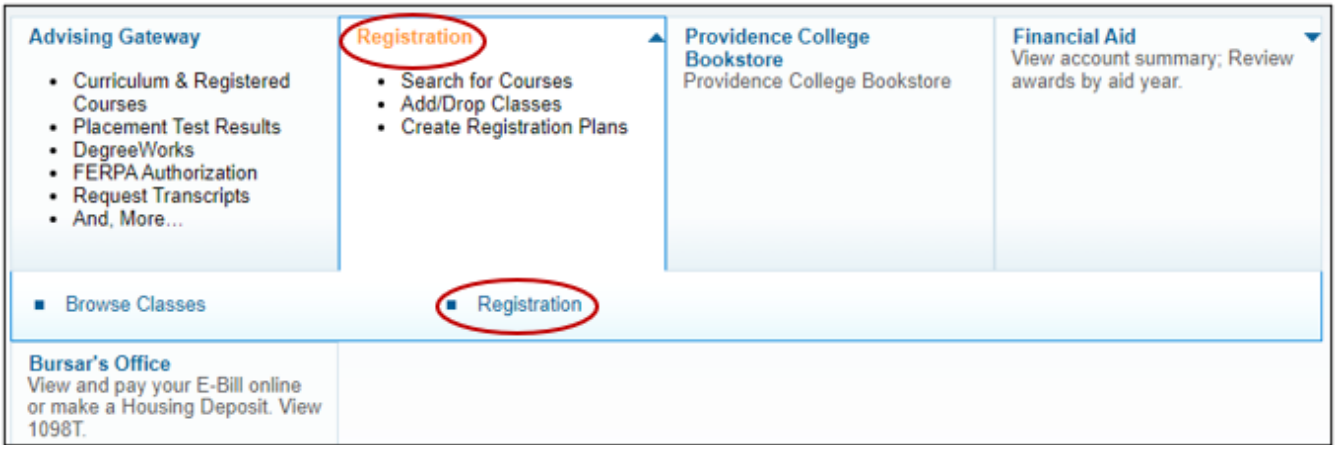
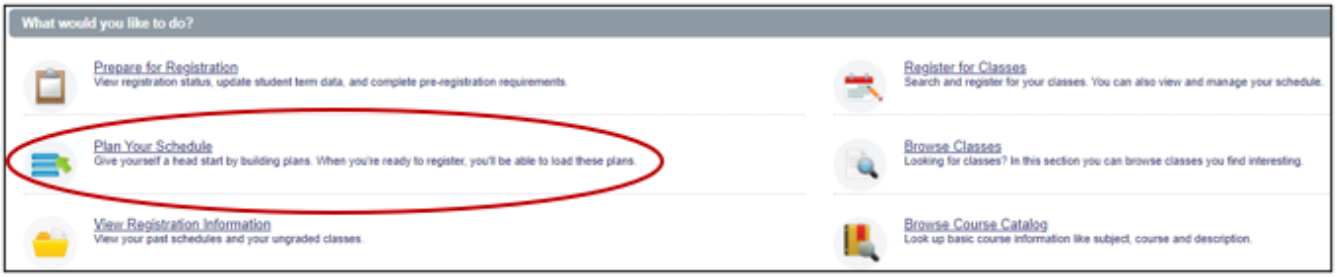
OFFICE OF THE REGISTRAR
PROVIDENCE COLLEGE

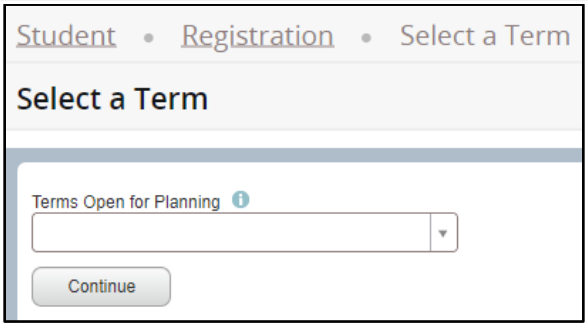
How to Register for Courses
CyberFriar

Creating Your Course Schedule Plan:

1. Login to CyberFriar (using Network Credentials), click **Student Services**, then **Registration**, then **Plan Your Schedule**. Select the **Term** you are planning for and click Submit.
    a. Here you can **Create a New Plan**, up to 3 (three) plans can be created.
    b. You can view your previously made plan(s) under the **Plan** tab.







2. In **Plan Your Schedule**, click **Create a New Plan.**
    a. This screen is split into 3 different panels. "**Find Classes**", "**Class Schedule for TERM**" (weekly view and detail view), and "**TERM Plan**".
    b. You can use the arrows/circle to toggle the panels into different views (or the **Panels** button).
3. **Search** for the courses you wish to add to your **Plan**. You can use **Advanced Search** to search by attribute, series, professor, time, etc. Click **Add Course** to add desired courses to your **Plan**.

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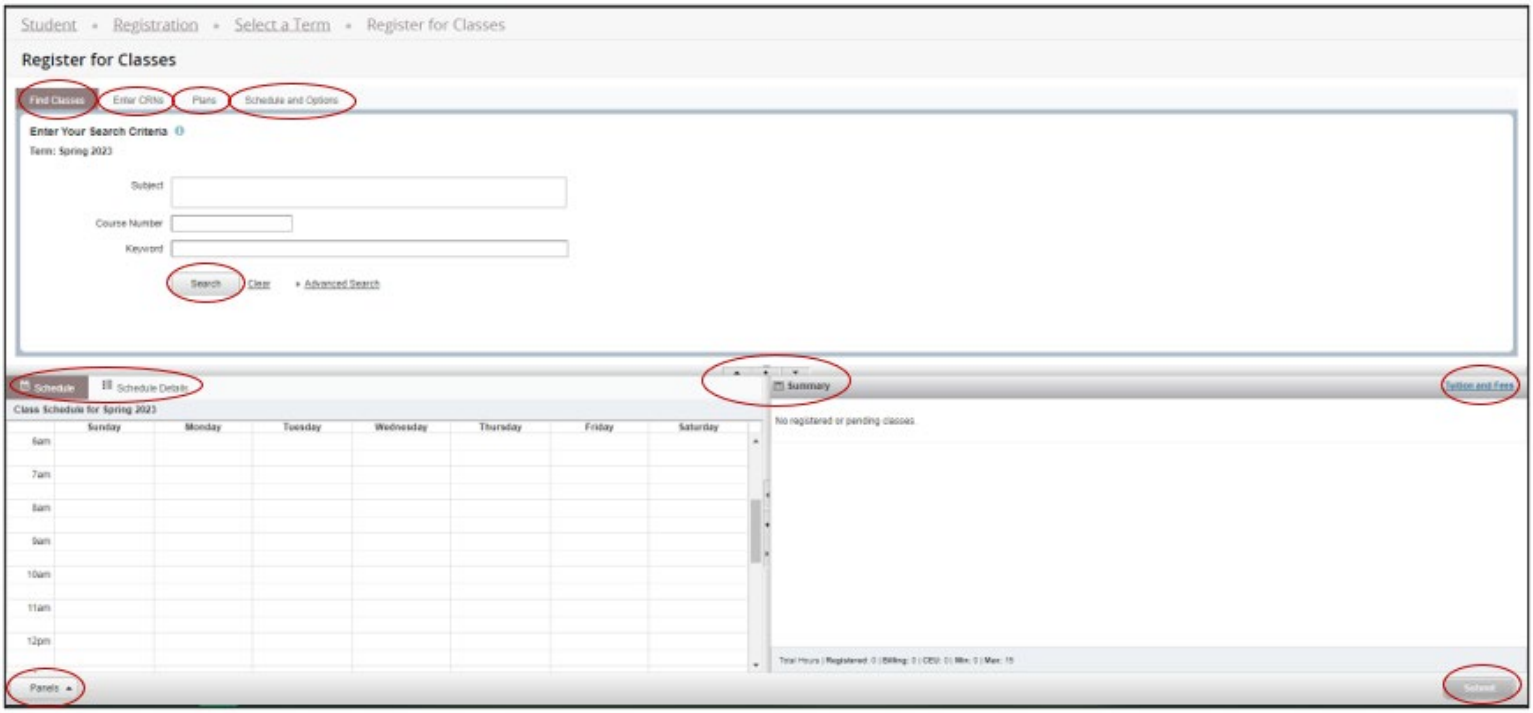
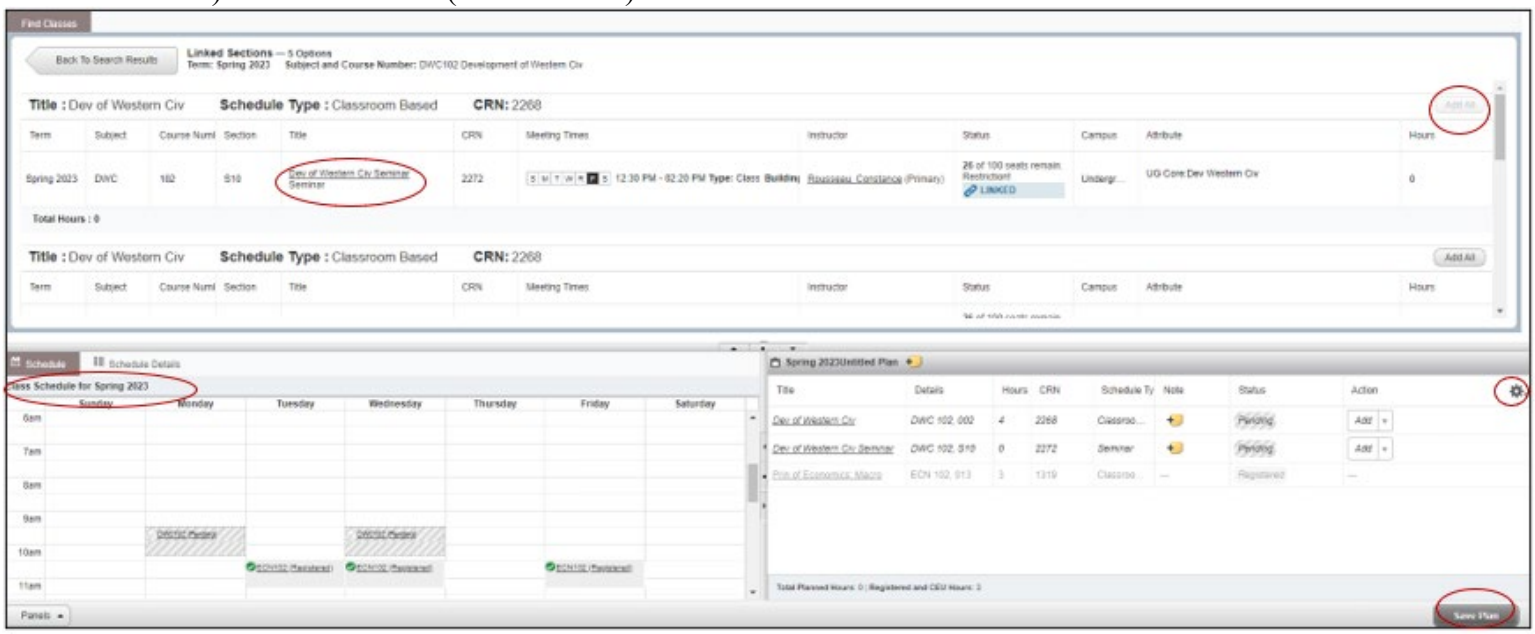


4. To add **Linked Courses**, example DWC, search for DWC. Then select the lecture you wish to add by clicking **VIEW LINKED**. Through **View Linked**, you can use the **Add All** to add the Lecture (large CRN) and the Seminar (smaller CRN).



5. Once all your courses are added, click **Save Plan**, name the plan, then click **Save.**

- You can click the **TITLE** of a course to get more details on the course.

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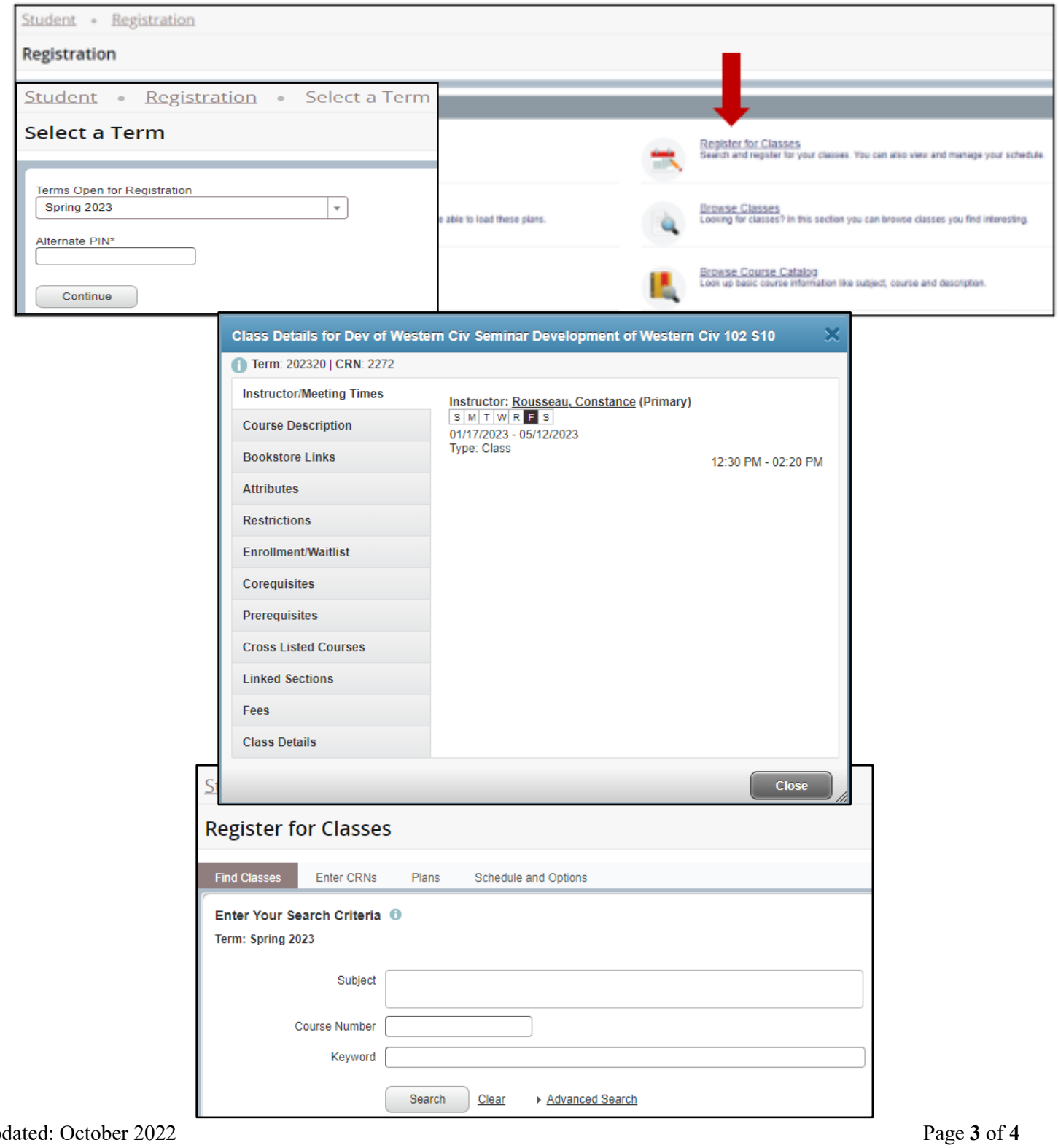
Registering: AT THE DAY(S) AND TIME(S) OF YOUR REGISTRATION. How to send your schedule to your **Registration Cart** in **CyberFriar**.

1. Starting from **CyberFriar**, click **Student Services**, then **Registration**, then **Register for Classes**. Select the **Term** you are planning for, enter your **ALTERNATE PIN**, then click Submit.



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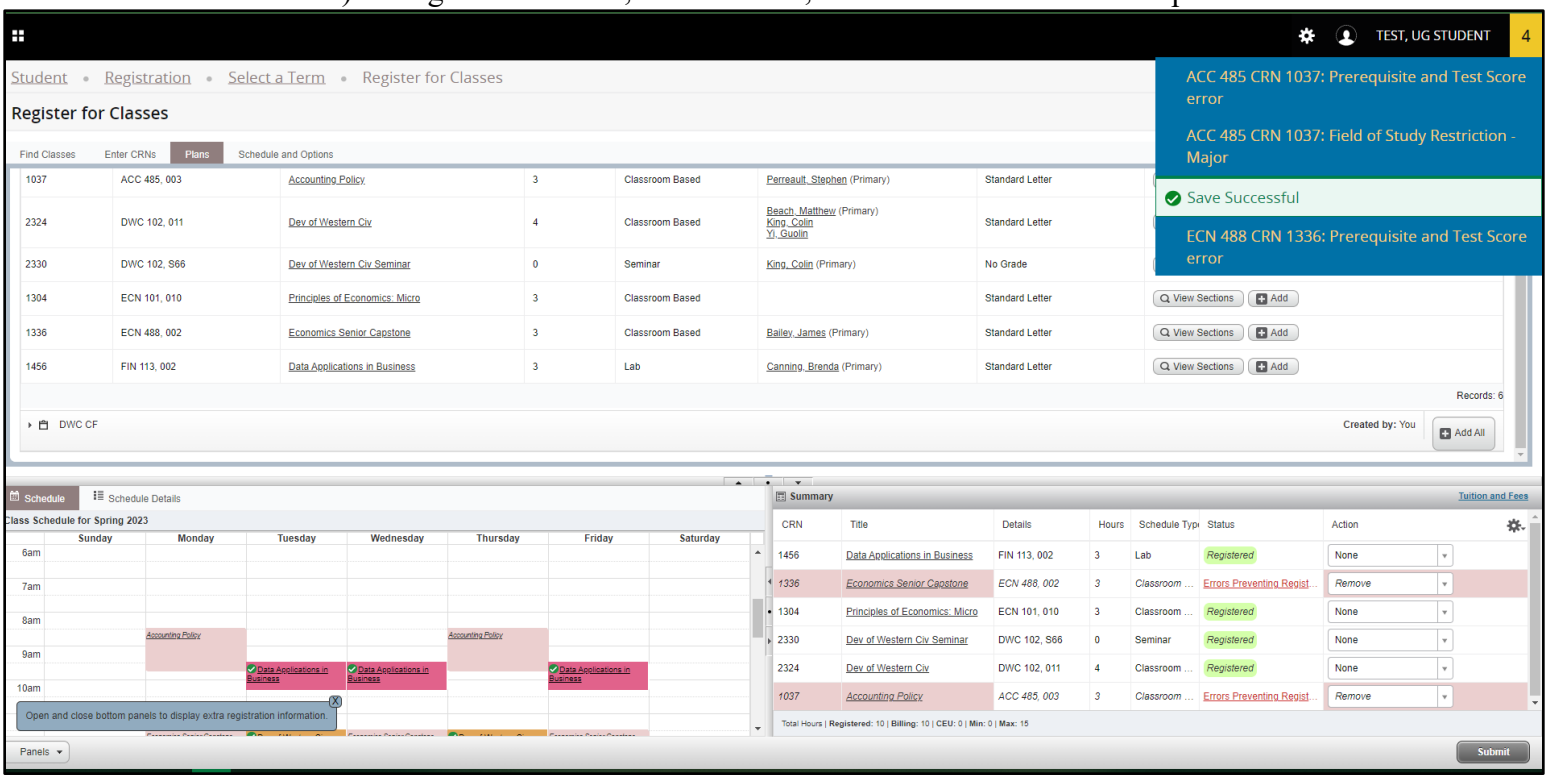
2. If you have saved Plans, click on **Plans**. If you do not have any **Plans**, you can search for classes (**Find Classes**), directly register for courses via their CRNs (**Enter CRNs**), and view your **Schedule Options**.
    a. If you are searching for courses, click **Add** to the right of the course to add that course.
    b. If you are viewing your Plan or a Linked Course click **Add All** to add those courses.
3. To Register, click **Submit** (at the bottom right).
    a. If you receive any error message you must acknowledge them by clicking 'Okay' to dismiss the notification.
    b. In the below example, the student has successfully registered for FIN 113, ECN 101, and DWC 102 (lecture and seminar). They received errors and were not able to register for ECN 488 and ACC 485. To remove ECN 488 and ACC 485, click Submit.
    c. The Summary tab shows you your registrations. From here you can search for more courses through the Find Classes tab, enter the CRNs (the unique 4 digit code associated with specific courses) through Enter CRNs, review Plans, and review Schedule and Options.