**Course Registration on the Student Information System (SIS)**

Log in to sis.unza.zm

Course Selection

WAITING STUDENT INPUT

- Student login using username and password username is student ID (Computer number) default password is computer number
- Click “Registration” and select courses from the list available. Core courses are already selected.
- After selection is complete, Click on “Submit for Approval”
- Once clicked, status changes from “Waiting Student Input” to “Waiting Approval”
- For missing courses, extra course or missing registration link, see HOD /Assistant Dean / Assistant Registrar in your school.

Course Approval

WAITING APPROVAL

- HOD/ Assistant Dean approves courses.
- If there is delay in courses approval, please see HOD or Assistant Dean in your school.
- Once approved, status changes to “ Waiting Payment”

Fee Payment

WAITING PAYMENT

- Fees are calculated for the student based on the study mode, year of study, programme, sponsor, nationality.
- Student will see the fees due for payment when they click “Finance”
- Payment can then be made by the student to the bank using Bill Master form at any ZANACO branch.
- For incorrect fees, sponsor, missing fees or missing payments see Student Finance office.
- For incorrect accommodation fees, go to Dean of Students.

Registration Complete

REGISTERED

- Once payments are made by the student and meet the minimum required (Current 37.5% of tuition + all other registration status automatically changes to “Registered”
- The student is then able to print a confirmation slip which available on “Registration menus