



MERIT WEEKEND 2009

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 13-14 or March 20-21); 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 13-14 or March 20-21); 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 6** 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 6. 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.)

