


Category	Enrollment and Registration	Policy Number	ACA-REG-101	 جامعة زايد ZAYED UNIVERSITY
Classification	Public	Version	4.0	
Responsible Office	Provost	Policy Owner	Associate Provost	
Date Approved	20 February 2023	Effective Date	AY 2023-24	
Date Last Reviewed	1 February 2023	Due Date for Next Review	20 February 2026	

POLICY

Undergraduate Enrollment and Registration

1. Purpose

This policy establishes procedures and practices governing the enrollment and registration of undergraduate students in courses at Zayed University.

2. Application

This policy applies to the enrollment and registration of undergraduate students at Zayed University.

3. Definitions

Provost	Provost and Chief Academic Officer
University	Zayed University
ZU	Zayed University

4. Policy

4.1 Zayed University (“**University**” or “**ZU**”) uses the credit hour as the basis for its educational system and organizes its educational process on a semester basis.

4.2 Minimum Enrollment

4.2.1 The minimum number of registered students in an undergraduate course is five (5).

4.2.2 All minimum course enrollment numbers are subject to the requirements stated in the Faculty Workload policy and procedures.

4.3 Maximum Enrollment

4.3.1 Undergraduate courses will not normally exceed an enrollment of fifty (50) students per section.

4.3.2 All maximum course enrollment numbers are subject to the requirements stated in the Faculty Workload policy and procedures.

4.3.3 Physical limitations, as well as health and safety regulations, must be considered for the maximum enrollments of classes conducted on campus.

4.4 Sections Below the Minimum or Above the Maximum Enrollment

Sections with enrollments below the minimum or above the maximum standard require approval from the Provost and Chief Academic Officer (“**Provost**”) or designee within the first two (2) weeks of the semester. They will typically be offered only if students require them to progress toward their degree.

4.5 Independent study courses, internships, and senior projects are exempt from this enrollment policy.

4.6 ZU students have the responsibility to manage their academic relationship with the University by:

- a) Following the mandated enrollment and registration procedures.
- b) Obtaining the relevant information and academic advice regarding enrollment and registration.
- c) Following their own class and final exam schedules.
- d) Attending their classes as per the attendance policy.

4.7 Students are expected to register in each regular academic semester (not including the summer sessions), and to continue in active registration from the time they first enroll at the University.

4.8 Students are expected to meet with their designated advisors during the announced registration period in order to register for the following semester’s courses.

4.9 Students are responsible for being aware of any changes to University policies, academic requirements, programs, calendar events, and/or changes in academic status. Notifications sent to a student’s ZU email account are considered official notifications.

4.10 Conditions for course load, schedule change, auditing a course, withdrawal from a course, suspension from the university, and withdrawal from the University are contained in the accompanying procedures.

5. Related Policies and Laws

- ACA-ADM-101 Undergraduate Admission to Zayed University
- ACA-REG-102 Undergraduate Student Attendance
- SUP-FAC-202 Faculty Workload

6. Administration

This policy is administered by the Registrar’s Office.

7. Revision History

Date	Revision	Ver.
3 February 2025	Updated the document format.	
20 February 2023	President's Decision issued (PD#20 of 2023).	4.0
1 February 2023	Endorsed by the Executive Committee (Meeting #4 of 2023).	
23 January 2023	Endorsed by the Academic Council.	
28 October 2022	Endorsed by the Provost's Council with no changes required. <ul style="list-style-type: none"> • Updated the information header and the policy numbers to be in line with the new format. • Updated the policy number from ACA-REG-05 to ACA-REG-101. 	
17 October 2022	Endorsed by the Deans' Council subject to rewording Articles 3.2 and 3.3.	
27 September 2022	Updated the minimum/maximum enrollment numbers (3.2 and 3.3).	
4 October 2020	President's Decree issued (PD#90 of 2020).	3.0
27 March 2007	Policy approved.	2.0
1 October 2000	Policy approved.	1.0