Kenyon College

April 2, 2020

Dear Students,

In order to accomodate students living in different time zones during registration, we will gather your course registration requests using an online fillable form. The Registrar's Office will then enter your requests for you in rounds.

What do you need to do?

1. Discuss your course plans with your faculty advisor and get your Alternate PIN. Students should contact their faculty advisors to learn how they would like to talk about their advisee's plans.
2. **The attached PDF form must be saved to your desktop before adding your information.** Enter the Alternate PIN in the appropriate field on the form. Forms submitted without an alternate PIN, or incorrect, listed will not be processed.
3. Fill out the Course Request Form with at least 10 courses-- some of which will be alternates. CRN's must be included for each course. Save the form to your desktop. If you do not have Adobe Acrobat, contact registrarsoffice@kenyon.edu as soon as possible.
4. Send the completed Course Request Form to registrarsoffice@kenyon.edu. Forms are due by 4:30 pm (EST) on your registration date:
   a. **Rising Seniors** (Class of 2021): Thursday, April 16 by 4:30 p.m. (EST)
   b. **Rising Juniors** (Class of 2022): Thursday, April 23 by 4:30 p.m. (EST)
   c. **Rising Sophomores** (Class of 2023): Thursday, April 30 by 4:30 p.m. (EST)
5. We will confirm receipt of your form by email.
6. After all forms have been processed for your class year, an email will be sent and you can then check your schedule through Personal Access Pages.

There will be a week of drop/add May 6-13.