

Information for RISD students cross-registering at Brown University

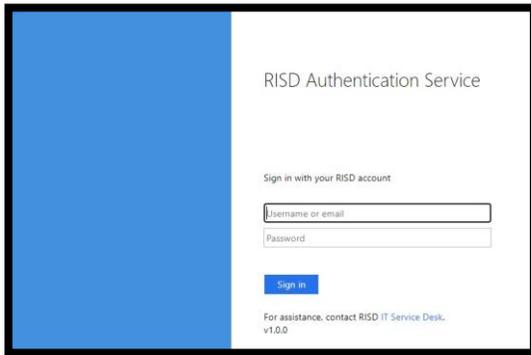
Prior Approval is required for cross-registering at Brown University, as only courses approved for Liberal Arts credit (approval by the Division of Liberal Arts) or Major, non-major, or Graduate elective credit (approval by your Department Head) will be allowed for cross-registration.

The workflow for the prior approval form is:

Student → Liberal Arts → Registrar's Office for requests for Liberal Arts credit, or

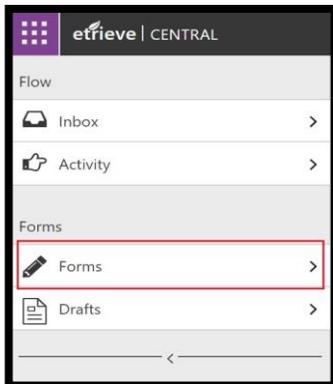
Student → Student's Department Head → Registrar's Office for requests for major, nonmajor, or graduate elective credit

To fill out the Prior Approval for Brown University Credit form, log into etrieve at etcentral.risd.edu

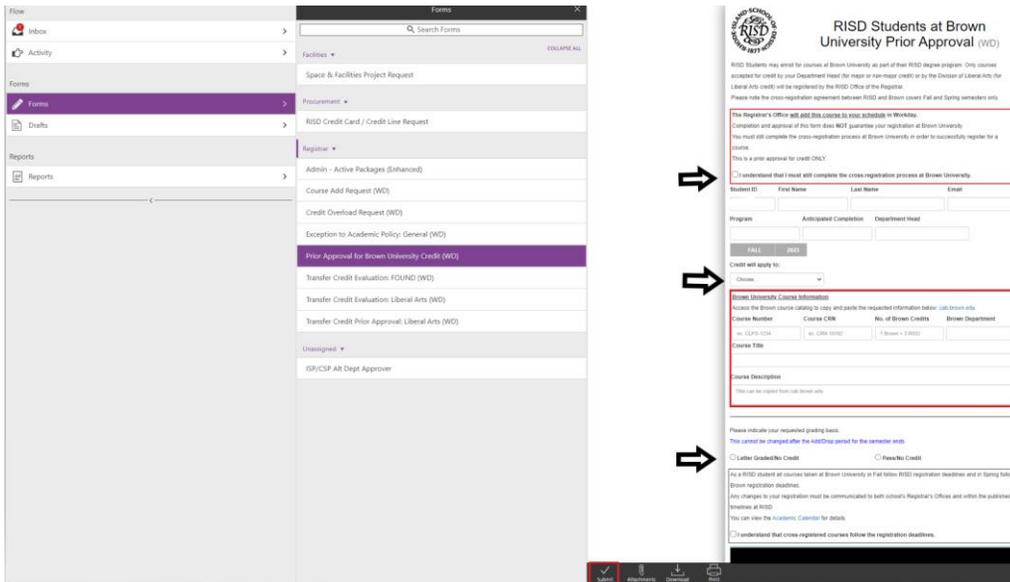


The image shows a login page for the RISD Authentication Service. It features a blue vertical bar on the left side. The main content area is white and contains the following elements: the title "RISD Authentication Service", the instruction "Sign in with your RISD account", a text input field labeled "Username or email", a password input field labeled "Password", and a blue "Sign in" button. At the bottom, there is a small note: "For assistance, contact RISD IT Service Desk. v1.0.0".

Select 'Forms' from the left-hand side of the Inbox.



Select 'Prior Approval for Brown University Credit'. Fill in all fields with requested Brown University Course information, and make all required selections/certifications:



Use the 'cab.brown.edu' link to open the Brown Course Catalog to copy and paste all the course information:

Brown University Course Information

Access the Brown course catalog to copy and paste the requested information below: cab.brown.edu

Course Number	Course Section	No. of Brown Credits	Brown Department
ex. CLPS-1234	ex. L01	1 Brown = 3 RISD	

Course Title

Course Description

This can be copied from cab.brown.edu

Once complete, click the 'Submit' button at the bottom of the form:

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

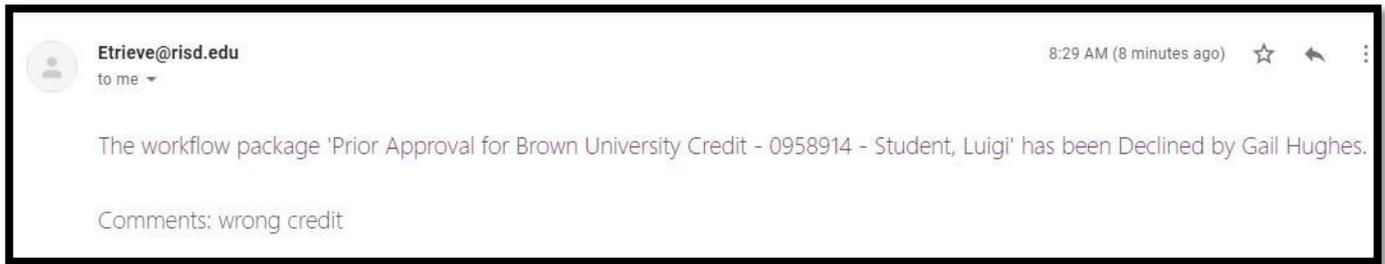
I understand that cross-registered courses follow RISD's registration deadlines.

Submit Attachments Download Print

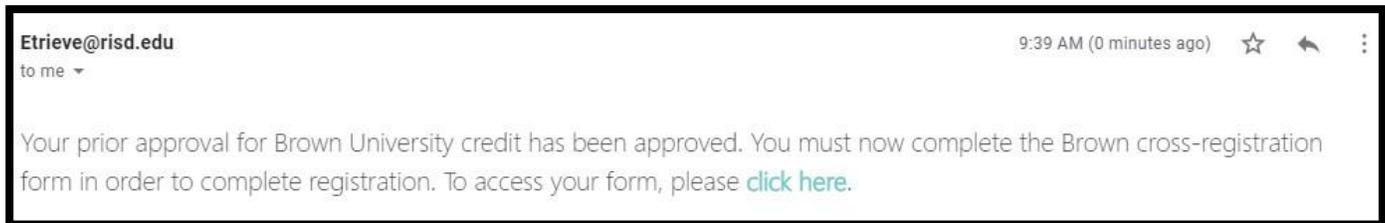
The form will route to the Division of Liberal Arts if you are requesting Liberal Arts credit, or your Department Head for any other credit type.

If your requested credit type is declined, you will receive a notification:

IMPORTANT! If your requested credit type is **declined**, there may be a comment indicating the reason. In order to have your course approved, **you must submit a new form.**



If your requested credit type is approved, you will receive a notification:



Once the Prior Approval for Brown University Credit request has been approved:

1. The Registrar's office will add the course to the student schedule. Course(s) should be dropped if registration of the Brown course will put them above 16 credits.
2. The Brown Registrar will provide the student with instructions on how to obtain Brown credentials, or how to reactivate them. This may take a few days.
3. After the credentials have been established, the student may log into [Courses@Brown](#) and [request an override](#) (instructor permission) to register the course. Tutorial found at: <https://ithelp.brown.edu/kb/articles/override-requests>.
4. The student will receive an email when the instructor approves or denies the override request. **Note: that the granting of the override does not register you for the course.**
5. When the override/permission is granted, the student will be able to register the course in Courses@Brown. Tutorial found at <https://ithelp.brown.edu/kb/articles/registration-in-c-b>.

Brown and RISD will be doing daily reconciliation of course registrations.

- If a RISD student is not registered by the end of the add/drop period, their Brown student record will be deactivated and they will no longer have access to their Brown services or the course material.
- If a RISD student registered for a Brown course other than that for which approval was granted by RISD, the student will be dropped from that course