**Step 4: Activate your EKU Account**

- Go to the EKU homepage at [www.eku.edu](http://www.eku.edu) or [www.manchester.eku.edu](http://www.manchester.eku.edu)
- Under "Login to EKU" at the top right of page under Search EKU, click on "EKUDirect"
- Click on the "Login to EKUDirect" link

**First-time users:**
- **User ID** - enter your EKU ID # (no dashes or spaces)
- **Pin** - type in your birthday as a 6-digit number (example: December 27, 1962 would be 122762)
- Click LOGIN
- You will be asked to re-enter your old PIN. This will be your 6 digit birthday again. In the second box, enter six numbers other than your birthday. In the third box re-enter those six numbers. Make note of your new PIN. Click LOGIN
- Please follow directions for finish account set up.

**Subsequent Users:**
- **User ID** - enter your EKU ID number (no spaces or dashes)
- **PIN** - enter the password (6 numbers) you created
- If you answer the question correctly, then you will be prompted to make up a new PIN. Enter six numbers in the first box, and then enter the same six numbers in the second box.
- If you answer the question correctly, then you will be prompted to make up a new PIN. Enter six numbers in the first box, and then enter the same six numbers in the second box.

**Step 5: How To Register for Classes**

- Please Note: Before registering you must see your advisor and get your RAC* (Registration Access Code) number. In EKU Direct, the RAC number is also referred to as the “Alternate Pin here), enter it and click Submit Pin. The RAC is required for undergraduate registration only.
- If you are prompted to enter your RAC number (referred to as an Alternate Pin here), enter it and click Submit Pin. The RAC is required for undergraduate registration only. To Add a Class: Enter the CRN (Course Reference Number, which is a five digit number that specifies a class section). CRN’s can be found in the online schedule book. When you have entered these numbers, please proofread carefully and click Submit Changes.

**How to Register cont...**

- Click on Student Services & Financial Aid
- Click on Registration
- Click on Add/Drop Classes (Note: This is the only place to OFFICIALLY verify you are registered, withdrawn, dropped etc. Make sure you do not have any registration errors.
- Select the term you wish to register for and click Submit Term (Fall 2015).
- If you are prompted to enter your RAC number (referred to as an Alternate Pin here), enter it and click Submit Pin. The RAC is required for undergraduate registration only. To Add a Class: Enter the CRN (Course Reference Number, which is a five digit number that specifies a class section). CRN’s can be found in the online schedule book. When you have entered these numbers, please proofread carefully and click Submit Changes.

**Step 6: Activate your EKU Email**

**Login to your EKUDirect Account**

1. Click on Personal Information
2. Click on Activate EKU Student Email Account

**Sign into Blackboard** ([www.learn.eku.edu](http://www.learn.eku.edu))

Your username and password match your EKU email account. If you lose your username or password, call 859-822-3000 (Option 3) for help.
### Step 1: Apply for Admission

**Transfer Students**

Equivalency Course Lookup Instructions:
[http://www.soto.eku.edu/](http://www.soto.eku.edu/)

**First Steps:**

1. Apply for admission.
2. Request that your previous colleges/universities send your official transcripts directly to the Office of Admissions.
3. Apply for financial aid.
4. Check your eligibility for a transfer scholarship. 
   [http://scholarships.eku.edu/new-transfer-students](http://scholarships.eku.edu/new-transfer-students)

   - In addition to submitting the application for admission, ask the Registrar of each regionally accredited college and/or university you have attended — and the high school guidance counselor, if you have completed less than 24 semester hours of college work — to send an official transcript of your record directly to the Office of Admissions. An official transcript is defined as having the seal of the college or university and the signature of the registrar. The transcript must be sent directly to EKU.
   - Hand-delivered transcripts or transcripts mailed by the student or stamped “Issued to Student” will not be accepted.
   - To transfer to EKU, you must have a minimum cumulative GPA of at least 2.0 (4.0 scale) on all work attempted at regionally accredited institutions. In addition, you should be eligible to return to each institution you previously attended. Applicants not meeting these conditions should contact the Office of Admissions at 859-622-2106 or 800-465-9191.
   - Students, who do not meet the above criteria, particularly non-traditional students, and who have not been enrolled in a college or university for a minimum period of 2 years may apply for admission under the provisions of EKU’s academic bankruptcy policy. Please contact the Office of Admissions for information at 859-622-2106 or 800-465-9191.
   - ACT scores are not required for admission as a transfer student unless you have completed fewer than 24 semester hours of college work; however you are strongly encouraged to submit scores for proper course placement and/or to establish your proficiency in the basic skills of English, mathematics, and reading.
   - If you have questions, please contact the EKU Student Outreach and Transition Office via phone (859) 622-7686 or visit [www.soto.eku.edu](http://www.soto.eku.edu).

### Step 2: Transfer Scholarships

**Visiting Students**

Students who will still be enrolled at KCTCS during but want to begin taking the EKU classes will need to apply as a Visiting Student and complete all of the visiting student requirements (http://admissions.eku.edu/visiting-students) including all financial aid and consortium agreements required by KCTCS, as a first-time transfer.

- Please speak with your SKCTC advisor or counselor if you plan to apply as a visiting student.
- Notes: To enroll in courses you must provide evidence that you meet the stated course prerequisites. Financial aid is not available to visiting students. Students who wish to transfer to EKU must reapply as a degree-seeking transfer student.
- A student can be admitted as a visiting student at EKU for dual enrollment purposes as long as they have at least a 2.0 GPA. This will not have any impact on their ability to be considered for the transfer scholarship. It will be awarded based on their cumulative GPA at time of admission as a first-time transfer.
- Check out [www.colonelconnection.eku.edu](http://www.colonelconnection.eku.edu) to make the college transfer process simple!

**For priority consideration please submit an Admissions Application and copies of all Official Transcripts by the following dates.**

- April 15 for Summer Session
- June 15 for Fall Semester
- November 15 for Spring Semester

Qualifed students will receive a scholarship award letter and acceptance form upon admittance to the University. The scholarship acceptance form must be returned to the Scholarship Office.

**Colonel Plus Recipients:** Students transferring to EKU with 24 or more credit hours with a college GPA of 3.75 or higher.

**Award:** Three year award of $12,000. Scholarship of $2,000 per semester ($4,000 annually) for up to 6 semesters. In order to retain the scholarship, the student must maintain a 3.0 grade point average and be enrolled full-time.

**Colonel Recipients:** Students transferring to EKU with 24 or more credit hours with a college GPA of 3.50 to 3.74.

**Scholarships Cont...**

**Maroon Plus Recipients:** Students transferring to EKU with 24 or more credit hours with a college GPA of 3.25 to 3.49.

**Award:** Three year award of $3,000. Scholarship of $500 per semester ($1,000 annually) for up to 6 semesters. In order to retain the scholarship, the student must maintain a 3.0 grade point average and be enrolled full-time.

**Maroon Recipients:** Students transferring to EKU with 24 or more credit hours with a college GPA of 3.0 to 3.249.

**Award:** Three year award of $1,500. Scholarship of $250 per semester ($500 annually) for up to 6 semesters. In order to retain the scholarship, the student must maintain a 3.0 grade point average and be enrolled full-time.

**Step 3: Financial Aid**

**FINAID@EKU.EDU**

- Students who are not admitted or are not admitted to a degree seeking program are not eligible to be awarded financial aid. Complete and submit the Free Application for Federal Student Aid (FAFSA, 1-800-4-FED-AID) as soon as possible after January 1 each year. The priority application deadline is February 1.
- You can complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure to have your pin number available to sign your FAFSA. If you have not applied for one, you can do so at [www.pin.ed.gov](http://www.pin.ed.gov).
- To be considered for funds awarded through the EKU Financial Aid Office, you must:
  - be enrolled at least half-time (except for Federal Pell Grant) in a program leading to a degree at EKU.
  - maintain satisfactory academic progress as defined by the EKU Satisfactory Progress Standards.
- After you submit your FAFSA/Renewal FAFSA, the federal processor will: (1) forward the FAFSA/ renewal FAFSA info to the EKU Financial Aid Office, (2) send a Student Aid Report (SAR) to you at the address listed on your FAFSA/Renewal FAFSA.
- EKU Federal School Code: 001963
- Sign your Master Promissory Note (MPN) and complete your Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov).