



MERIT WEEKEND 2010

Registering for Merit Weekend

If you have not registered through the **myUK** system, please do so by going to: www.uky.edu/IT/CustomerService/docs/account_activation/ and use the User ID and UK ID # provided in your letter.

If you HAVE NOT registered for a Summer Advising Conference

Sign into the **myUK** web portal; Select *Student Services*; Select *Admissions*; Select *Advising Conference Registration*; Select *View conference(s) to register*; Click on *Go*; Select the Merit Weekend date of choice (March 12-13 or March 19-20); Select the number of guests attending with you (**DO NOT** include yourself in this number); Select *Register*.

To make your credit card or electronic check payment, select the link *Click here to pay conference fee*, and pay via the *Financials* tab in **myUK**.

If you HAVE registered for a Summer Advising Conference

Sign into the **myUK** web portal; Select *Student Services*; Select *Admissions*; Select *Advising Conference Registration*; Select *View/Change registered conference*; Select your Summer Date and click *Cancel and Select New Date*; Click *OK* when asked if you would like to cancel the selected date; Select the new Merit Weekend date of choice (March 12-13 or March 19-20); Select the number of guests attending with you (**DO NOT** include yourself in this number); Select *Register*.

To make your credit card or electronic check payment, select the link *Click here to pay conference fee*, and pay via the *Financials* tab in **myUK**.

Payment Information

Payment must be made by **March 8** to confirm your attendance at Merit Weekend. There is a \$75 Advising Conference fee for each student. There is a \$25 Advising Conference fee per guest. The fees cover the student registration fee, materials, parking, refreshments on Friday evening and Saturday morning, and lunch on Saturday.

Payment must be made at the time of registration by credit card or electronic check. See the back of this sheet for illustrations of the credit card and electronic check payment screens.

Payment must be made at the time of registration – please have your information ready

Follow the *Click here to pay conference fee* link to the *Financials* area of **myUK** and follow the instructions for entering your credit card or electronic check information to make your payment.

Note Regarding Refunds/Credits for Overcharges

Refunds will only be made for cancellations requested prior to March 8. If you are requesting a refund or credit for a cancellation of attendance for a student or parent/guest, please submit your request in writing via email to: advconf@uky.edu. Refunds and credits will only be processed after the request is received via email. When paying for Merit Weekend, please only pay for the amount that you expect to attend (\$75/student and \$25/parent or guest). (Please remember – **do not** include yourself in the number of guests that you submit when registering.)

Payment by credit card:

myUK

Launch Pad | Student Services | Student Administration | Financial Aid View of Student | Enterprise Services | ESSTesters | Employee Self-Service | Faculty Services | myReports | Email

myPage | myInfo | myRecords | Admissions | Registration | Blackboard | Financials | Degree Planner (APEX)

Web Payment Service

Address Data | FAQ

Student #: 99999 / John Doe / PO Box 999 / Someplace, KY 55555

List of Transactions

1. Enter the amount that you would like to pay:

Change the Period if you want to update the list.
 Period:

Old Balance: USD 0.00

| Date | Description | Amount | Action |
|--------------|-------------------------------------------|----------------------|-----------------------------------|
| Dec 21, 2009 | Spring 2009-2010 Tuition & Mandatory Fees | USD 4,639.00 | |
| Dec 21, 2009 | Payment Made: | (USD 4,639.00) | |
| | | Ending Balance | USD 0.00 |
| | | New Balance | USD 0.00 |
| | | Enter Payment Amount | <input type="text" value="0.00"/> |

[Download](#)

2. Select the payment method.

Pay by Electronic Check

Pay by Credit Card

Enter your credit card data:

Card Type: Credit Card Description: (Optional)

Card Number: Cardholder:

Expires (MM/YYYY): / / 2010 Only use for this payment transaction

Card Verification Code/Value: [See Related Links](#)

3. Click on [Continue](#) to check and confirm your payment.

Payment by electronic check:

myUK

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[Download](#)

2. Select the payment method.

Pay by Electronic Check

Pay by Credit Card

Enter Your Bank Details:

Bank Number:
 Account Number:
 Account Holder:
 Country: USA

YOUR NAME: _____ DATE: _____ 001
 ADDRESS: _____ CITY, STATE, ZIP: _____ (00-000 BRANCH 01)

PAY TO THE ORDER OF: _____ \$ _____
 DOLLARS

FOR: _____ Do not include check number.

⑆ 123456789 ⑆ 00000123456789 ⑆ 001

Bank Number Account Number

3. Click on [Continue](#) to check and confirm your payment.