

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 at this time.
- 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. **You can do this before the 11:15 time.**

Do not click on Add or Drop until after 11:15.

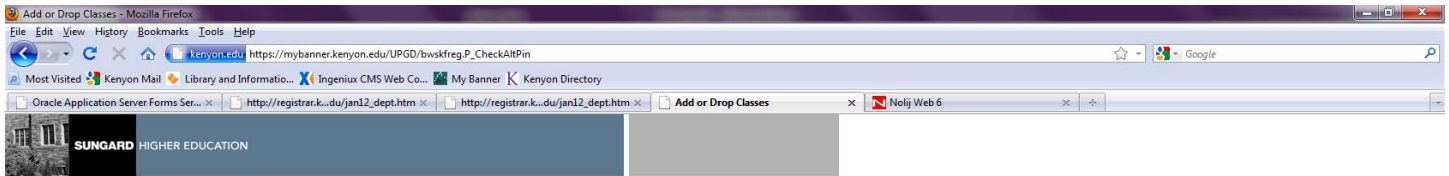
Click on Student – Registration – SelectTerm (Fall 2012) – Submit

Choose Add or Drop Classes; you will need to enter your alternate PIN.

Enter the 4 CRN’s into the boxes at the bottom of the page and then click Submit Changes.

This will register you for the courses you entered, assuming there were no errors. If there are any errors (e.g. course closed, reserved closed, pre-requisite, co-requisite, PI or time conflict, etc.) you will see these listed below your schedule with a red exclamation point. These courses have not be added to your schedule. You may have to obtain signatures and add them during drop/add period.

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.



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Add or Drop Classes

S210374 Jane M. Jongeward
Spring 2012
Oct 19, 2011 01:27 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.

Add Classes Worksheet

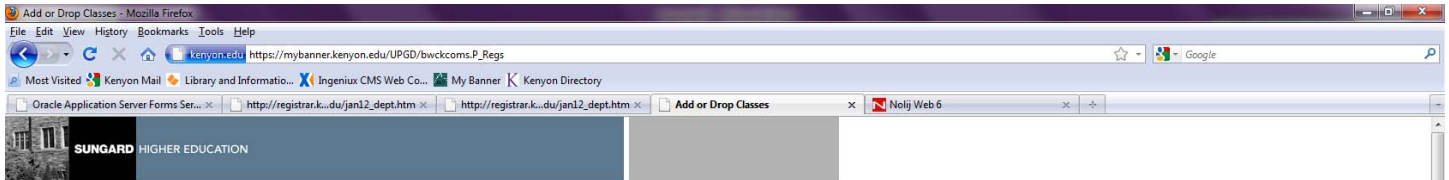
CRNs

[\[View Holds \]](#)

RELEASE: 8.5.1



Any error messages will appear as well as the courses in which you are registered.



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Add or Drop Classes

S210374 Jane M. Jongeward
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	Crse	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	Crse	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	386 00	Undergraduate	0.500	Letter grade		Toni Morrison

Add Classes Worksheet

CRNs



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.**

Look Up Classes

S208130 Bennett S. Davidson
Spring 2012
Oct 13, 2011 10:54 am

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: American Studies
Anthropology
Arabic
Art History
Asian Studies
Biology
Chemistry
Classics
Dance
Drama

Course Number:

Title:

Credit Range: hours to hours

Instructor: All
Alonso-Bartels, Miriam
Andre, Denise

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search Reset

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Holds](#)]

Once you checkmark your course, you can add it to your worksheet and then continue searching courses and adding them to you 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.

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

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 (01-16-2012), your schedule appears in a calendar view.

Week at a Glance - Mozilla Firefox

Week at a Glance

kenyon.edu https://mybanner.kenyon.edu/UPGD/bwskfshd.p_proc_crse_schd

S208130 Bennett S. Davidson
Oct 13, 2011 10:57 am

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 - Mozilla Firefox

Student Detail Schedule

kenyon.edu https://mybanner.kenyon.edu/UPGD/bwskfshd.p_CrseSchdDet

S208130 Bennett S. Davidson
Spring 2012
Oct 13, 2011 10:55 am

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 (P) (E)

Grade Mode: 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) (E)

Princ of Macroeconomics - ECON 102 - 01
 Associated Term: Spring 2012
 CRN: 10123
 Status: **Web Registered** on Oct 12, 2011
 Assigned Instructor: William R. Melick (E)

Grade Mode: 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 - Mozilla Firefox

kenyon.edu https://mybanner.kenyon.edu/LIPGD/bwskcrse.P_CrseSchdDetl

Personal Information Student Services & Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

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 the 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
10354	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	WF	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
				Total Credits:	2.500						

[Student Detail Schedule]

Start web registration testing... Concise Student Sche... SCREEN SHOTS 1.docx -...

10:53 AM