


Policy Group	Admissions and Registration	Policy Number	ACA-REG-05	 جامعة زايد ZAYED UNIVERSITY
Responsible Office	Office of the Provost	Distribution	External	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	30 September 2020	Due Date for Next Review	30 September 2023	

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. Policy

3.1 The university will use the credit hour as the basis for its educational system and will organize its educational process on a semester basis.

3.2 Minimum Enrollment

The minimum number of registered students in an undergraduate course may vary depending on the type of the course as follows:

- a) Lecture sections will normally have a minimum enrollment of 12;
- b) Laboratory and Studio sections will normally have a minimum enrollment of 9.

3.3 Maximum Enrollment

Undergraduate courses shall not normally exceed an enrollment of fifty (50) students per section. However, the maximum number of registered students in an undergraduate course may vary depending on the type of the course as follows:

- a) Lecture course sections will not normally exceed an enrollment of 30;
- b) Laboratory sections will not normally exceed an enrollment of 18;
- c) Studio sections will not normally exceed an enrollment of 12.

3.4 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 or designee within the first (2) weeks of the semester. They will typically be offered only if students require them to progress toward their degree.

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

3.6 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.
- 3.7** 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.
- 3.8** Students are expected to meet with their designated advisors during the announced registration period in order to register for the following semester's courses.
- 3.9** Students are responsible to be aware of any changes to university policies, academic requirements, programs, calendar events, and/or changes in academic status. Notifications sent to a student's university email account are considered official notifications.
- 3.10** 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.

4. Related Policies and Laws

- ACA-REG-01 Undergraduate Admission to Zayed University
- ACA-REG-02 Advanced Placement and Challenge Examinations
- ACA-REG-07 Undergraduate Student Attendance
- ACA-STU-15 Alumni

5. Administration

This policy is administered by the Admissions and Registration Department.

6. Revision History

Date	Revision
4 October 2020	President's Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
23 September 2020	Reviewed by the UC Academic Affairs Committee and sent back for further consideration of maximum and minimum numbers for course or section (3.2 and 3.3) (<i>action completed</i>).
21 September 2020	Endorsed by the Academic Council.
14 September 2020	Endorsed by the Deans' and Provost's Councils subject to the clarification of maximum and minimum numbers in 3.2 and 3.3 (<i>action completed</i>).
3 September 2020	Revisions: <ul style="list-style-type: none"> • Merged ACA-REG-05 Enrollment and Registration and ACA-REG-05b Course Enrollment policies and edited as appropriate; • ACA-REG-05b is now recommended for retirement; • Deleted implementation details as they are in the procedures; • Emphasized that this policy is for undergraduate students as GSD has its own registration policy; • Added External Distribution; • Added a sentence about the maximum sizes of lab classes.

24 November 2019	Updated the policy group and policy numbers
27 March 2007	Policy reviewed
1 October 2000	Policy approved