

# SCHEDULE PLANNING FORM

List your course choices and alternates below.  
 Prioritize your choices in far left column.

PRIORITY	COURSE INFORMATION	ALTERNATES OR ADDITIONAL COURSE INFO
	CRN: Subj/crse/sect: Title: Time:	CRN: Subj/crse/sect: Title: Time:
	CRN: Subj/crse/sect: Title: Time:	CRN: Subj/crse/sect: Title: Time:
	CRN: Subj/crse/sect: Title: Time:	CRN: Subj/crse/sect: Title: Time:
	CRN: Subj/crse/sect: Title: Time:	CRN: Subj/crse/sect: Title: Time:
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## WEB REGISTRATION INSTRUCTIONS

Sign in to your personal access pages at: [mybanner.kenyon.edu](http://mybanner.kenyon.edu). You will sign in with your Kenyon username (the portion of your Kenyon email address *before* “@kenyon.edu”) and password. You will then be prompted to verify with Duo. If you don’t know your password, take your Kenyon ID to Helpline to request a password reset. Don’t wait until the day of registration to request a password reset.

**You can sign in before your time period begins. Do not click on Add or Drop Classes until 2:00 pm August 28 (computer clock time).**

**NOTE: You will be able to add up to 1.25 units of courses at 2:00 pm. Log off before 2:20 pm. You will log on again at 2:30 pm. You can add additional units up to a MAX of 2.25. You can make changes to your schedule online until August 29 at 4:30 p.m.**

- Choose Registration from the Student menu.
- Choose Add or Drop Classes from the Registration menu.
- Choose the fall term. Click Submit.

- Enter the Alternate PIN (on label above). This Alternate PIN will change each semester.
- Enter the CRNs of your priority courses. These unique five digit numbers can be found on the schedule of courses. Click Submit.
- The courses in which you are registered will appear as well as any error messages. If there are errors, it will say “Registration Add Errors” with a red circle and exclamation point. The error explanation appears below the Status heading.
- A few courses, if at maximum enrollment will allow you to be added to a waitlist. The system will indicate that in the error section. Choose Wait List from the drop-down box to add yourself to the wait list. (Courses with waitlists can be found on the schedule of courses indicated by “WAIT”).
- To drop a course, choose the drop down arrow under Action and choose Drop/Delete. Click Submit Changes.

For detailed instructions: <http://www.kenyon.edu/directories/offices-services/registrar/registration/>

Hour	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
7:00					
8:00					
9:00					