For the 2020-2021 Academic Year, Brown and RISD’s cross-registration process will only be allowed during the Fall semester.

Brown students will only be permitted to register in courses at RISD that are offered in an ‘online’ designated format.

**Search for online courses at RISD**

Access RISD’s course catalog here: [https://ss.risd.edu/student/courses](https://ss.risd.edu/student/courses).

Using the ‘Advanced’ search tab, select ‘Fall 2020’ for Term, and ‘Online Instruction’ for Course Type.

Click the ‘Search’ button.
Once you’ve identified a course you are interested in, you may want to check the '2020FA Courses with Fees' list, as you will be required to pay this fee before registration will be processed (this fee is in addition to any listed ‘Estimated Materials Cost’).

You should reach out to the instructor first to see if there are available seats.

Instructor contact info can be found in the ‘Section Details’, which can be located by clicking the ‘View Available Sections’ button in a course:

And then clicking on the specific section:
The ‘Section Details’ will pop up, which show the instructor’s contact information:

The instructor may provide you with their Zoom URL information to attend the first session, and/or a centralized list of Zoom information will be linked to the Registrar’s website (for @brown.edu and @risd.edu emails).

Once the instructor has confirmed availability: you will need to fill out the cross registration form found here: https://etcentral.risd.edu/idp-callback/google. Only use your @brown.edu email address to log in; the form will not be accessible otherwise.

Select the ‘Forms’ link from the dashboard:

Select ‘Cross-Registration for Brown University Students’:
Even though you are only allowed to take online courses for Fall 2020, you must still certify to the RISD Community Commitment to Health Pledge, so that should you find yourself on RISD campus you understand your obligations. You must review the pledge and certify at the bottom of the form.

Next, fill in all required personal information. Your ‘Brown Email Address’ is auto-populated.

To select a class, first select subject, then course, then section.
If the section you have selected has a fee, you will receive a notification:

![Notification]

This course has a fee. Fees must be paid prior to registration. Additional information will be provided on how to pay this fee.

You will be provided with additional instructions on how to pay the fee once the instructor has approved your cross-registration request.

Use the text area to provide the instructor with an explanation regarding why you wish to take their course.

![Explanation Form]

You must also indicate your requested grading basis, and indicate your pledge to abide by the RISD Community Commitment to Health.

Once you have entered all required information and reviewed the RISD Community Commitment to Health Pledge, click ‘Submit’:
The form has two distinct workflows, depending on the subject of the course. If the course has a fee, the Registrar’s Office will not process registration into the course until payment of the fee is made. RISD’s Student Financial Services (SFS) will confirm payment receipt.

- For courses in Liberal Arts (subjects of: HPSS, LAS, LAEL, THAD, SCI):
  Student → Brown → Instructor → RISD Registrar’s Office (with a fee: → SFS → Registrar’s Office)
- For studio subjects:
  Student → Instructor → RISD Registrar’s Office (with a fee: → SFS → Registrar’s Office)

If your course has a fee, you will receive an email notification outlining the steps to make payment:

Once the Registrar’s Office has processed registration into the course, you will receive a confirmation email:

RISD’s Registrar’s Office will notify Brown University’s Registrar’s Office regarding completed registrations.

If your request is declined:
Anyone in the workflow is able to decline your request. Below is an example of a decline notification:
The workflow package ‘REG - Brown University Student Cross-Registration Request - LAS-E297 - [Your Name] containing a document submitted by you has been Declined by [Instructor Name].

To access it, please click here.