How to Bookmark courses on the Searchable Schedule

If you are off campus, please go to remote.kenyon.edu. Sign in using your network/email user name and password. Under Offices and Services, click on Office of the Registrar.

Choose Searchable Schedule (2nd link on the left).

This schedule shows the courses for the upcoming semester and allows you to search for courses by department, subject, division, instructor, keyword and meeting time. If you click on Log in and use your network user name and password, you can choose Browse Courses and begin searching.

Try a sample search first so you can see what information you can find here.

Under By Department, choose History. Click Submit. Scroll down to see the returned options.

You will see

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>80359</td>
<td>HIST</td>
<td>100.00</td>
<td>Making of the Contmp. World</td>
<td>0.5</td>
</tr>
</tbody>
</table>

The five digit number, located top left, is the CRN. This is the unique number assigned to the course. You will need to know this number to register for the course. The subject (HIST), course number (100) and the section number (00) and the title. If you click on the title, the course description will appear. Read the course description all the way through as prerequisites and frequency that the course is taught are always listed at the end.

The credit is located top right. Most courses at Kenyon are worth 0.50 Kenyon units. However some courses (intensive introductory language courses, science labs, music ensembles, dance activity classes) are worth more or less).

The time period is expressed as abbreviations of the days of the week then the beginning and ending time are listed. Keep in mind that TR is Tuesday and Thursday.

The next piece of information is important. This will tell you whether any seats are currently available in this class. If the course has an on-line waitlist, this will be indicated beside the limit.
The last piece of information is the name of the instructor(s) of the course.

How do you bookmark a course? Click on Choose at the left. This creates a list for you. You can return to browsing and add as many courses to this list as you would like.

You can use the column at the right to indicate later whether this is a primary course for your schedule or an alternate course.

We recommend exploring and reading the course descriptions for courses you might want to take at Kenyon.

Another resource you might want to explore is the Registration link on the Registrar’s Office web page. There you will find specific instructions for how to use the online registration system, a list of deadlines, QR courses, reserved seats, information about AP/IB placement or credit and more.