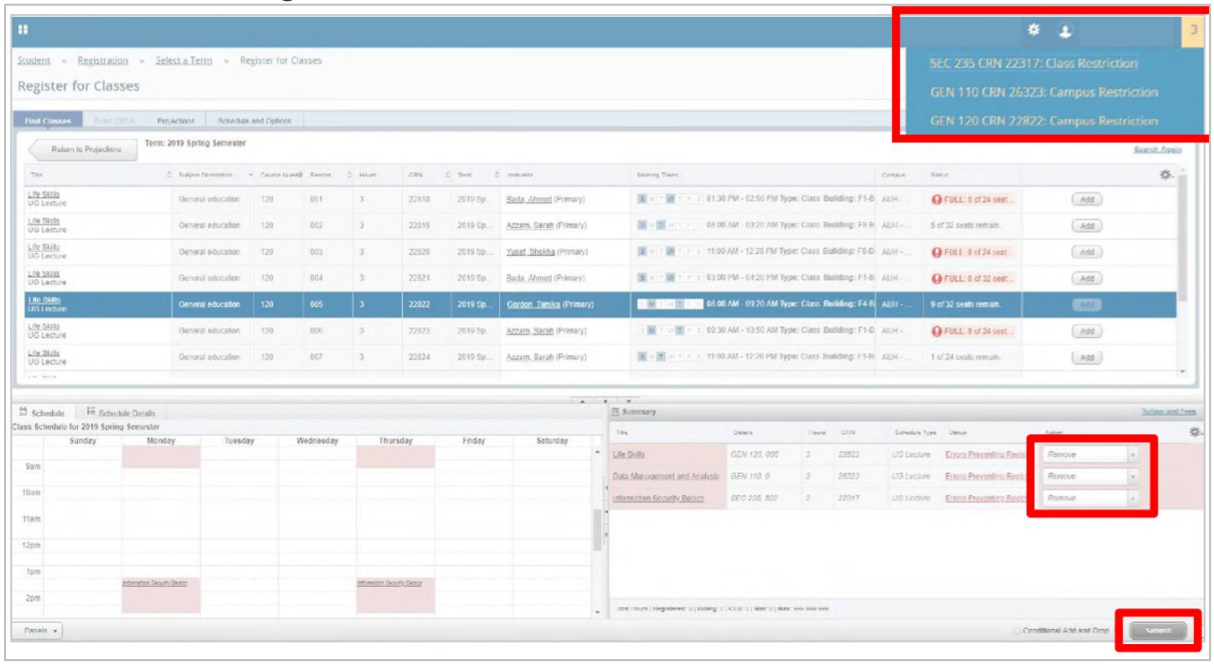


7. Error in Registration:

If the course highlighted is in red. Then you cannot register to the course due to many reasons:

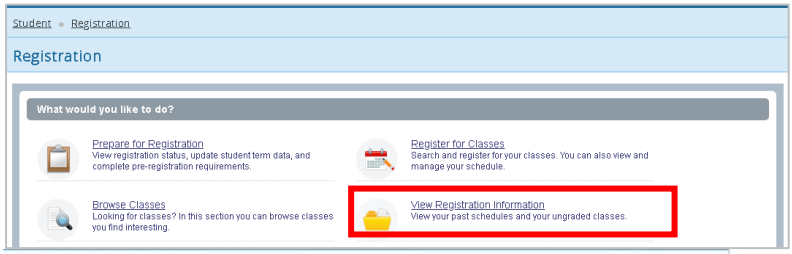
1. Time conflict
2. CRN is for different campus
3. Prereq/coreq
4. Class restriction

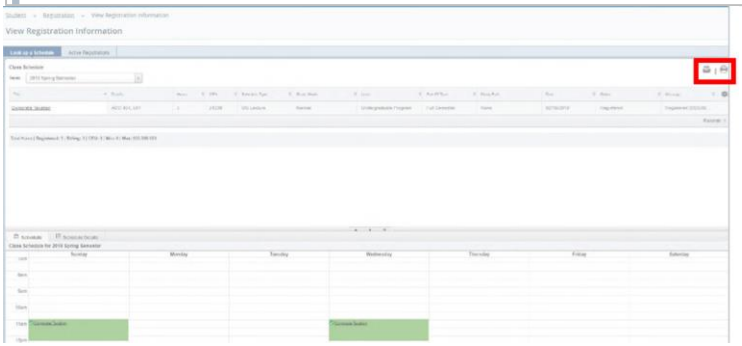
You should click submit button to remove the Courses and then you have to select another course to register.



8. View Registration Information:

To view your final schedule please click on **View Registration Information** option. And send it to your E-mail by clicking on the email icon.





Thank you for using this tutorial

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