Information for RISD students cross-registering at Brown University

Cross-registering at Brown for Fall 2020 is a two-step process.

1. Fill out the ‘Prior Approval for Brown University Credit’ form.
2. Complete Brown University’s cross-registration request form. Note: Although RISD students can cross register at Brown, they can *only* participate in Brown courses remotely (whether the class at Brown is designated as 'online' or 'hybrid')

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, non-major, or graduate elective credit

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

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

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:

If your request has been approved, you may now proceed with the cross-registration process at Brown by filling out their Registration Request form here: [link](https://docs.google.com/forms/d/e/1FAIpQLSdmFeaRP7xQm0Z36IhIbV-jltRd-Lvp56jz5Walli1X7p5wOQ/viewform?usp=sf_link).

Note that Brown will not process any registration request they receive without indication from the RISD Registrar’s Office that the Prior Approval process has been completed.