Questions frequently asked by students:

1) **How do I get an override and what do I do once I have it?**

If a course specifies that instructor permission is required to take the course, or if you wish to take a course for which you do not meet certain registration restrictions, you will need to request a registration override from your instructor. You should contact your instructor (department in the case where there is no instructor listed yet) directly and determine whether the instructor thinks it is appropriate for you to take the course. If the instructor decides to give you an override, he/she will create an Override Code (a six-digit code consisting of letters, numbers, or a combination thereof) which will be emailed to you. Once you have it, follow the instructions in the email or as follows: enter Self-Service Banner and in the Registration menu, choose the Add Registration Override Code link. You will be required to enter the CRN of the course and the Override Code. Please note that these Codes are CRN specific and, therefore, will not give you permission to enter another section of the course. After the code is entered, you will be able to register for the course via the Add/Drop course link or via the Brown Course Scheduler.

*Please note that the override will not register you for the course. The override code merely gives you permission to register. Registration is a separate, second step which must be completed before you will appear on the class list.*

2) **I want to register for two classes but Banner says there is a time conflict. What do I do?**

A student who wishes to take two courses that overlap to a limited degree should first register for one of the courses online. He should then visit the Registrar’s Office (J. Walter Wilson room 318) to obtain a Time Conflict Form. The form requires a brief description of the overlap and how the student will address the missed class time. The student must then obtain the approval of both instructors and the approval of the Deputy Dean of the College (for undergraduates) or the Associate Dean of the Graduate School (for graduate students). The approvals in each case will be signified by a signature on the form. The completed form is returned to the Registrar’s Office where the Enrollment Services staff will register the student manually for the second course.

*Note: This form is not intended to allow time overlaps of a significant degree in which the student will miss substantial portions of one or the other course’s meetings that cannot be made up in some appropriate manner. The College Curriculum Committee does not allow students to take courses that meet at the same time.*

3) **Why won’t Banner let me register for this class?**

There are several registration restrictions that might prevent a student from registering for a course. Registration restrictions can be found in the Detailed Course Information available in
the secure area of Self-Service Banner particularly the Brown Course Scheduler. If you
encounter one of these restrictions, you will need to contact your instructor and request an
override. Once the instructor issues you an override code, you will be able to use it to register
for the course.

Please note that while a registration override will allow a student to register in most cases, the
instructor cannot override some restrictions. Restrictions that cannot be overridden include:

a. Repeat course error – if you have successfully completed a course or have been placed
out of a course because of your AP scores, you cannot take the class again.

b. Time conflict – if two classes conflict, you will not be permitted to register for them
both. If the overlap is minimal, a manual registration can be performed by the
Registrar’s Office staff if a Time Conflict Form is completed.

c. Maximum hours – a student cannot register for more than five credits (either five
credits or four credits + 1 audit).

d. Minimum hours – certain populations of students (all first year undergraduates, and
NCAA eligible athletes) are required to maintain enrollment in a minimum of 3 credits.
Accordingly, if you attempt to drop below 3 credits you will not be allowed to do so. If
you are attempting to simply swap a course, make sure you add a 4th course first and
then go and drop the particular course. Only students in these categories who obtain
the appropriate approvals will be able to drop below 3 credits.

e. Graduate students wishing to enroll in an undergraduate course will receive an Invalid
Level error even with an override. Students in these circumstances should contact the
Associate Registrar for Enrollment Services for details on how to proceed.

4) How do I obtain my Alternate PIN?

Students who need a PIN to register (students who are in their first, second, third, or
fourth semester) will obtain their PINs from their advisors. Students should allow plenty
of time before registration to communicate with the advisor. If the advisor is
unreachable or provides the wrong PIN, the student should contact the Office of the
Dean of The College.

5) How do I register for a RISD course?

Brown and the Rhode Island School of Design have a cross-registration agreement which
allows a Brown student to take a course at RISD for no additional tuition charge.
Students who wish to register for a RISD course should visit the Brown Registrar’s Office
(J. Walter Wilson room 318) to obtain a cross-registration form. He or she will take the
form to the first day of the RISD course to obtain the RISD instructor’s signature and
then the signature of the RISD Registrar. The student returns the completed form to the
Brown Registrar’s Office where the Enrollment Services staff will register the student for the course.

**Note:** Brown students are allowed to take up to four courses at RISD during the course of their time at Brown. Students who wish to take more than four RISD courses must petition the Committee on Academic Standing for permission.

Also note that the Committee on Academic Standing wishes to ensure that, in cases of curricular overlap, students are enrolled in the Brown course option. Therefore, while Brown students are allowed to take most RISD courses, they must petition the CAS if they wish to take a course offered by RISD’s Liberal Arts division.

6) **What are the relevant registration deadlines?**
   Registration related deadlines can be found on the Academic Calendar at [http://www.brown.edu/about/administration/registrar/academic-calendar](http://www.brown.edu/about/administration/registrar/academic-calendar)

7) **When I check my final grades, I see !Eval!. What does that mean?**
   The !Eval! notation means that the course is participating in the online course evaluation process and you have not yet completed the online course evaluation. Click on the !Eval! link and the appropriate evaluation will be available to you. Once you have completed the evaluation, your final grade (if submitted by the instructor) will now be displayed.