



How to Use the Online Course Offerings

- Go to the registrar’s web page (www.colgate.edu/registrar) and select the link for the online course offerings.
- Search defaults are preset to display *all* course offerings for the most recent available term. You can narrow your search by choosing from several enhanced options.

New and enhanced search capabilities include:
 - Search for Programs and have all courses appear that count towards that particular program
 - Search for multiple departments or programs at the same time
 - Search by status—open, closed, reserved seats, and waitlisted
 - Search by level—100, 200, 300, 400
 - Search by distribution area or core type
- To search by one or more department(s)/program(s) unclick the red “ALL” button and click on the department(s)/programs(s) of your choice. In addition you can further narrow your selection by indicating meeting times, instructor, level, and/or core or distribution area.
(Use the “RESET” button—next to the “LIST COURSES” button—to clear your criteria and begin a new search.)
- On the search results screen you’ll find all relevant course information including CRN, course, title, instructor, status, days, times, location, course credit, corequisite, crosslist information, restrictions, prerequisites, and additional notes.
- You can click on a course and you will be taken to the Course Detail screen. This will give you specific information on the course including enrollments and the course description (new feature).
You can also click on the instructor’s name to access their web page with their bio and other pertinent information.
- Any classes with reserved seating are indicated in the status column. Place your mouse over the words “Reserved Seats” and a box will appear displaying enrollment information available for each class. (Reserved seating information is also available in the course detail.)
- You can sort the results by clicking on any of the headings for each column.
- You can click on “Back to Search Options” (top right of search results screen) to edit your criteria or start a new search.