Winter Session Registration:

1. Go to EKU’s home page http://www.eku.edu/

2. Click the Login to EKU link underneath the Search box and click the link for EKU Direct.

3. This will lead you to the EKU Direct Login screen:

   **User ID:** This is your 9 digit Student ID number usually starting with 90X-XXX-XXX.
   **PIN:** For new users your PIN number will be your birthday in the form of MMDDYY. Previous users should have set a new PIN after their first log in.

   ***After your first login you will be asked to change your PIN, this is the indication that you have successfully logged into EKU Direct.

4. After you have logged in (and changed your PIN if needed) you will see the Main Menu of EKU Direct.
   a. Go to the Student Services and Financial Aid tab
   b. Click on Registration
c. Click on Select Term

The Select Term link will allow you to set a default term while working in EKU Direct. This is important because if you are in another term (that is not winter) it may ask you for a RAC number when you go to add a class. The winter session does not require a RAC number to register. Once you get into the Select Term screen you want to set it to Winter 20XX and click “submit”.

After you “submit” the default term it will take you back to the Registration page under the Student Services and Financial Aid tab.

5. Click on Add/Drop Classes

Before Registering: Students are required to read and acknowledge the information boxed in red.

a. Check the box in the top left corner of the big red box
b. Enter your name in the box
c. Enter your 6 digit PIN number

6. Click the Class Search button at the bottom to look for available classes for the winter session.
This brings you to the **Look-Up Classes to Add** screen:

![Look-Up Classes to Add](image)

This is the screen you will use to find what courses EKU has to offer. You can use the various boxes to set desirable characteristics like start and end time of the class as well as specific Instructors. Using the characteristics already set up above, we are going to search for CRJ 423 classes offered during the **winter 2014** semester.

The results should show:

![Look-Up Classes to Add](image)

7. Pick the course you would like to register for and check the box next to it.

As you can see there are three CRJ 423 courses that are being offered for the **winter 2014** semester. We are going to register for the one with CRN 70137, once you have checked the box next to the class you desire, click **register**.
After you hit register, you will be brought to the screen that shows your registered courses. At this point I am only registered for the CRJ 423 Violence against Children for winter 2014. While you may continue to search additional classes, please remember that winter session only permits students to take one course. If you wish to add a different course you would be required to drop any course you may currently be registered for.

***AFTER ALL CHANGES TO REGISTRATION CHECK YOUR STUDENT PRINTABLE SCHEDULE TO ENSURE IT IS CORRECT.

a. Dropping a course

If a class is not working well for you, you may want to “drop” the course. In the “action” drop down box you have the option to have the course “Dropped by Web” and you would be dropped from it. You can also drop a course during the registration process if you want to exchange it for another one. After a predetermined point in the semester you will no longer be able to “Drop” the course. At that point you would have to “Withdraw” and take a W on your transcript, but it is the same processes as dropping a class just select “withdrawn by web”.

b. Re-registering for courses

If you drop a course and need to get back into it, you will not be able to add it by searching for it, the checkbox next to the course will not be there. You will need to use the Add/Drop screen (shown above) and use the drop down option box to select “Re-register Course” and click submit.
8. To find your **Printable Student Schedule**:
   a. Go to the **Student Services and Financial Aid** tab
   b. Click on **Registration**
   c. Click on **PRINTABLE STUDENT SCHEDULE** (highlighted in green)

Your schedule will look similar to the below example:

![Student Schedule Example](image)

This is your verification that you successfully registered for an EKU course! This shows everything about the course you will need to know.

1. **If** there are comments about the course it will show up on here.

2. This is a very important piece of information. This means that you must drop the course by December 16th to be able to get a full tuition refund. You may still withdraw from the course after this date, but if you drop it after Dec. 16 you will forfeit either a percentage of the refund or all of it, depending on the actual day you withdraw from the course. These deadlines are provided at the Winter Session Calendar below.

3. This shows the dates the course will start and end.

**Winter Session Calendar**

To see the calendar, deadlines, and registration date students may visit the Winter Session Calendar:

[http://registrar.eku.edu/winter-session-academic-calendar](http://registrar.eku.edu/winter-session-academic-calendar)