

RISD at Brown Prior Approval Form:

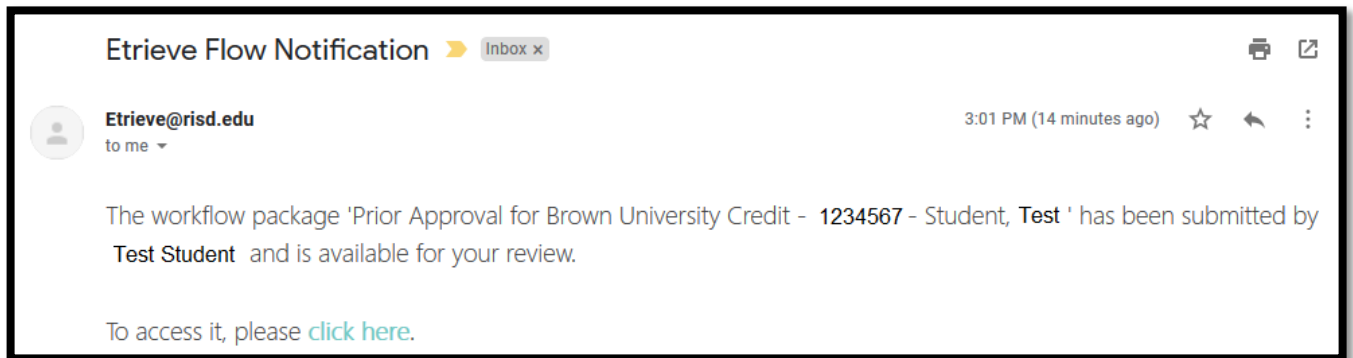
Processing Instructions for Department Heads

Students must submit the 'Prior Approval for Brown University Credit' form in etrieve as part of the cross-registration process.

The workflow is Student → Department Head → Registrar's Office for requests for major, non-major studio, or graduate elective credit.

The workflow is Student → Division of Liberal Arts → Registrar's Office for requests for Liberal Arts credit

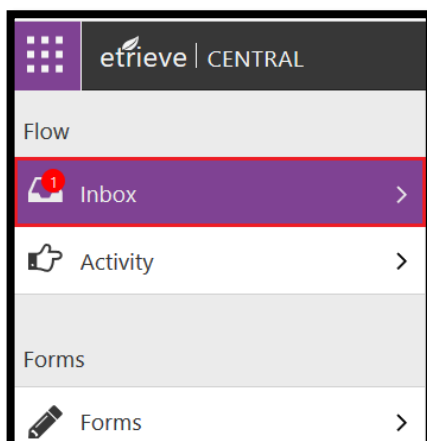
Once a form is ready for your action, you will receive an email notification from etrieve:



You can click the 'click here' in the email, or you can log in directly at etcentral.risd.edu with your login credentials:

A screenshot of the RHODE ISLAND SCHOOL OF DESIGN Sign In page. The header features the school's name and logo. Below is a 'Sign In' section with the instruction 'Type your user name and password.' There are two input fields: 'User name:' with a placeholder '@risd.edu' and 'Password:' with a 'Forgot your Password?' link. A 'Sign In' button is at the bottom.

Forms that require action will be located in your Inbox:



Select the form and review the information the student has provided.

Term
2020FA

Brown University Course Information

Course Number	Course Section	No. of Brown Credits	Brown Department
ENGN 0032	L01	1 Brown Credit	Engineering

Course Title
Introduction to Engineering: Design

Course Description
cab.brown.edu

This course is an introduction to the engineering profession with an emphasis on design. It is a project-based class which consists of three major design projects. Working in small groups, students leverage the design process and engineering discipline to present solutions to three design briefs. In weekly studio sessions, students will learn different tools (e.g., Matlab) associated with engineering and design. ENGN 0032 provides the foundation for further study in engineering. This class is designed for students who have a strong interest in design or are unsure of their interest in engineering. Students should have a math background (AB calculus).

Please indicate your requested grading basis.
This cannot be changed after the Add/Drop period for the semester ends.

☐ Letter Graded/No Credit ☒ Pass/No Credit

Please indicate requested credit type:
☐ Liberal Arts ☒ Major Elective ☐ Non-Major Studio ☐ Grad Elective

As a RISD student all courses taken at Brown University follow RISD registration deadlines. Any changes to your registration must be communicated to both school's Registrar's Offices and within the published timelines at RISD. You can view the [Academic Calendar](#) for details.

☒ I understand that cross-registered courses follow RISD's registration deadlines.

Approve Decline History Attachments Locked Download Print

Declining the Form (requested credit is not approved):

1) If you do not approve the type of credit requested, select the 'History' button:

History CLOSE

Package History	Audit History
Luigi Student Submitted 'Prior Approval for Brown University Credit' 08-11-2020, 3:31:54 pm	
Your Name Here Received 08-11-2020, 3:32:01 pm	

Comment Save

Approve Decline History Attachments Locked Download Print

- 2) Enter your comment regarding the reason you are declining the student's request in the 'Comment' box. By entering a comment, the student receives an explanation for the rejection and/or instructions on alternate credit types.

The screenshot shows a 'History' box with two tabs: 'Package History' and 'Audit History'. The 'Package History' tab is active, showing a list of submissions. The first submission is from 'Luigi Student' on 08-11-2020 at 3:31:54 pm, with the comment 'Submitted 'Prior Approval for Brown University Credit''. The second submission is from 'Your Name Here' on 08-11-2020 at 3:32:01 pm, with the comment 'Received'. A third submission is from 'Your Name Here' on 08-11-2020 at 3:41:18 pm, with the comment 'This course does not receive major elective credit. Please resubmit if you wish to receive non-major studio credit.' A red circle highlights the 'Comment' box, which contains the text 'you wish to receive non-major studio credit.' A 'Save' button is visible next to the comment box. At the bottom of the box, there is a navigation bar with icons for 'Approve', 'Decline', 'History', 'Attachments', 'Locked', 'Download', and 'Print'.

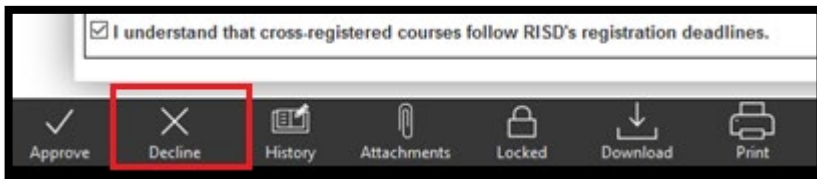
- 3) Click SAVE

This screenshot is similar to the previous one, but it shows the 'Save' button highlighted with a red circle. A callout box with an arrow pointing to the 'Save' button contains the text 'Comment is stored when 'Save' is clicked.' The 'Comment' box now contains the text 'This course does not receive major elective credit. Please resubmit if you wish to receive non-major studio credit.'

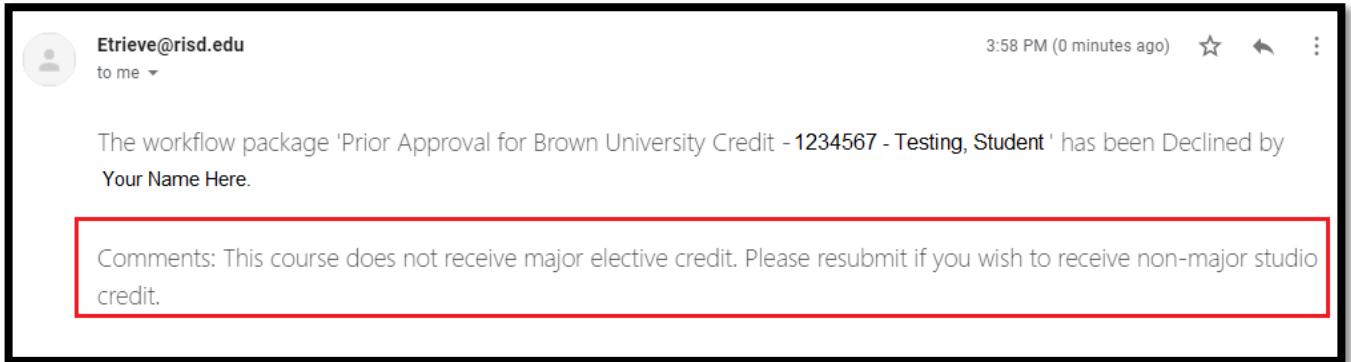
- 4) Select 'Close' at the top right corner of the 'History' box:

This screenshot shows the 'History' box with the 'Close' button highlighted by a red circle. The 'Close' button is located at the top right corner of the box, next to the 'History' title. The 'Package History' tab is still active, showing the same list of submissions as in the previous screenshots.

5) Decline the form.

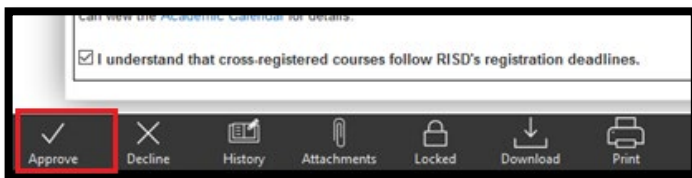


- 6) **The student receives a notification indicating their request is declined.** They must re-submit a new form if desired. If you didn't enter any reason why you were declining the request, the student will receive the decline notification without any additional comments included.

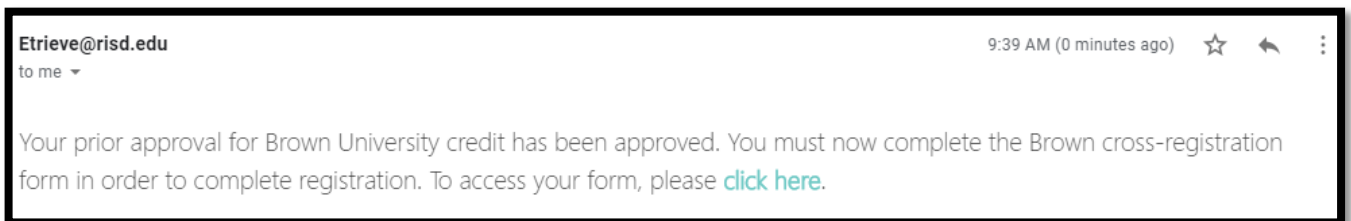


Approving the Form (requested credit type is approved):

- 1) If upon review of the information provided you approve of the request, simply approve the form by clicking 'approve'.



- 2) The student will be notified that the course has been approved for credit.



Students must still complete the registration process at Brown, [as described on the Registrar's website](#). Note that Brown will not process registration into the Brown course without indication from the RISD Registrar's Office that the Prior Approval process has been completed.