

Student Self-Registration Instructions

Student self-registration for the Fall 2012 semester will begin the week of June 3 2012. Please check your email for your assigned registration day/time and your **REGISTRATION ACCESS CODE (RAC)**.

- **Make an appointment to see your advisor. You must meet with your advisor prior to registering to discuss your course needs and confirm your REGISTRATION ACCESS CODE (RAC).**
***Please note that registering in courses other than those authorized by your advisor may result in all your registration being dropped. If this happens, you will not be guaranteed a seat in the same course if you try to re-register.*
- Once you have discussed your registration options with your advisor and confirmed your RAC, you will then register on your own through the Bannerweb system (<http://bannerweb.zu.ac.ae>). The system is available through the internet so you can register both on or off campus. There are links to step by step instructions on how to search for classes and how to register on both the Bannerweb login page and the Parent Access Program (PAP) login page. Be sure that you are registering into classes that you have discussed with your advisor and you are permitted to take. All student registration will be checked and any incorrect registration will be dropped by the Registrar's Office.
If you have problems with registering, or are not able to register to all your required classes, please see your advisor as soon as possible. Do not wait. Nearly every student at ZU is registering at the same time you are and seats in classes will be taken quickly.
- Print off your schedule through Bannerweb or through PAP. **It is very important to remember that your registration is dependent on you passing your current courses. Failed, Withdrawn or Incomplete grades at the end of this semester will affect your Fall registration.**

Good Luck!