

# Student Registration in My ZSC

Log into <https://my.zanestate.edu/ICS/>

- Click on Students at the top of the page
- Click on Registration

**STUDENTS**

**REGISTRATION**

Spring 2023 ▾

⚠ Registration opens 3/6/2022 11:59 PM

⚠ Course approval is required.

**Registration**

0 hrs planned | 1 hrs registered

**Registration** Open through 1/21/2023 11:59 PM

- Select the term
- Click Register

**COURSE SEARCH**

**Add/Drop Courses**

Spring 2023 ▾

**Planning now open**

**Registration now open and ends 1/28/2023 11:59 PM**

**Register** Course search My Schedule

## Student Registration in My ZSC











From your “My Academic Plan” you can click the arrow by the course you want to take to find the sections available. If you do not see the course you are wanting to take, you can click “Future Requirements” to find the course.

**COURSE SEARCH**

Spring 2023 [My Schedule](#)

**My Academic Plan**













*i* You may register for courses on or off your plan.

	<b>Arts &amp; Humanities</b> Arts/Humanities Electives <a href="#">Find a course</a>	<b>3.00 hrs</b>	
	<b>BIOL 1070</b> Environmental Science <a href="#">Find a section</a>	<b>3.00 hrs</b>	
	<b>BUSM 2070</b> Small Business Management and <a href="#">Find a section</a>	<b>3.00 hrs</b>	
	<b>CULA 2180</b> Garde-Manger <a href="#">Find a section</a>	<b>3.00 hrs</b>	
	<b>CULA 2220</b> Food Service Management <a href="#">Find a section</a>	<b>3.00 hrs</b>	

**Future Requirements**


## Student Registration in My ZSC

Under Future Requirements, if the course is not offered in the selected term, a note will appear in red stating, "No sections available."


Future Requirements 			
	<b>FYEX 1010</b> First Year Success Strategies <i>Pending advisor approval</i>	1.00 hrs	
	<b>ACCT 1010</b> Financial Accounting <i>Find a section</i>	3.00 hrs	
	<b>BMCA 1050</b> Introduction to Microcomputer <i>Find a section</i>	2.00 hrs	
	<b>CULA 1020</b> Orientation to Culinary Arts <i>No sections available</i>	1.00 hrs	
	<b>CULA 1040</b> Sanitation <i>No sections available</i>	2.00 hrs	
	<b>CULA 1060</b> Fundamentals of Food Preparation <i>No sections available</i>	3.00 hrs	
	<b>CULA 1080</b> Professional Baking <i>Find a section</i>	3.00 hrs	



Once you find the course you would like to take and you click on the arrow, click the plus sign to add the section to your calendar.

### COURSE SEARCH

Spring 2023  [My Schedule](#)

**CULA 2180** 3.00 hrs

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 **CULA-2180-01**   
**Tue 8:00-9:50 AM**  
Spring CULA; 01/09/23 - 05/06/23  
Meets 1 other time  
6 seats remaining  
Marco Adornetto

## Student Registration in My ZSC

### Unmet Pre-requisite

If you do not meet the requirements of the course, you will receive an error message. You should reach out to your program advisor, if you believe you have met the requirements; otherwise, you will need to take the pre-requisite course first.

**CULA-2180-01 - Garde-Manger (3.00 hrs)** X

**Cannot register**

**Prerequisite needed**  
A prerequisite for this course has not been met.

**Close**

If you click on the course on your calendar, you will receive the following options:

	Mon	Tue	Wed	Th
3am		CULA-2180-01 3.00 hrs - 6 seats		
3am	FYEX-1010-01 Pending approval			
3am		CULA-2180-01 3.00 hrs - 6 seats		
1am				
2pm				
1pm				
2pm				
3pm				
4pm				

- Remove from my calendar
- Contact instructor
- View details
- View possible issues

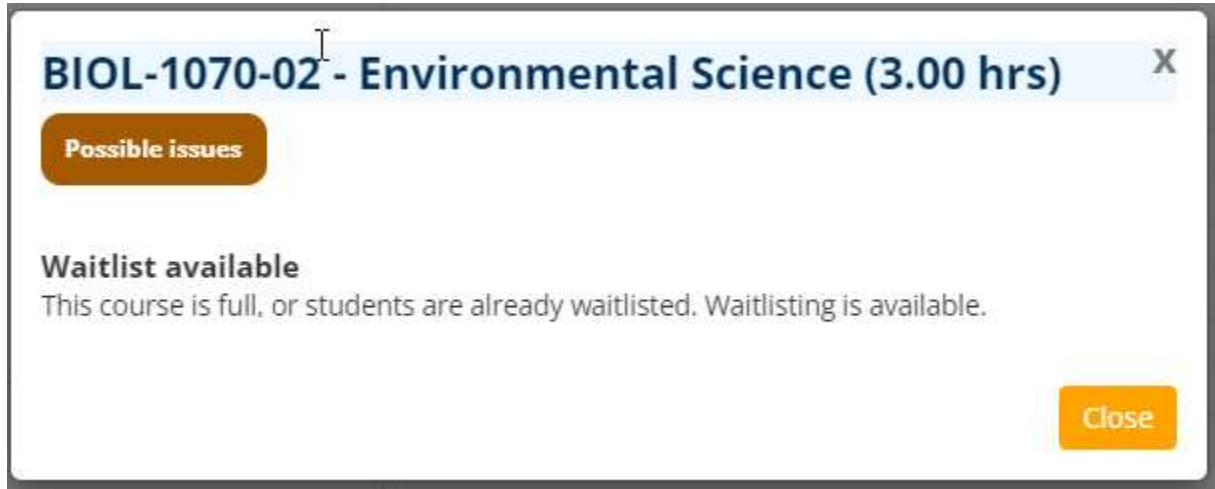
In this case, this student does not have the pre-requisite, so they will click "Remove from my calendar."

## Student Registration in My ZSC

### **Waitlists**

If a course is full, you have the option to waitlist. Most of the time, you will be moved into the course. The courses that have exceptions are lab courses which only have a certain amount of equipment.

Below is the message you will receive if the course is full. You can add yourself to the waitlist, or you can choose a different section that is open.



**BIOL-1070-02 - Environmental Science (3.00 hrs)** X

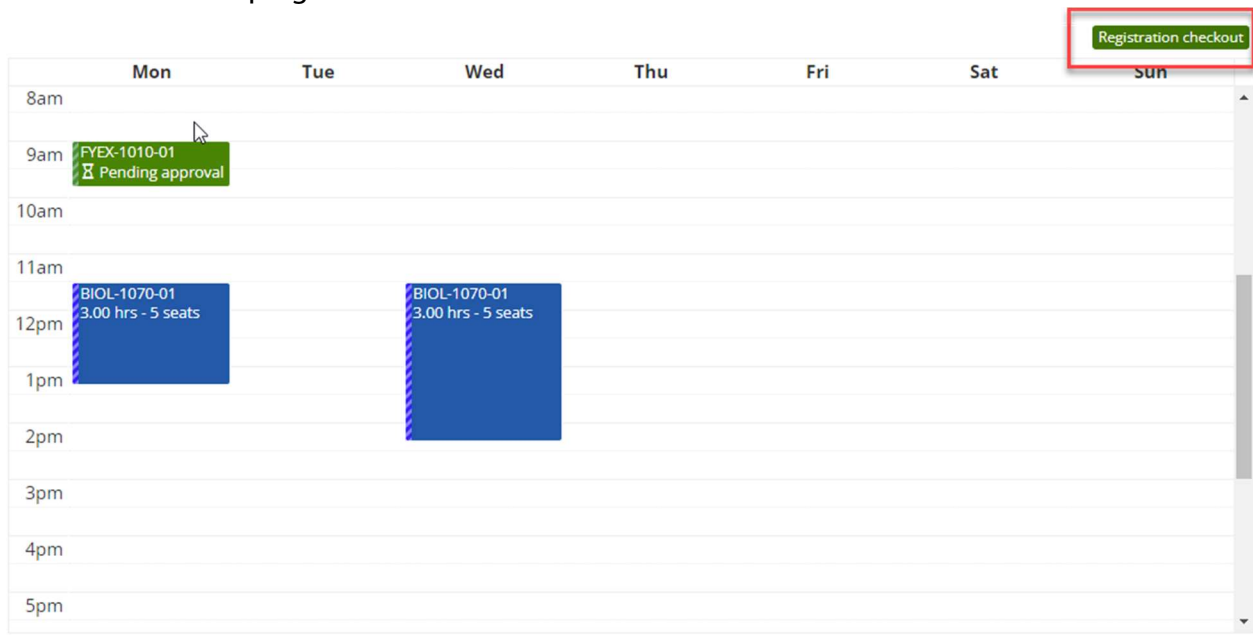
**Possible issues**

**Waitlist available**  
This course is full, or students are already waitlisted. Waitlisting is available.

**Close**

### **Registration Checkout**

Once you have added the courses you would like to take to your calendar, click Registration checkout in the top right corner of the calendar.



	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am	<b>FYEX-1010-01</b> Pending approval						
10am							
11am							
12pm	<b>BIOL-1070-01</b> 3.00 hrs - 5 seats		<b>BIOL-1070-01</b> 3.00 hrs - 5 seats				
1pm							
2pm							
3pm							
4pm							
5pm							

**Registration checkout**

## Student Registration in My ZSC

The Registration Checkout box will pop-up giving you options (if you require them). If you would like to add the waitlist, put a checkmark by the course. This pop-up box will also let you know if you are not able to register or if you have pending registrations. Click Request advisor approval, once you have checked the boxes.

### Registration Checkout

**Available to Register**

BIOL-1070-01 - Environmental Science  
Wed 11:30 AM-2:20 PM (3.00 hrs)  
Meets 1 other time  
Spring Full Semester: 01/17/23 - 05/13/23  
5 seats remaining

BIOL-1070-02 - Environmental Science  
No schedule available (3.00 hrs)  
12:00-12:00 AM  
Spring Full Semester: 01/17/23 - 05/13/23  
Full  
Waitlist available

**Not Available to Register**

PHIL-1010-01 - Introduction to Philosophy  
No schedule available (3.00 hrs)  
12:00-12:00 AM  
Spring Full Semester: 01/17/23 - 05/13/23  
Prerequisite needed

**Pending Registrations**

FYEX-1010-01 - First Year Success Strategies  
Mon 9:00-9:50 AM (1.00 hrs)  
Spring Full Semester: 01/17/23 - 05/13/23  
Pending advisor approval

Contact ▾ Request advisor approval

This will send a notice to your program advisor. They will review the courses to ensure you are on the right path. Once they review your courses, they will approve or deny your courses.





## Student Registration in My ZSC

### Registration Checkout X


**Not Available to Register**

- PHIL-1010-01 - Introduction to Philosophy (3.00 hrs)  
No schedule available  
12:00-12:00 AM  
Spring Full Semester; 01/17/23 - 05/13/23  
Prerequisite needed

**Pending Registrations**

-  BIOL-1070-01 - Environmental Science (3.00 hrs)   
Wed 11:30 AM-2:20 PM  
Meets 1 other time  
Spring Full Semester; 01/17/23 - 05/13/23  
Pending advisor approval
-  BIOL-1070-02 - Environmental Science (3.00 hrs)   
No schedule available  
12:00-12:00 AM  
Spring Full Semester; 01/17/23 - 05/13/23  
Waitlisted

**Successfully Registered**

-  FYEX-1010-01 - First Year Success Strategies (1.00 hrs)  
Mon 9:00-9:50 AM  
Spring Full Semester; 01/17/23 - 05/13/23  
Registered

[Contact +](#) [Close](#)

### Course Search

If there is a course that you would like to add that you don't see on your academic plan, you can use the **Course Search** option under My Academic Plan.

You can search courses by department, instructor, location, or type. Click Search courses.

## Student Registration in My ZSC

**COURSE SEARCH**

Spring 2023 ▾ [My Schedule](#)

**+ My Academic Plan**

**- Course Search**

Course Code or Title

Instructor

Department

Location

Meeting Type

Section Status

Meets on Selected Days  
M Tu W Th F Sa Su

You will follow the same process as above, once you find the course you want to add. Click the plus sign to add it to your calendar and complete the registration checkout.



## Student Registration in My ZSC

### **Time Conflict**

If you try to add a course that conflicts with another on your schedule, you will get the following error message. You will want to try to find a different section, if this happens.



**CULA-1080-01 - Professional Baking (3.00 hrs)** X

**Cannot register**

**Schedule conflict**  
Time Conflict with BIOL-1070-01

**Prerequisite needed**  
A prerequisite for this course has not been met.

**Close**

# Student Registration in My ZSC

## Drop Courses







You can drop a course by clicking on the ... by the course, or by clicking on the course on your calendar and click, Drop course.

**COURSE SEARCH**

Spring 2023 ▾ [My Schedule](#)

**BIOL 1070** 3.00 hrs

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	<b>BIOL-1070-01</b> <b>Mon 11:30 AM-1:20 PM</b> Spring Full Semester; 01/17/23 - 05/13/23 Meets 1 other time 4 seats remaining James Shepherd	 <a href="#">✉ Contact instructor</a> <a href="#">🔍 View details</a> <a href="#">✖ Drop course</a>
	<b>BIOL-1070-02</b> <b>12:00-12:00 AM</b> Spring Full Semester; 01/17/23 - 05/13/23 Waitlisted James Shepherd	
	<b>BIOL-1070-03</b> <b>Mon 5:00-7:50 PM</b> Spring Full Semester; 01/17/23 - 05/13/23 Meets 1 other time 16 seats remaining Abigail Dale	

## Student Registration in My ZSC

	Mon	Tue	Wed
7am			
8am	CULA-1080-01 3.00 hrs - 7 seats		
9am		FYEX-1010-01	
10am	CULA-1080-01 3.00 hrs - 7 seats		
11am			
12pm		BIOL-1070-01 ✓	BIOL-1070-01 ✓ Registered
1pm			
2pm			
3pm			

- Contact instructor
- View details
- Drop course**

### My Schedule

On the My Schedule tab, you can view/print your schedule. To see details, click Print my schedule.

### COURSE SEARCH

Spring 2023 My Schedule

- + My Academic Plan
- + Course Search
- + Program Information

# Student Registration in My ZSC

COURSE SEARCH

## My Schedule

Course Code	Title	Schedule
+ BIOL-1070-02	Environmental Science	12:00-12:00 AM 1/17/2023 - 5/13/2023

[Print my schedule](#) 

**Zane State College**  
**Student Schedule**  
2023 Year Spring

<b>Name :</b> Test Student A.	<b>Division :</b> Undergraduate	<b>Major 1 :</b> CULA Culinary Arts
<b>ID Number :</b>	<b>Degree :</b> AAB	<b>Major 2 :</b>
	<b>Class :</b> First-Time Freshman	<b>Major 3 :</b>
<b>Address :</b> 1555 Newark Road Zanesville, OH 43701	<b>Advisor :</b> Jones Lauren E. Swope Lucinda	<b>Minor 1 :</b>
		<b>Minor 2 :</b>
		<b>Minor 3 :</b>

	Professor	Days	Beg Date	Beg Time	End Date	End Time	Loc / Bldg / Room	Status	Hours
<b>Subterm :</b> PF Spring Full Semester									
<b>Course :</b> BIOL 1070 02 Environmental Science	James Shepherd		01/17/2023	12:00 AM	05/13/2023	12:00 AM	ONLI	Waitlisted	0.00

## Student Registration in My ZSC

<b>Registration Group</b>	<b>Academic Plan Sensitivity</b>	<b>Advisor Approval</b>
<b>FF</b> – Zero to 14 earned hours	May register off plan	Yes
<b>FR</b> – Between 15 and 29 earned hours	May register off plan	Yes
<b>SO</b> -30 earned hours or more	May register off plan	Yes
<b>HS</b> -High School CCP student	May register off plan	Yes*
<b>VA</b> -Military Veteran Student	May register off plan	Yes
<b>TS</b> -Transient Student	No restrictions	No
<b>AP</b> -Academic Probation	May register off plan	Yes
<b>ND</b> -Non-degree seeking	No restrictions	No

*\*CCP students do not have the ability to drop or withdraw. They must meet with his or her CCP advisor to drop or withdraw.*