

## Automated Waitlist F.A.Q.'s

Q. Can I register for one section of a course and waitlist on a different section of the same course?  
A. No.

Q. Can I waitlist for more than one section of the same course?  
A. No. You can only put yourself on the waitlist of one section.

Q. Is there a limit to the number of courses that I can put myself on the waitlist?  
A. For any class that has a waitlist, you can waitlist yourself in one section provided you are not also registered for another section of the same course.

Q. How do I know when a seat is available to me?  
A. When a seat becomes available, you will receive an automated notification sent to your PC email from [scheduling@providence.edu](mailto:scheduling@providence.edu) Make sure this email address is not flagged as SPAM or Junk email or you won't receive the email notification.

Q. How long do I have to register once I get this email notifying me that a seat is available?  
A. Students have 24 hours to log back into Cyberfriar to register for a waitlisted course. If you receive the notification after your designated registration but still within the 24 hours, you can contact the Office of the Registrar to get registered.

Q. What if I miss my timeframe?  
A. If you miss your 24 hour window, you can add yourself back to the bottom of the waitlist. Once your time expires, the open seat is offered to the next student on the waitlist.

Q. If I put myself on the waitlist, am I guaranteed to get into the class?  
A. No. Placement on the waitlist, *does not* guarantee you a seat in the class. Students should plan accordingly in the event that you are not selected from the waitlist. It is strongly suggested that you have alternates in place in the event that you are not selected off the waitlist. It is also recommended that you meet with your advisor or departmental office for guidance.

Q. How do I put myself on a waitlist?  
A. 

1. Log into Cyberfriar – preferably using the Chrome web browser
2. Click on Add/Drop Classes
3. Attempt to register for a course and get the closed course error
4. In the drop down box next to the course number, select Waitlist and then Save Changes

Q. Can I put myself on a waitlist before my registration period?  
A. No. You can only put yourself on a waitlist once your registration window opens, as it's like any other registration transaction.

Q. Do I have to drop a course in order to add myself into a course from the waitlist?  
A. That depends on how many courses you are presently registered for. If you are registered for a full course load, then yes you would have to drop a course for which you are registered to add the waitlisted course. If you aren't registered for a full course load, then you wouldn't need to drop a course.

- Q. How do I know how many seats are on the waitlist?
- A. In the Advanced Course Search on Cyberfriar, there are three columns, WL Cap, WL Act and WL Rem. WL Cap is how many total seats are on the waitlist; WL Act is how many students are already on the waitlist; WL Rem is how many seats still remain open on the Waitlist.

Accountancy																		
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
C	2744	ACC	103	001	UG	3.000	Intro to Accounting & Finance	TR	02:30 pm-03:45 pm	0	21	-21	0	0	0	0	0	0
C	1001	ACC	110	001	UG	1.000	Computer Applicatns in Bus I	R	08:30 am-09:20 am	30	30	0	25	17	8	0	0	0

- Q. Does every course have an automatic waitlist?
- A. No. All courses in the School of Business (ACC, FIN, MKT and MGT) have the automatic waitlist and all other academic departments can opt to have a waitlist.

- Q. What do I do if I want to get into a closed course that doesn't have an automatic waitlist?
- A. You will need to contact the department chair of that course to attempt to over-enroll into that course. Please **do not** email the Office of the Registrar.

- Q. What if I need this course to graduate?
- A. The School of Business also has an enrollment exception request process for juniors/seniors who need a business course to graduate. Details and request conditions are listed here: <https://business.providence.edu/ug-waitlist/>. For juniors/seniors not in the School of Business, please work with your academic advisor to address any missing graduation requirements.

- Q. What does it look like on Cyberfriar?
- A. Log into Cyberfriar/Student Services/Registration/Search for Courses/Select Term/Advanced Search

## Look-up Classes to Add

- When seats are open on a waitlisted class it will show those seats in the Rem column.
  - These seats are **only** open for students on the waitlist.
- You will know seats are only available for the waitlist when WL Act is populated.

Sections Found

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	10231	MGT	350	001	1	3.000	Legal Environment of Bus	M	08:00 am-10:30 am	40	40	0	999	26	973	Jennifer Cordon Thor (P)	01/06-04/28	EH 208	
	12030	MGT	350	003	1	3.000	Legal Environment of Bus	TR	08:00 am-09:15 am	40	35	1	999	26	973	Frederick Glenn Hoffman (P)	01/06-04/28	EH 212	
C	13464	MGT	350	010	7	3.000	Legal Environment of Bus	TBA		30	30	0	999	46	953	Jennifer Cordon Thor (P)	01/06-04/28	ONLINE	

1
2

# Add to WorkSheet

1. Remember to write down the CRN.
2. Then click Add to Worksheet.

Sections Found

MGT Management

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	12030	MGT	350	003	1	3.000	Legal Environment of Bus	TR	08:00 am-09:15 am	40	40	0	999	14	985	0	0	0	Frederick Glenn Hoffman (P)	01/06-04/28	EH 212	
C	13464	MGT	350	010	7	3.000	Legal Environment of Bus	TBA		30	30	0	999	12	987	0	0	0	Jennifer Cordon Thor (P)	01/06-04/28	ONLINE	

Register Add to WorkSheet New Search

Student Schedule by CRN Student Detail Schedule

# Not yet on the Waitlist!

1. You will receive a "Closed - O Waitlisted Error"
2. Click on the Action drop-down menu and select Wait List.

Registration Add Errors

Status	Action	CRN	Subj	Crse	Sec	Loc
Closed - O Waitlisted	None	10231	MGT	350	001	U

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

View Holds Change Course Options Registration Fee Assessment eBill Student Bill and Payment

# Now Waitlisted

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Register on Apr 24, 2014	None	10927	ECN	303	002	Undergraduate	3.000	Standard Numeric	Managerial Economics
Web Register on Apr 24, 2014	None	11055	FIN	322	003	Undergraduate	4.000	Standard Numeric	Managerial Finance I
Wait List on Oct 07, 2014	None	10231	MGT	350	001	Undergraduate	0.000	Standard Numeric	Legal Environment of Bus

Total Credit Hours: 7.000  
Billing Hours: 7.000  
Minimum Hours: 0.000  
Maximum Hours: 18.000  
Date: Oct 07, 2014

- View of schedule
- Web Register indicates the classes you are registered for
- Wait List indicates the class you are on the waitlist for
- Total Credit Hours and Billing Hours do not include the wait list class