Registering for Classes myEKU

Registering for Classes with Class Search

1. Log into your myEKU account using your EKU Email & Password
2. Locate your **Registration Card**** (Can't find the card? Scroll to the bottom of this page.)
3. Select "**Register for Classes**"
4. Complete any action items appearing on your "**Action Item Processing**" screen. These are required items needed to be completed before moving forward with registering for classes.
5. Select the appropriate term (ex. Fall 2024)
6. Enter your **RAC#** provided to you by your advisor.
7. Select "**Continue**"
8. Select the "**Find Classes"** tab
   a. Subject (ex. ENG)
   b. Course Number (ex.101)
   c. "**Advanced Search**"
   d. Campus (ex. Richmond)
   e. Click the "**Search**" button.
   f. You may choose to also select the option to view "Open Sections Only"
   g. Search should return a list of the classes being offered that semester.
9. Select the "**Add**" button to add the course. *This will move your planned courses into a "pending" status on your Summary pane.*
   a. You will see the course in your Registration **Summary** pane.
   b. You will see the course by Day and Time on your **Schedule** pane.
10. To register for the class, press "**Submit**"
11. To find additional classes to add to your schedule, repeat **step 8** until your schedule is complete or select the green "**Search Again**" button.
12. Once you have completed your registration select "**Submit**".

Under your "**Summary**", you should now see your full course list and each course should say, "Registered". If you received any type of registration error that appears on the top right hand corner of your screen, reach out to your advisor for help/clarification.

** *If you do not see the Registration Card in myEKU.*

1. Scroll to the bottom of the page of your myEKU homepage.
2. Click +Discover More button.
3. Search "Registration" in the search bar.
4. Click the bookmark in the top right corner of the card.
5. Click the EKU at the top to return to the myEKU home page.

Utilizing Class Search Prior to Registration and Registering via "Enter CRNs" option

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5. Select the term appropriate term (ex. Fall 2024)
6. Enter your **RAC#** provided to you by your advisor.
7. Select "**Continue**"
a. Select the "**Find Classes"** tab
b. Subject (ex. ENG)
c. Course Number (ex.101)
d. "**Advanced Search**"
e. Campus (ex. Richmond)
f. You may choose to also select the option to view "Open Sections Only"
8. Click the "**Search**" button.
9. Search should return a list of the classes being offered that semester.
10. **Write down** your selected CRNs. To search again, return to step "Find Classes" tab, repeat step 7.

When it is your time to register, go to next steps below:

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3. Select "**Register for Classes**"
4. Complete any action items appearing on your "**Action Item Processing**" screen. These are required items needed to be completed before moving forward with registering for classes.
5. Select the term appropriate term (ex. Fall 2024)
6. Enter your **RAC#** provided to you by your advisor.
7. Select "**Continue**"
8. Select the "**Enter CRNs"** tab
a. Type in the 5-digit CRN in the box labeled CRN. (One 5-digit CRN per box).
b. *To add additional CRNs, click "**+Add Another CRN**" and enter in your next 5-digit CRN.
9. After you have your CRNs entered, click "**Add to Summary**".
10. When your Summary pane appears, verify you have the correct classes entered.
11. When you are ready to register, click the "**Submit**" button.

Under your "Summary", you should now see your full course list and each course should say, "Registered". If you received any type of registration error that appears on the top right hand corner of your screen, reach out to your advisor for help/clarification.

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