



## How to Register for Courses in Cyberfriar

### Creating Your Course Schedule Plan:

1. Login to [CyberFriar](#) (using Network Credentials). Click **Registration** in the "Students: Advising Gateway" card, then **Plan Your Schedule**. Select the **Term** you are planning for and click **Submit**.
  - a. Here you can **Create a New Plan**.
  - b. You can also view your previously made plan(s), including the one you may have sent over from Schedule Planner, under the **Plans** tab.

The screenshot shows the Cyberfriar website interface. At the top, there is a banner with the text "CYBERFRIAR PROVIDENCE COLLEGE". Below the banner, there is a navigation bar with links for "Home", "Academics", "Community", and "My Account". The main content area is titled "Students: Advising Gateway". On the left, there is a vertical menu with the following options: "My Profile", "Browse Classes", "Bookstore", "Registration" (which is highlighted with a red box), "Schedule Planner", and "Proxy Access".

The screenshot shows the "Registration" page. At the top, it says "Registration". Below that, there is a section titled "What would you like to do?". It contains three options: "Prepare for Registration" (with a clipboard icon), "Plan Your Schedule" (with a blue and green icon), and "View Registration Information" (with a yellow folder icon). The "Plan Your Schedule" option is highlighted with a red box. Below this, there is a breadcrumb navigation: "Student • Registration • Select a Term". Underneath, there is a section titled "Select a Term" with a dropdown menu labeled "Terms Open for Planning" and a "Continue" button.

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**.



## How to Register for Courses CyberFriar

Student • Registration • Select a Term • Register for Classes

### Register for Classes

**Find Classes** **Enter Other** **Plans** **Schedule and Options**

Enter Your Search Criteria: 0  
Term: Spring 2023

Subject:   
Course Number:   
Keyword:

**Search** **Clear** **Advanced Search**

**Schedule** **Schedule Details** **Summary** **Print and Email**

Class Schedule for Spring 2023

Term	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							

No registered or pending classes.

Total Hours: Registered: 0 | Billing: 0 | CRW: 0 | Min: 0 | Max: 15

**Print** **Save**

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).

**Find Classes** **Back To Search Results** **Linked Sections - 5 Options** **Term: Spring 2023** **Subject and Course Number: DWC102 Development of Western Civ**

**Title : Dev of Western Civ** **Schedule Type : Classroom Based** **CRN: 2268**

Term	Subject	Course Num	Section	Title	CRN	Meeting Times	Instructor	Status	Campus	Attribute	Hours
Spring 2023	DWC	102	S10	<b>Dev of Western Civ Seminar</b>	2272	S M T W R F S 12:30 PM - 02:20 PM	Type: Class Building: Russell Constance (Primary)	76 of 100 seats remain Restriction: <b>LINKED</b>	Using: UG Core Dev Western Civ		0

Total Hours: 0

**Title : Dev of Western Civ** **Schedule Type : Classroom Based** **CRN: 2268**

Term	Subject	Course Num	Section	Title	CRN	Meeting Times	Instructor	Status	Campus	Attribute	Hours
Spring 2023	DWC	102	S10	<b>Dev of Western Civ Seminar</b>	2272	S M T W R F S 12:30 PM - 02:20 PM	Type: Class Building: Russell Constance (Primary)	76 of 100 seats remain Restriction: <b>LINKED</b>	Using: UG Core Dev Western Civ		0

**Schedule** **Schedule Details** **Print** **Save Plan**

Class Schedule for Spring 2023

Term	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am	<b>DWCI02 Lecture</b>	<b>DWCI02 Lecture</b>					
11am	<b>DWCI02 Recitation</b>	<b>DWCI02 Recitation</b>					

**Spring 2023 United Plan**

Title	Details	Hours	CRN	Schedule Type	Note	Status	Action
Dev of Western Civ	DWC 102.002	4	2268	Classroom		Pending	<b>Add</b>
Dev of Western Civ Seminar	DWC 102.010	0	2272	Seminar		Pending	<b>Add</b>
Prin of Economics Macro	ECN 102.913	3	1319	Classroom	—	Registered	—

Total Planned Hours: 0 | Registered and CRW Hours: 0

**Print** **Save Plan**

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.



## How to Register for Courses CyberFriar

**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 Registration in the "Students: Advising Gateway" card, then **Register for Classes**. Select the Term you are registering for, enter your ALTERNATE PIN, then click Submit.

Student • Registration

Registration

What would you like to do?

- My Registration Cart**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Spring 2023

Alternate PIN\*

Continue

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2023

Subject:

Course Number:

Keyword:

Search Clear Advanced Search



## How to Register for Courses CyberFriar

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.

The screenshot shows the CyberFriar registration interface. At the top, the navigation path is: Student > Registration > Select a Term > Register for Classes. The current tab is 'Plans'. The main area displays a table of courses with columns: CRN, Title, Details, Hours, Schedule Type, Status, and Action. Courses listed include:

CRN	Title	Details	Hours	Schedule Type	Status	Action
1037	ACC 485, 003	Accounting Policy	3	Classroom Based	Perreault, Stephen (Primary)	Standard Letter
2324	DWC 102, 011	Dev of Western Civ	4	Classroom Based	Beach, Matthew (Primary) King, Colin Yi, Guolin	Standard Letter
2330	DWC 102, S66	Dev of Western Civ Seminar	0	Seminar	King, Colin (Primary)	No Grade
1304	ECN 101, 010	Principles of Economics: Micro	3	Classroom Based		Standard Letter
1336	ECN 488, 002	Economics Senior Capstone	3	Classroom Based	Bailey, James (Primary)	Standard Letter
1456	FIN 113, 002	Data Applications in Business	3	Lab	Canning, Brenda (Primary)	Standard Letter

On the right, error messages are displayed for ACC 485 CRN 1037 and ECN 488 CRN 1336. The message for ACC 485 states: 'ACC 485 CRN 1037: Prerequisite and Test Score error'. The message for ECN 488 states: 'ACC 485 CRN 1037: Field of Study Restriction - Major'. Below these messages is a 'Save Successful' notification. The bottom right of the interface shows a 'Records: 6' message and a 'Created by: You' field.

The interface also includes a 'Schedule' tab showing a weekly class schedule for Spring 2023, a 'Summary' table showing registered courses, and a 'Panels' section at the bottom left.