1. Start at the Academic Planning portion of the Orientation website: http://www.kenyon.edu/academicplanning.xml

2. Access the searchable catalog by clicking: http://catalog.kenyon.edu/login (it can also be found on the Registrar’s website: http://registrar.kenyon.edu).

3. If you are off-campus you will be brought to this screen:

Enter your Kenyon username and password.
4. Next, you will be brought to this screen. Enter your Kenyon username and password and click submit.

5. Click on “Browse for more courses.”
6. Now you can select what qualifier you would like to use to narrow your search. To view options, click on the drop down arrow.

7. Let’s select a specific department. In this case: Chemistry.
8. Click “Submit.”

9. The list of courses will be displayed within the parameters given.

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Course Reference Number (CRN)</th>
<th>Number of credits</th>
<th>Meeting time</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHED 109.00</td>
<td>Neurochemistry</td>
<td>4</td>
<td>MWF 10:10-11:00 AM</td>
<td>Lutten, John</td>
</tr>
<tr>
<td>CHED 121.00</td>
<td>Introductory Chemistry</td>
<td>4</td>
<td>MWF 10:00-10:50 AM</td>
<td>Keller, James</td>
</tr>
</tbody>
</table>
11. To select a course, click the “Choose” button next to the course information. You will then be sent to your course selections list.

10. You will then be sent to your course selections list.
11. You can repeat this process, changing parameters such as Department, Meeting Time, Subject, Division, Instructor, Major, Keywords, etc. Once you have chosen some classes, your bookmarked Course Offering Sheet will look like this:

![Course Offering Sheet]

12. You can also choose “See Week View” to see what your day to day schedule would be like if you were taking all chosen courses.

![Week View]

Click here
13. In Week View, you can see conflicting classes, as well.

Remember, this is not actually registering for classes. Rather, it is a helpful way to plan potential schedules ahead of time!

- Choose plenty of classes (more than 10)
- Be flexible
- Be open-minded about class times, instructors, and new subject areas
- Explore distribution requirements ([http://registrar.kenyon.edu/forms/self_audit.doc](http://registrar.kenyon.edu/forms/self_audit.doc))