



### Step by Step Instructions

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### 1. Launch College Scheduler

[CyberFriar](#) - Student Services- Registration- Schedule Planner and Registration

The screenshot displays the Providence College Registrar's Office website. The top navigation bar includes links for Home, Student Services, Registration, Faculty & Advisors, Employee Services, Finance Self Service, Financial Aid, and Proxy Access. The main content area features several service tiles: Registration (with a red arrow pointing to it), Providence College Bookstore, Student Records, Financial Aid, Bursar's Office, and My Academic Profile. Below the navigation bar, the Schedule Planner interface is shown. It includes a header with 'Plan Schedule', 'Registration Cart (0)', and 'Current Schedule (0)'. The main section contains filters for Course Status (Open & Full w/Waitlist Open), Term (Fall 2021), and Schools (1 of 3 Selected). A yellow instruction box states: 'Instructions: Add desired courses and breaks and click Generate Schedules button!'. Below this, there are sections for Courses (with an '+ Add Course' button) and Breaks (with an '+ Add Break' button). At the bottom, there is a 'Schedules' section with a 'Generate Schedules' button and a 'Compare' button. A note at the bottom states: 'Select at least two schedules to compare side by side'.



- If you are on a hold, you will receive a message and will not be able to register but will be able to browse and select schedules.

**You are not eligible to register due to a hold on your record.**  
**Please review your Holds in My Academic Profile.**

You can still use the Schedule Planner and save your Registration Cart but you will not be able to register until you have cleared the holds on your record.  
ALT PIN required for Undergraduate Registration.

### 2. Home Page Filters (Optional)

Click **Change** to edit any filter settings like Course Status, Schools, and Term.

Course Status	Open & Full w/Waitlist Open	Change	Term	Fall 2021	Change
Schools	1 of 3 Selected	Change			

### 3. Add Courses

When adding courses for your selected term, considering the filter settings, it will display the appropriate course offerings (Example: Open & Full w/Waitlist Open Courses). Click the **Add Course** button to start.

**Courses**

**+ Add Course**

Add the courses you wish to take for the upcoming term.



### 4. Search By Attribute

Click the Search By Section Attribute tab, in the middle.

**Add Courses for Spring 2022**

By Subject **Search By Section Attribute** Search By Instructor

Attribute

Subject

Course

[Go Back to Generate Schedules](#) [+ Add Course](#)

**Courses**

Choose a Course and click Add Course

Select the desired Attribute. Then select the course by the Subject or by the Course.

**Add Courses for Spring 2022**

By Subject **Search By Section Attribute** Search By Instructor

Attribute

Subject

Course

[Go Back to Generate Schedules](#) [+ Add Course](#)

**Courses**

Choose a Course and click Add Course

UG Core:Civic Engagement

UG Core:Dev Western Civ

UG Core:Diversity

UG Core:Ethics

UG Core:Fine Arts

UG Core:Intensive Writing I

UG Core:Intensive Writing II

UG Core:Nat Sci - Physics

UG Core:Nat Sci - Standard



### 5. Generate Schedules

Once the courses have been added, and any specific options have been selected, hit the **Generate Schedules** button to show all the potential **conflict-free** schedules.

The screenshot shows the 'Schedules' section of the application. At the top, there is a 'Generate Schedules' button with a circular arrow icon, which is highlighted by a red arrow. To its right is a 'Shuffle' button with a double arrow icon. Below these buttons, a green bar indicates 'Generated 7 Schedules'. Underneath, there is a 'Compare' button with a document icon and an information icon, followed by the text 'Select at least two schedules to compare side by side'. At the bottom, there are two rows of schedule results, each starting with a 'View' link, a magnifying glass icon, and a checkbox, followed by a list of course IDs: '101-BLS-001, 175-GEO-002, 101-GST-003, 368-WGS-001' for the first row and '101-BLS-001, 175-GEO-002, 101-GST-007, 368-WGS-001' for the second row.

- If there are conflicts detected, there will be a notification with the specific courses that are the cause of the conflict, and you will know what to adjust.

The screenshot shows the 'Schedules' section of the application. At the top right, there are links for 'Advanced Options' and 'View Schedules'. Below these, a yellow warning bar contains a warning icon, the text 'Warning: EPS 101L has a co-requisite of EPS 101', and an 'Add Co-Requisite' button. A red arrow points to the warning text. Below the warning bar, there is a 'Generate Schedules' button and a 'Compare' button with the text 'Select at least two schedules to compare side by side'. Below the compare button, a yellow box contains the message 'There are no schedules available for the selections you have made.' followed by a section titled 'Detected Conflicts' which states 'All sections of WGS 368 conflict with all sections of AST 279'. A red arrow points to this conflict message. Below the conflicts, there is a 'General Tips' section with advice on removing breaks, deselecting courses, and tips for finding schedules.