

### Web Registration instructions:

- **DO NOT USE THE BACK BUTTON ON YOUR BROWSER.** You should use “Return to Menu” or “Site Map” to navigate through the pages. If you use your back button during registration it will cause an error message to appear (“Your changes have already been submitted”) If this occurs, click ok and then click on site map located top right of the page. Under student, click registration and begin again.
- **Be prepared** with correct CRN’s to enter. Registration consists of basically entering CRN’s into boxes and then attempting to register for those courses. If you don’t have the CRN’s, you will have to do a course search which will take additional time. Remember that you have a limited amount of time to register.
- You can only register for a max of 2.25 units.
- Certain lab and lecture combinations are co-requisites (must be taken at the same time). Read course descriptions before you begin.

## To begin:

Sign in to your personal access pages which can be found at

[https://mybanner.kenyon.edu/PROD/twbkwbis.P\\_WWWLogin](https://mybanner.kenyon.edu/PROD/twbkwbis.P_WWWLogin). You can do this before your time period begins.

**Do not click on Add or Drop until after 1:30 p.m. August 27 (computer clock time).**

NOTE: You will be able to add 1.25 units worth of courses at 1:30 p.m. Log off before 5:00 p.m. You will need to log on again at 5:00 p.m. At that point you can add 1.00 additional units.

Sign into your Personal Access Pages. This requires your student ID number (found on your Kenyon ID card) and your PIN (this was sent to you over the summer). If you do not know your PIN, contact Helpline (5700) they will reset it for you.

Home | About Us | Contact Us | Login

KNESS HIGHER EDUCATION

### User Login

Please enter your Kenyan ID Number (any letters must be capitalized) and your PIN. When finished, click Login.  
(This differs from your username and password for the Kenyan network.)

For assistance, please call Helpline at 00700

User ID:

PIN:

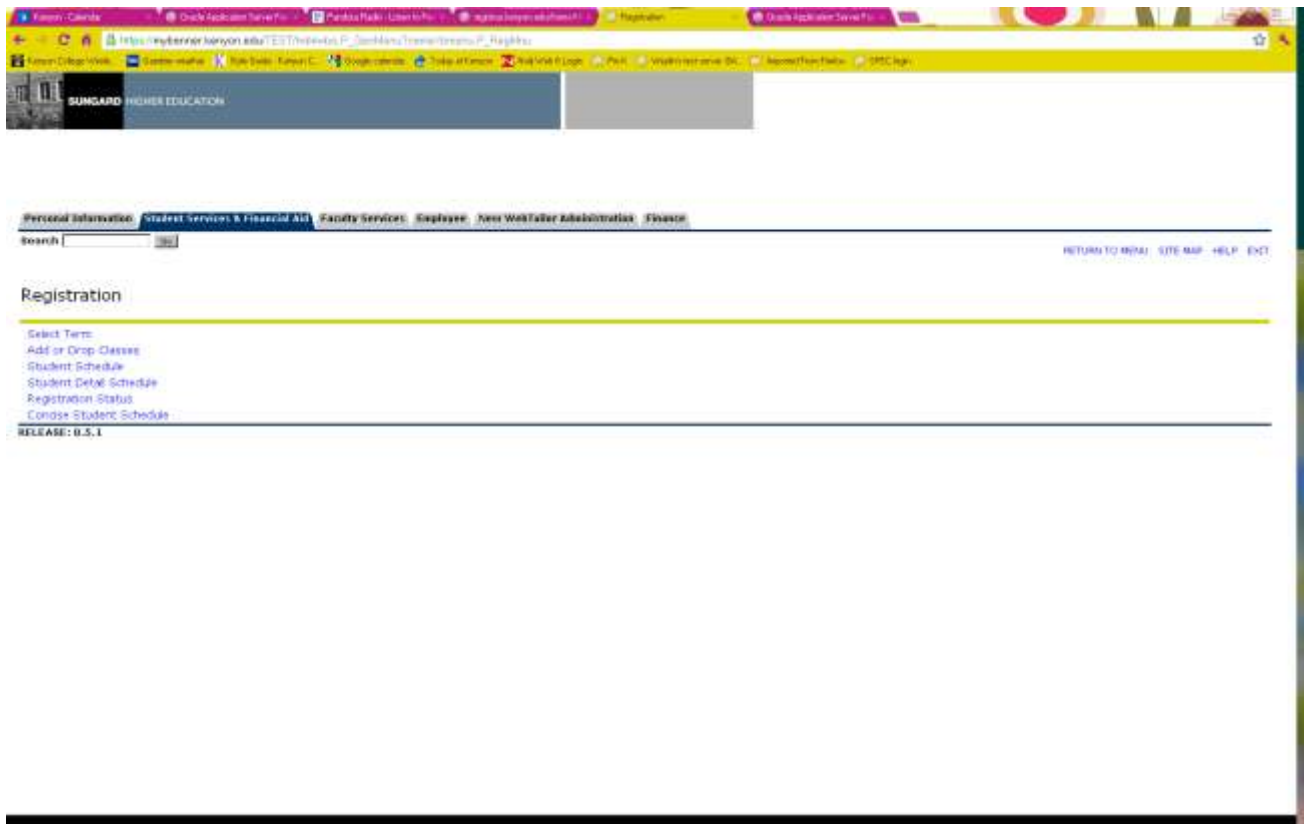
RELEASE: 9.4.2

[illegible]

Choose Registration from the Student menu



Choose Add or Drop Classes from the Registration menu.



Choose the fall term for which you are registering. Click Submit.

SUNGARD HIGHER EDUCATION

Personal Information Student Services & Financial Aid Faculty Services Employee New WebTutor Administrators Finance

Search [ ] [GO]

RETURN TO MENU SITE MAP HELP EXIT

### Registration Term

Select a Term: Fall 2012

RELEASE: 0.4

Enter the Alternate PIN given to you by your advisor. This Alternate PIN will change each semester; this PIN is the equivalent to obtaining the advisor's signature on a paper form at your advising meeting.

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Personal Information Student Services & Financial Aid Faculty Services Employee New WebTutor Administrators Finance

Search [ ] [GO]

RETURN TO MENU SITE MAP HELP EXIT

### Alternate PIN Verification

Please enter your Alternate PIN to (re)register.

Alternate PIN:

RELEASE: 0.5.1

Enter the CRNs (Course Reference Numbers) of your priority courses. These unique five digit numbers can be found on any schedule of courses.

Click Submit.

Personal Information Student Services & Financial Aid

Search [Go]

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5210374 Jane M. Jongeward  
Spring 2012  
Oct 19, 2011 01:27 pm

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

10155 10217 10411 10422 [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes Class Search Reset

[ View Holds ]

RELEASE: 8.5.1

Done

1:24 PM 8/15/2011

**Wait listing-** Certain courses, if at maximum enrollment will allow you to be added to a waitlist. The system will indicate that in the error section. You will need to choose Wait List from the provided drop-down box.

Any error messages will appear as well as the courses in which you are registered. (see red circle with exclamation point below). If you have not been successful, the errors will appear below the green horizontal line.

**SUNGARD HIGHER EDUCATION**

**Personal Information Student Services & Financial Aid**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

**Add or Drop Classes** S210374 Jane M. Jorgensen  
Spring 2012  
Oct 19, 2011 01:35 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**Current Schedule**

Status	Action	CRN	Subj	Crs#	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Oct 19, 2011. None	▼	10155	HIST	310	00	Undergraduate	0.500	Letter grade		The Civil War
**Web Registered** on Oct 19, 2011. None	▼	10217	MATH	112	01	Undergraduate	0.500	Letter grade		Calculus II

Total Credit Hours: 1.000  
Billing Hours: 1.000  
Minimum Hours: 1.500  
Maximum Hours: 2.500  
Date: Oct 19, 2011 01:35 pm

**Registration Add Errors**

Status	CRN	Subj	Crs#	Sec	Level	Cred	Grade	Mode	Title
Class Restriction:	10411	ENGL	220	00	Undergraduate	0.500	Letter grade		Shakespeare
Time conflict with CRN 10155	10427	ENGL	306	00	Undergraduate	0.500	Letter grade		Toni Morrison

**Add Classes Worksheet**

CRNs
<input type="text"/>

To drop a course, you can choose the drop down arrow under Action, and choose drop/delete and then submit changes.

### Didn't take the time to prepare for registration?

If you did not prepare ahead of time, you will need to search for your courses. Click on class search. Once there you can either just choose a subject and all courses for that subject will come up and you can make your choice or you can go to the advanced search. In the advanced search you can choose particular items to search. (e.g. specific instructor, time or day, etc.) **We do not recommend this search unless you are looking for your last class.**

Once you checkmark your course, you can add it to your worksheet and then continue searching courses and adding them to your worksheet until you are ready to register them all at once. It is simpler to add them all at once and if there are any errors, you can make the changes once you see your schedule.

### See your schedule

Once you have registered your classes, you can go to Site Map in the upper right hand corner and you can view your schedule in numerous different layouts.

If you choose:

Student Schedule – enter a date in the NEXT semester (01-16-2014), your schedule appears in a calendar view.

Week at a Glance - Moodle Firefox

Week at a Glance

The following is your class schedule by day and time. Classes that do not have scheduled meeting times are listed at the bottom of the page. To view your schedule for next semester, be sure to enter a date which falls within the term dates at right. Click on hyperlinked courses for more detail.

Go to (MM/DD/YYYY):  Submit

Previous Week Week of Jan 16, 2012 (178 of 193) Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	ECON 102-01 10123 Class 8:10 am-9:00 am ASCNSN 201		ECON 102-01 10123 Class 8:10 am-9:00 am ASCNSN 201		ECON 102-01 10123 Class 8:10 am-9:00 am ASCNSN 201		
9am	BIOL 116-01 10192 Class 9:10 am-10:00 am HIGLEY AUD	ENVS 112-01 10354 Class 9:40 am-11:00 am RBH 109	BIOL 116-01 10192 Class 9:10 am-10:00 am HIGLEY AUD	ENVS 112-01 10354 Class 9:40 am-11:00 am RBH 109	BIOL 116-01 10192 Class 9:10 am-10:00 am HIGLEY AUD		
10am							
11am							
12pm							

Student Detail Schedule – your schedule appears with each course listed separately and email links for professors.

Student Detail Schedule - Moodle Firefox

Student Detail Schedule

Total Credit Hours: 2.500

Information in Living Systems - BIOL 116 - 01

Associated Term: Spring 2012

CRN: 10192

Status: \*\*Web Registered\*\* on Oct 12, 2011

Assigned Instructor: Karen A. Hicks

Grade Model: Letter grade

Credits: 0.500

Level: Undergraduate

Campus: Kenyon College

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	9:10 am - 10:00 am	MWF	Higley Hall AUD	Jan 16, 2012 - May 04, 2012	Lecture Karen A. Hicks (P)

Princ of Macroeconomics - ECON 102 - 01

Associated Term: Spring 2012

CRN: 10123

Status: \*\*Web Registered\*\* on Oct 12, 2011

Assigned Instructor: William R. Melick

Grade Model: Letter grade

Credits: 0.500

Level: Undergraduate

Campus: Kenyon College

Concise student schedule – your schedule appears in an unlined spreadsheet format; very easy to read.

Concise Student Schedule - Mobile Edition

File Edit View History Bookmarks Tools Help

Concise Student Schedule

http://www.kenyon.edu/UMail/Students/P\_Grade/index

Host Verified Kenyon Webmail Library and Informat... Ingenius CMS Web C... My Banner Kenyon Directory Kenyon College West... Office of the Registrar

Personal Information Student Services & Financial Aid

Search [ ] Go

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## Concise Student Schedule

S208130 Bennett S. Davidson  
Spring 2012  
Oct 13, 2011 10:53 am

This page lists the classes for which you are registered for this term at Kenyon College.

**Name:** Bennett S. Davidson  
**Classification:** Senior  
**Address:** 220 Lynnwood Boulevard  
Nashville, Tennessee 37205-2906

**Level:** Undergraduate  
**College:** Kenyon College  
**Major and Department:** Philosophy, Philosophy  
Kenyon College  
**Major and Department:** German, Modern Languages & Literatures  
Kenyon College

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
10192	BIOL 116 01	Information in Living Systems	Kenyon College	0.500	UG	Jan 16, 2012	May 04, 2012	MWF	9:10 am - 10:00 am	Higley Hall AUD	Hicks
10123	ECON 102 01	Princ of Macroeconomics	Kenyon College	0.500	UG	Jan 16, 2012	May 04, 2012	MWF	8:10 am - 9:00 am	Ascension Hall 201	Melick
10254	ENVS 112 01	Intro to Environmental Studies	Kenyon College	0.500	UG	Jan 16, 2012	May 04, 2012	TR	9:40 am - 11:00 am	Hayes Hall 109	Fennessy
10113	GERM 325 00	Survey: German Lit and Culture	Kenyon College	0.500	UG	Jan 16, 2012	May 04, 2012	WTF	2:10 pm - 3:30 pm	Ascension Hall 114	Gebhardt
10071	PHIL 275 00	Moral Psychology	Kenyon College	0.500	UG	Jan 16, 2012	May 04, 2012	R	7:00 pm - 10:00 pm	Timberlake House 5	Xiao
<b>Total Credits: 2.500</b>											

[ Student Detail Schedule ]

Start [ ] web registration testing... Concise Student Sched... SCREEN SHOTS 3.docx...

10:53 AM