

## Registration Instructions

1. Go to [www.eku.edu](http://www.eku.edu); click on “Login to ECU” in the top right corner and select the “EKU Direct” link.
2. Enter your User ID (this is your ECU ID #, no spaces or dashes).
3. Enter your PIN (this is a six digit number you created the first time you logged in to ECU Direct).
  - **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 in MMDDYY format. When you submit, you will be asked to create a new six digit PIN. It cannot be a repetitive (111111) or consecutive (123456) number. After creating a PIN, you will be asked to create a security question. Create a question that no one else will know the answer to, and that you will always remember. This account is a lifetime account, meaning you will always be able to access it once it is created.
  - **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.
  - **If you lock your account by entering the wrong information:**  
You will need to contact the Registrar’s Office (859-622-2320) in order to reset your PIN. This will require an in-person visit with a picture ID, or a fax with a photo ID and signature before the PIN can be reset.
4. Once you are logged in, if this is your first time in ECU Direct, you will need to activate your student email. Click on the “Personal Information” tab and click “Activate ECU Student Email Account.” The first two lines are your username and password for your student email and your Blackboard account.
5. To register for courses, click on “Student Services and Financial Aid,” then “Registration,” then “Add/Drop Classes.”
6. Select the term you wish to register for and click “Submit Term.”
7. Enter your RAC number. This is the Registration Access Code or Alternate PIN you were provided and will only be required the first time you register each semester.
8. Check the box and enter your name and login PIN number.
  - **If you were provided with a Course Registration Number (CRN):**  
Enter the CRN (5-digit number) into the boxes provided. When you have entered the CRNs for each course you are taking, click “Submit Changes” at the bottom of the page. When the course appears and says “Registered by Web,” the process is complete.
  - **If you are searching for a course:**  
Click “Class Search” at the bottom of the page. On this page, you will need to select the subject and course number you are searching for, then click “Class Search.” This will return a list of classes; find the class that meets your course and scheduling need. Choose the course section by clicking the box to the left of the class listing you have selected. If there is a “C” instead of a box, it means this section is full. Once you have checked the box, scroll to the bottom of the screen and click “Register.” When the course appears and says “Registered by Web,” the process is complete.
9. Once you have registered for your courses, you will be able to print your schedule. Scroll to the top of the registration screen, click “Return to Menu,” and choose “Printable Student Schedule.”

## Withdrawing from a Class

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

Students enrolled in dual credit 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 the 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; this policy is in place because of Federal financial aid regulations.

### **A. Withdrawing From a Class**

*Students withdraw through ECU Direct.*

1. Class drops/withdrawals are available via ECU Direct only during the first 12 weeks of a Fall or Spring semester (see Colonel's Compass for specific dates).
2. Go online to ECU Direct, go to "Student Services and Financial Aid," click "Registration," and click "Add/Drop Classes."
3. Next to each course is a drop down box; click the box and select "drop by web" or "withdraw by web." Click the "Submit Changes" button and verify that each course you wish to drop or withdraw from has changed. Check your student schedule to verify that the classes are no longer appearing on your schedule.

**Please note: during the first week of classes (known as the "add/drop period") you can drop a class without it appearing on your transcript – this will not affect your financial aid. After this period ends, any class you drop will appear as a "W" on your transcript and could potentially affect financial aid status. Withdrawing from a course does not release a student from their tuition obligation.**

### **Have a HOLD preventing your access to the Add/Drop screen in ECU Direct?**

- HOLDS on a student record are there because an office wishes to convey a message to that student – they want the student to schedule a meeting, return a book, pay a bill, or prevent the student from adding further classes.
- A HOLD does not mean you are not allowed to withdraw.
- Contact the Registration Help Line at 859-622-2320, or email [registration@ecu.edu](mailto:registration@ecu.edu), or visit the Registrar's Office in the Student Success Building, Room 239.