

## 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**

### Subsequent Users:

- ⇒ **User ID** – enter your EKU ID number (no spaces or dashes)
- ⇒ **PIN** – enter the password (6 numbers) you created

### If You Forget Your Pin:

- Type in your **User ID**
- Leave the **PIN** box blank
- Click the **Forgot PIN?** Button
- You will be prompted by the security question you created on the initial account creation. Answer the question. You must type it **exactly** as you first created it.
- If you don't know the answer to your question, please contact the Registrar's office or staff at Manchester Regional Campus (606-598-8122) about how to get your account reset. (You must have a photo ID if in person or contact us with your request through your EKU email account to get your account reset.)
- 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 Number".*
- You will have a new and different RAC # each semester.

Creating Opportunities  
Fulfilling Dreams

## 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- Click on **Add/Drop Classes** (*Note: This is the only place to OFFICIALLY verify you are registered, withdrawn, dropped etc.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 (Summer 2018, Fall 2018 or Spring 2019)**.
- 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**.

See [www.cjregional.eku.edu](http://www.cjregional.eku.edu) for your KCTCS campus class schedule and CRNs.

### Summer 2018 Begins: May 21, 2018

Scholarships for Transfer Students due: 4/15/18  
New & Transfer Student Admission App. due: 5/1/18

### Fall 2018 Begins: August 20, 2018

Scholarships for Transfer Students due: 6/15/18  
New & Transfer Student Admission App. due: 8/1/18

### Spring 2019 Begins: January 14, 2019

Scholarships for Transfer Students due: 11/15/18  
New & Transfer Student Admission App. due: 12/1/18

## 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 859-622-3000 (Option 3) for help.

3/21/18

# EKU

**CRIMINAL JUSTICE**  
REGIONAL CAMPUSES & SITES

## Bachelor's Degree Program in Criminal Justice and Police Studies

Follow these easy steps to enroll in Criminal Justice at one of our EKU Campuses in: Corbin \* Hazard \* Manchester \* Somerset or one of our KCTCS partners: Big Sandy: Pikeville \* Prestonsburg & Southeast: Cumberland, Middlesboro and Whitesburg. Students should be able to complete the entire program without leaving their KCTCS campus by taking a combination of Face-to-Face, Hybrid-Online and Video Conferencing classes.

1. Apply for **admission** as a Transfer or Visiting Student. Email [cjregional@eku.edu](mailto:cjregional@eku.edu) after applying.
2. Check your eligibility for a **transfer scholarship**.
3. Apply for **financial aid**.
4. Activate your **EKU account** after being admitted.
5. **Register** for your EKU Classes.
6. Activate your **EKU Email** account and sign into **Blackboard**.

Visit [www.cjregional.eku.edu](http://www.cjregional.eku.edu) or call us Toll-Free at **844-EKU-CJRC** or attend an Info Session at [www.cjregional.eku.edu/infosession](http://www.cjregional.eku.edu/infosession) for more information on EKU's Criminal Justice and Police Studies program.

### Campus Contact Information

EKU Corbin \* One Pennington Way \* Corbin, KY 40701 \* Phone 606-528-0551 \* Fax 606-528-0655 \* Faculty and CRJ Coordinator, [Stephen.kappeler@eku.edu](mailto:Stephen.kappeler@eku.edu)  
EKU Hazard \* HCTC One Community Drive \* UCM 152, Hazard, KY  
Phone: (606) 439-3544 \* [Jeannie.trumbo@eku.edu](mailto:Jeannie.trumbo@eku.edu)  
EKU Manchester \* 50 University Drive \* Manchester, KY 40962 \*  
Phone: 606-598-8122 \* Fax: 859-622-6646 \* East Region Director, [Terry.Gray@eku.edu](mailto:Terry.Gray@eku.edu)



## STEP 1: APPLY FOR ADMISSION TRANSFER STUDENTS

### Equivalency Course Lookup Instructions:

[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**.  
[www.scholarships.eku.edu/transfer-students-1](http://www.scholarships.eku.edu/transfer-students-1)

In addition to submitting the application for admission, you must have official transcripts sent from **any and all** colleges or universities that you have previously attended directly to EKU. Transcripts either need to be sent electronically through the **National Student Clearing-house** [www.getmytranscript.com](http://www.getmytranscript.com) (Please select the Electronic Transcript option ([admissionsprocessing@eku.edu](mailto:admissionsprocessing@eku.edu)) as Faxed Transcripts are considered Unofficial)

-OR-

have them sent via postal mail.

- High School transcripts are required if you have completed less than 24 semester hours of college work. Request your high school transcript at [www.parchment.com](http://www.parchment.com).
- 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).

## 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 ([www.admissions.eku.edu/visiting-students](http://www.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

## STEP 2: TRANSFER SCHOLARSHIPS

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

Qualified 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.

**Award:** Three year award of \$4,500. Scholarship of \$750 per semester (\$1,500 annually) for up to 6 semesters. In order to retain the scholarship, the student must maintain a 3.0 grade

## SCHOLARSHIPS CONT...

point average and be enrolled full-time.

**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.

**The SMART (Selective Merit Aid/Reduced Tuition) program offers undergraduate students in certain markets an amazing opportunity: \$10,000 Annual Tuition**

The SMART Program will save a student nearly \$8,000 off annual out-of-state tuition costs. Students from SMART designated states who have a high school GPA of 2.5 and an ACT composite of 18 or SAT total of 940 or higher will be charged tuition of \$5,000 per semester or \$10,000 per year. Students transferring from accredited programs in SMART states may also qualify.

## 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 beginning October 1 each year**.
- You can complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Make sure you have your FSA ID available to sign your FAFSA. If you have not applied for one, you can do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- To be considered for funds awarded through the EKU Financial Aid Office, you must:
  1. Be enrolled at least half-time (except for Federal Pell Grant) in a program leading to a degree at EKU.
  2. 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)