Kenyon College

Office of the Registrar

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April 1, 2020

Dear Faculty Advisors,

As Joe Klesner stated at the faculty meeting on Monday, March 23, the Registrar's Office will be collecting student course request forms in April using a fillable PDF** rather than using MyBanner. We will copy you on our communication to students.

Students will be required to put their alternate PIN on the form. Forms missing the correct alternate PIN will not be processed. Alternate PINs were sent to you via email earlier this week and updated lists will be sent weekly to include changes to advisors as students declare majors and change advisors.
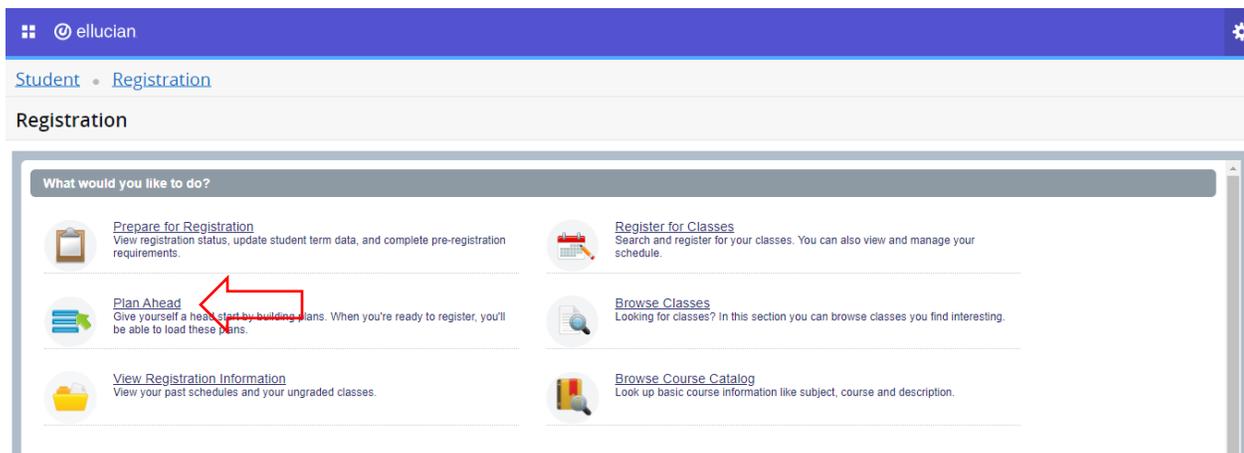
Students will have two ways to create plans that they can share with you-- in Kenyon Compass (Streams) and in MyBanner (Plan Ahead). These will be linked on our web page under Searchable Schedule in the left side menu. Advisor instructions for Plan Ahead have been attached and are also available on the Registrar's Office web page under "resources for faculty."

As you meet remotely with your advisees, we encourage you to make notes using the advising notes form in Etrieve.
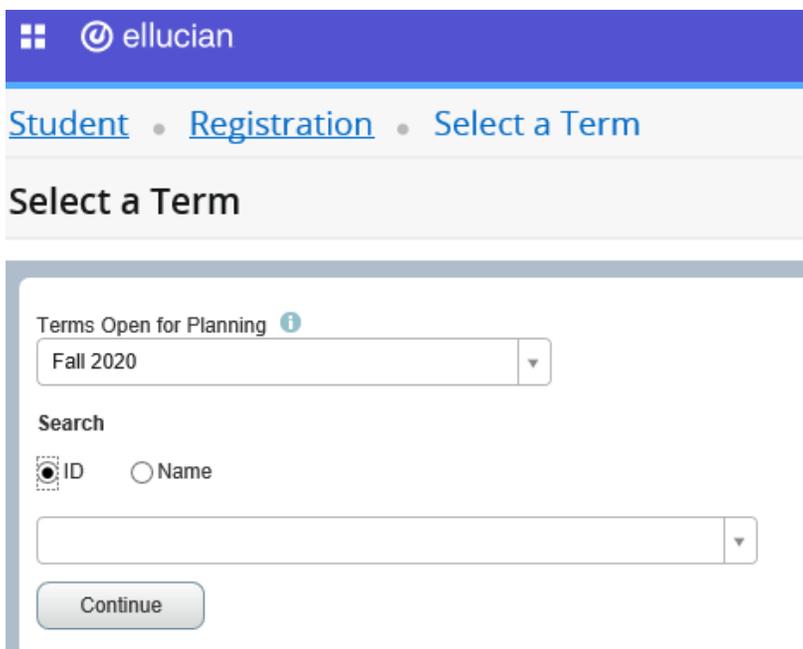
**Any students who are having trouble with the fillable PDF should contact registrarsoffice@kenyon.edu immediately.

This link will take you to Plan Ahead. Here you will be able to view plans that were submitted by your advisees. https://banssb.kenyon.edu/StudentRegistrationSsb

To view an advisee plan for registration, click the link "Plan Ahead."

Select the semester that you would like to search. A new drop down will appear with a search for students. You will be able to search for your advisee by their ID number or legal name (last name, first name). Click Continue.

After selecting a student the next screen will show you any plans that have been created. Here you will be able to approve a plan (not required), view notes, create a note and see a student's full plan. *Note: each student can create up to 10 plans*

You can click on course titles to find out more information on a course. This will show the course description, attributes for majors, prerequisites, etc.

Click "New Search" in the upper right corner to search for a new student's plan.