Instructions for Brown University Students: Cross-Registration at RISD

Cross-registration begins on the first day of RISD’s semester and spans for 7 days (RISD’s Add/Drop period). Cross-registration is not available after RISD’s Add/Drop period ends (see the Academic Calendar for details).

Search for online courses at RISD

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

Be sure to select the appropriate term for an accurate listing of available courses:

![Search for Courses and Course Sections](image)

Once you’ve identified a course you are interested in, you may want to check the Course Fee page to see if the course has a fee, 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:

![APPAR-3043 USES OF ANIMALS (3 Credits)](image)

And then clicking on the specific section:
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](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’

Please review RISD’s Health and Safety protocols as linked in 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:

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

OK`

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.
You must also indicate your requested grading basis, and indicate your pledge to abide by RISD’s Health and Safety Protocols.

Once you have entered all required information and reviewed RISD’s Health and Safety Protocols, 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:

Once RISD’s 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 - APAR-3043 - [Last, First] containing a document submitted by you has been Declined by [Instructor Name].

To access it, please click here.