

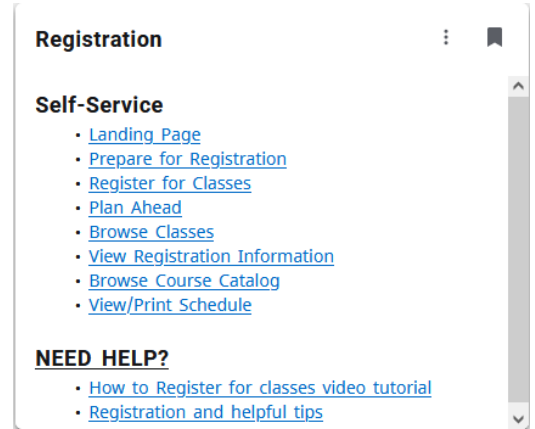
# How to Register for Classes in MyEKU

*Please see important information about registration eligibility at the end of this document.*

Log into MyEKU and locate the **Registration** card.

Select **“Register for Classes”** on the Registration card.

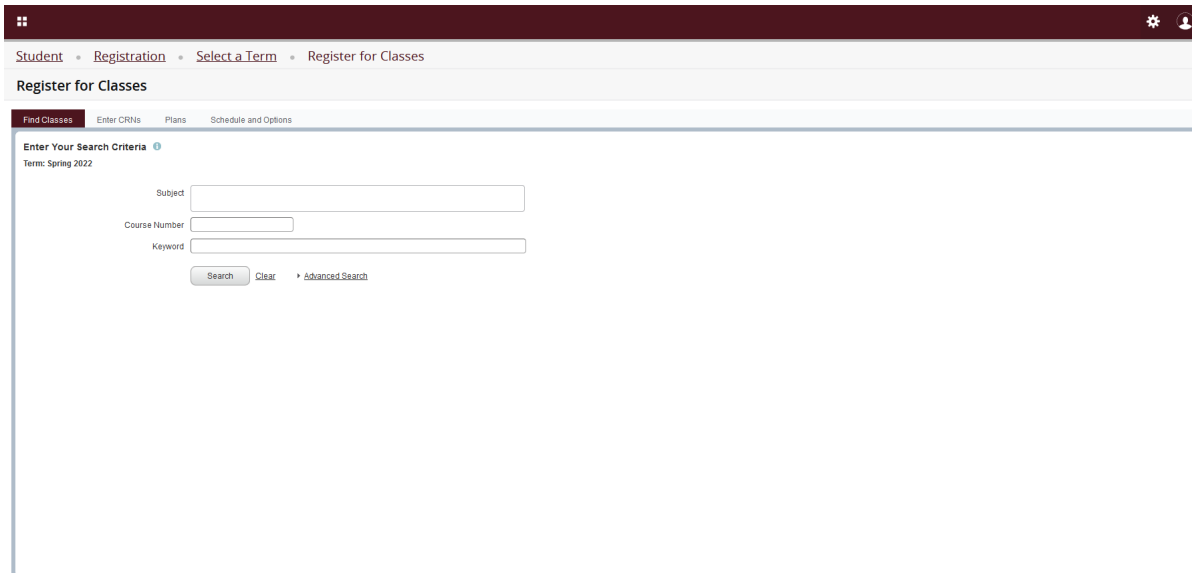
Select the correct registration term.



On this page, there are four tabs available:

Select the **Find Classes** tab. Search for courses by Subject (ENG) with or without an accompanying course number (101). An expanded advanced search allows you to search by department, durations, meeting days, etc.

*Note: Some EKU courses are not searchable and require the CRN to be entered directly on the “Enter CRNs” tab.*



Review Search Results. Search results contain course titles, instructors, meeting times, location, number of remaining seats, etc.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 186 Classes  
Term: Spring 2022 Subject: ENG English Search Again

Title	Subject Description	Course#	Section#	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Reading, Writing, & Rhetoric LEC Lecture	ENG English	101	001	3	20135	Sprin...			Rich...	25 of 25 seats re...	Gen Ed IA-Written Comm Gen Ed Element 1A Gen Ed 01 Symbolics		Add
Reading, Writing, & Rhetoric LEC Lecture	ENG English	101	002	3	20137	Sprin...	Slahkoohi, Kimberly (Pr...	S M T W T F S 12:20 PM - 01:10 PM Type: Class	Rich...	24 of 25 seats re...	Gen Ed IA-Written Comm Gen Ed Element 1A Gen Ed 01 Symbolics		Add
Reading, Writing, & Rhetoric LEC Lecture	ENG English	101	006	3	22190	Sprin...	Slahkoohi, Kimberly (Pr...	S M T W T F S 11:00 AM - 12:15 PM Type: Class	Rich...	25 of 25 seats re...	Gen Ed IA-Written Comm Gen Ed Element 1A Gen Ed 01 Symbolics		Add
Reading, Writing, & Rhetoric LEC Lecture	ENG English	101	008	3	20140	Sprin...	Slahkoohi, Kimberly (Pr...	S M T W T F S 02:00 PM - 03:15 PM Type: Class	Rich...	25 of 25 seats re...	Gen Ed IA-Written Comm Gen Ed Element 1A Gen Ed 01 Symbolics		Add
Reading, Writing, & Rhetoric LEC Lecture	ENG English	101	010	3	20138	Sprin...	Tsiang, Sarah (Primary)	S M T W T F S -Type: Class Building: Internet	Rich...	25 of 25 seats re...	Gen Ed IA-Written Comm Gen Ed Element 1A Gen Ed 01 Symbolics		Add

Panels Conditional Add and Drop  Submit

Select **“Add”** button to attempt to register for a course directly without having to enter a CRN.

Select **“Enter CRNs”** when you have the specific CRNs ready.  
Click **+ Add Another CRN** to enter multiple CRNs or add courses simultaneously.  
Click **“Add to Summary”** to attempt registration.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register  
Term: Spring 2022

CRN

CRN

+ Add Another CRN

Panels Conditional Add and Drop  Submit

Select **“Schedule and Options”** shows a summary of your created schedule. You can also print your schedule from this tab.

Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

**Summary**

Term: Spring 2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Concepts of the Physical World	PHY 101.001	3	21404	LEC Lecture	Normal	Undergraduate	None	01/12/2022	Registered	Registered by Web0...
Reading, Writing, & Rhetoric	ENG 101.002	3	20137	LEC Lecture	Normal	Undergraduate	None	01/12/2022	Registered	Registered by Web0...

Records: 2

Total Hours | Registered: 6 | Billing: 6 | CEI: 0 | Min: 0 | Max: 12

Panels Submit

Select the **“Panels”** button at the bottom left corner of the page. This will expand more Registration Views.

The bottom left panel shows a calendar visualization of your schedule and a list of detailed course information (switch between these with “Schedule” and “Schedule Details” buttons).

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 106 Classes

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am							
11am							
12pm		Reading, Writing, & Rhetoric		Reading, Writing, & Rhetoric		Reading, Writing, & Rhetoric	
1pm							
2pm							
3pm							
4pm							
5pm			Seminar on Writing Pedagogy		Seminar on Writing Pedagogy		
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Panels

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 106 Classes

Schedule Schedule Details

Class Schedule for Spring 2022

- Seminar on Writing Pedagogy | ENG English 800 Section 002 | Class Begin: 01/18/2022 | Class End: 05/14/2022 Registered
- 01/18/2022 – 05/14/2022 [S M T W T F S] 04:30 PM - 05:45 PM Type: Class Location: Richmond Building: Internet Classes Room: None Instructor: Praxley, Erin (Primary) CRN: 23002 Message: Registered by Web | Hours: 3 | Level: Graduate | Campus: Richmond | Schedule Type: LEC Lecture | Instructional Method: 100% Online: Synchronous | Grade Mode: Normal | Waitlist Position: 0 | Notification Expires: None
- Concepts of the Physical World | PHY Physics 101 Section 001 | Class Begin: 01/18/2022 | Class End: 05/14/2022 Registered
- 01/18/2022 – 05/14/2022 [S M T W T F S] - Type: Class Location: Richmond Building: Internet Classes Room: None Instructor: Lipp, Jessica (Primary) CRN: 21404
- Reading, Writing, & Rhetoric | ENG English 101 Section 002 | Class Begin: 01/18/2022 | Class End: 05/14/2022 Registered
- 01/18/2022 – 05/14/2022 [S M T W T F S] 12:20 PM - 01:10 PM Type: Class Location: Richmond Building: Internet Classes Room: None Instructor: Slahkoubi, Kimberli (Primary) CRN: 20137

The bottom right panel shows a summary of your registration. From here, you will be able to add, drop, or withdraw from courses (if you are eligible to do so) by using the dropdown menus to the right of each course.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Seminar on Writing Pedagogy</a>	ENG 800, 002	3	23002	LEC Lecture	Registered	None
<a href="#">Concepts of the Physical World</a>	PHY 101, 001	3	21404	LEC Lecture	Registered	None
<a href="#">Reading, Writing, &amp; Rhetoric</a>	ENG 101, 002	3	20137	LEC Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop ?

Always remember to submit your changes with the “Submit” button at the bottom right corner of the page.

## Adding a Class

The quickest way to add classes, provided you already have the CRNs of the classes, is to enter the CRNs directly into the text boxes on the “Enter CRNs” tab. Any invalid CRNs will generate an error message. You can also add courses by looking them up on the “Find Classes” tab and clicking the “Add” button in the righthand column.

Once the classes are added to your summary in the bottom right panel, you should see their status as “Pending” as you are not registered in them yet. You **MUST** click the submit button to attempt registration.

If registration in a class is successful, its status will change to “Registered,” if not, it will display an error message. The class’s Action column will automatically update to remove. To remove the courses with errors from your summary, click the “Submit” button. Review the error message to resolve the problem. If you need help, review the [Error Help](#) page or contact the Registrar’s Office.

## Dropping a Class

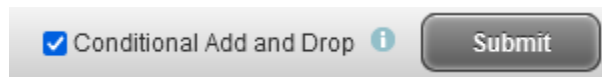
To drop a class you've already registered for, you must be within the [add/drop](#) window. If you are and wish to drop a course, go to your summary in the bottom right panel. In the "Action" column, select the dropdown menu in the row of the class you want to drop. Select "Dropped by Web" then click the "Submit" button.

Successfully dropped courses will have a status of "Deleted" in the "Status" column. Clicking the "Submit" button again will clear the class row from your summary entirely.

### CONDITIONAL ADD/DROP

If you'd like to add a class only on the condition that you successfully add another class, follow these steps: Add the class to your summary using one of the methods described above. While the status of the other course is pending its Action should be "Registered by Web."

Change the Action of the course you wish to drop to "Dropped by Web." Check the "Conditional Add and Drop" check box BEFORE clicking the "Submit" button.



If the class you attempted to add has a registration error, it will be displayed but a course will not be dropped.

If no errors are found, the selected courses will be added and dropped as requested.

Additional Notes:

Before you begin, ensure you are eligible to register by visiting your Student Profile (on the Student Services card in MyEKU) and checking that your academic standing, student status, any holds, and enrollment status permit registration. This information can be found in the top right of the Student Profile. Also ensure it is time for you to register by visiting the [Registration and Advising Dates](#) page in Colonel's Compass. You MUST have the appropriate RAC number from your advisor in order to register each semester.

**When preparing to register, ALWAYS check the appropriate [course catalog](#) for prerequisite, corequisite, and other course information.**

**Always remember to verify your registration by viewing your schedule using the “View/Print Schedule” link on the Student Services card on the MyEKU homepage.**