

Registration Instructions

1. Go to www.eku.edu; click on the "EKU Direct" link.
 2. Click "Log In Now"
 3. Enter your User ID (this is your ECU ID #, no spaces or dashes).
 4. Enter your PIN (this is a six digit number you created the first time you logged in to ECU Direct. HINT: It is not your birthday, it is not a repetitive (111111) or consecutive number (123456).
 - o **If you cannot remember your PIN:**
Put your USER ID in, leave PIN blank, and click on "Forgot PIN". This will bring up the security question you created. If you answer it correctly, it will ask you to create a new six digit number. Again, it cannot be your birthday, a consecutive number, or a repetitive number. Once you have done this, you will be logged in to the system.
 - o **If you have never used ECU Direct before (this means you have never registered for classes:**
Your PIN is going to be your six digit date of birth. It will be in MMDDYY format. When you submit that, it will immediately ask you to create a new six digit number. It cannot be your date of birth, or a repetitive or consecutive number. Once you have created your PIN, it will ask you to create a security question. Create a question that no one else will know the answer to, and that you will always remember. Do not use a question like: "What's my cat's name?"... you may not remember this 10 years from now. This account is a lifetime account. You will always have access to this account.
 - o **If you lock your account by putting in the wrong answer too many times:**
You will have to contact the Registrar's office (859-622-3876) in order to have your PIN reset. This will require an in-person visit with picture ID, or a fax with your photo ID and signature before we can legally reset the PIN.
 5. Once you are logged in, click on "Student Services and Financial Aid", then "Registration", then "Add/Drop Classes".
 6. Select Term you wish to register for. Click Submit Term.
 7. Enter your RAC number. This is the Registration Access Code we provided you and will only be required the first time you register each semester.
 8. Scroll to the bottom of the screen and choose "Class Search". On the class search page you will need to enter the subject, course number and campus.
 - a. Subject (ex. ENG)
 - b. Course Number (ex.101)
 - c. Campus (ex. Richmond Campus)
 - d. Click the "Class Search" button.
 - e. Search should return a list of the classes, as specified above, being offered that semester.
 - f. Look through the list of class sections to find the day and time that meets your need.
 - g. Choose the course section by clicking in the box to the left of the class listing you have selected. The box is located under "Select". It is recommended that you register for your classes one class at a time.
- NOTE:** Some classes require a lecture and a lab. You must register for these at the same time. You will need to click in both the box for the lecture and the box for the lab. If you don't, you will get a "Link Error" message. The labs may be different days and times. Usually the word "Lab" will be in the title, and it will have 0.0 credit hours listed.
9. After you click in the box(es), scroll to the bottom of the screen and click "Register". This will take you back to the Add/Drop screen. Verify that you successfully registered for your class! Errors are displayed under "registration Add Errors" and are listed in the status section.
 10. Repeat steps 11-15, until your schedule is complete.

Once you have registered for your classes, you will be able to print your schedule. Scroll to the top of your schedule, click "Return to Menu", choose "Printable Student Schedule". Schedule will be displayed in a printer-friendly format.

For further assistance, reference: <http://it.eku.edu/support/registering-classes>.

Withdrawing from a Class

Withdrawing from a course may affect a student's financial aid.

Students enrolled in dual credits courses while in high school are subject to the University's Satisfactory Academic Progress standards of 67% of earned credit and a 2.00 GPA. Upon graduation from high school if a student who was enrolled while in high school as a dual credit student applies for federal financial aid and failed to meet the university standards they may appeal for reinstatement of their aid. The appeal application and process is outlined on the financial aid website. The appeal process is the same for all students requiring documentation. This policy is in place because of Federal Financial Aid Regulations.

A. Withdrawing From a Class

Students withdraw through EKUDirect.

1. Class drops/withdrawals are available via EKUDirect only during the first 12 weeks of a Fall or Spring semester (see Colonel's Compass for specific dates Fall/Spring/Summer).
2. Go online to [EKUDirect](#), ADD/DROP link, and select "drop by web" or "withdraw by web".
3. Students are welcome to perform this activity at the Registration Center where there is staff available to help.
4. For EACH registered class select DROP or WD course--Withdraw by web.
5. Click the button Submit Changes. Under "Status," verify that the word "Registered" has been replaced with "Dropped" or "WD course". Also, be sure that Credit Hours are "0.0 hours".
6. This action is immediate and any tuition refunds are effective the moment the student clicks the Submit Change button.
7. BE SURE TO CLICK ON THE SUBMIT BUTTON - WAIT FOR THE SCREEN TO REFRESH.
8. Confirm that all classes have been dropped/withdrawn as desired by looking at the link PRINTABLE STUDENT SCHEDULE (also in EKUDirect).
9. Print the PRINTABLE STUDENT SCHEDULE as your proof that they action was completed.

Have a HOLD preventing your access to the Add/Drop screen in EKUDirect?

- HOLDS on a student record are there because an office wishes to convey a message to that student, they want the student to have a conversation, return a library book, or they may only intend to prevent the student from adding a class, not from dropping.
- A HOLD does not mean you are not allowed to withdraw.
- Call the Registration Help Line at 859-622-2320, or email registration@eku.edu, or come to the Registrar's Office in the Student Success Building, Room 239.