


<b>Category</b>	Enrollment and Registration	<b>Policy Number</b>	ACA-REG-101	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	4.0	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Registrar's Office	
<b>Date Approved</b>	20 February 2023	<b>Effective Date</b>	AY 2023-24	
<b>Date Last Reviewed</b>	1 February 2023	<b>Due Date for Next Review</b>	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. 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**

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

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

##### **3.3 Maximum Enrollment**

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

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

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

##### **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:
- Following the mandated enrollment and registration procedures.
  - Obtaining the relevant information and academic advice regarding enrollment and registration.
  - Following their own class and final exam schedules.
  - 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-ADM-101 Undergraduate Admission to Zayed University  
 ACA-REG-102 Undergraduate Student Attendance  
 SUP-FAC-202 Faculty Workload

#### **5. Administration**

This policy is administered by the Registrar's Office.

#### **6. Revision History**

<b>Date</b>	<b>Revision</b>
20 February 2023	President's Decision issued (PD#20 of 2023).
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. 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 the rewording of 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).
30 September 2020	Approved by the University Council.
27 March 2007	Policy reviewed.
1 October 2000	Policy approved.