

Slide 1

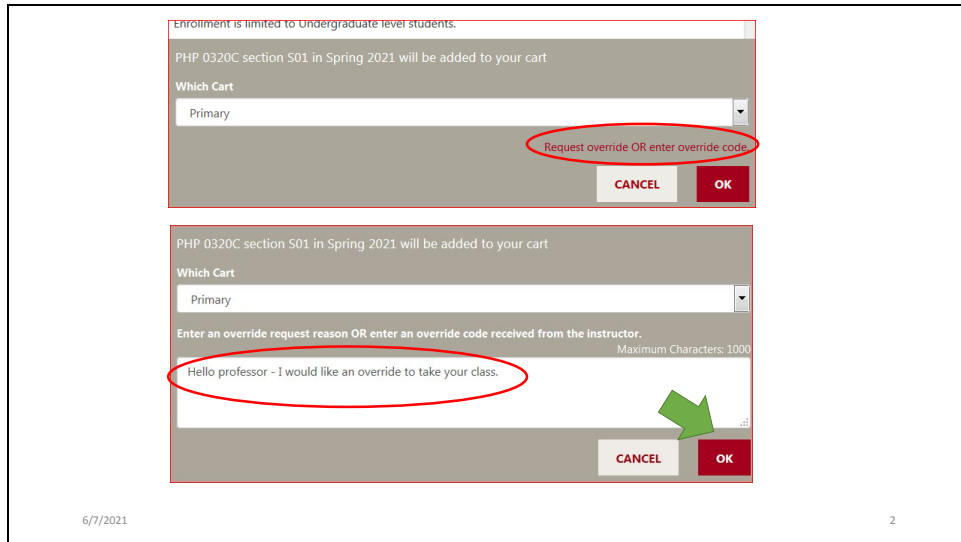
The screenshot displays a course search interface with the following elements:

- Course Search Panel (Left):** Search term 'php', semester 'Spring 2021', and filters for 'All Courses' and 'All Modes of Instruction'. A 'FIND COURSES' button is visible.
- Search Results (Middle):** A list of courses. The course 'PHP 0320C Introduction to Public Health' is highlighted in yellow and has a red warning icon next to it.
- Course Details Panel (Right):** Shows details for 'PHP 0320C Introduction to Public Health'. The 'Registration Notes' section contains the warning: 'This section is full' and 'Instructor override required'. Below this is the 'Course Description' and 'Registration Restrictions'.
- Buttons:** A red 'ADD TO CART' button is located at the bottom right of the course details panel.

When you're searching for courses in courses@brown (<https://cab.brown.edu>), and find one you like, but you need to request an override because you don't meet the registration restrictions -- this is typically indicated by the warning icon -- you can request an override when you add the course to your cart.

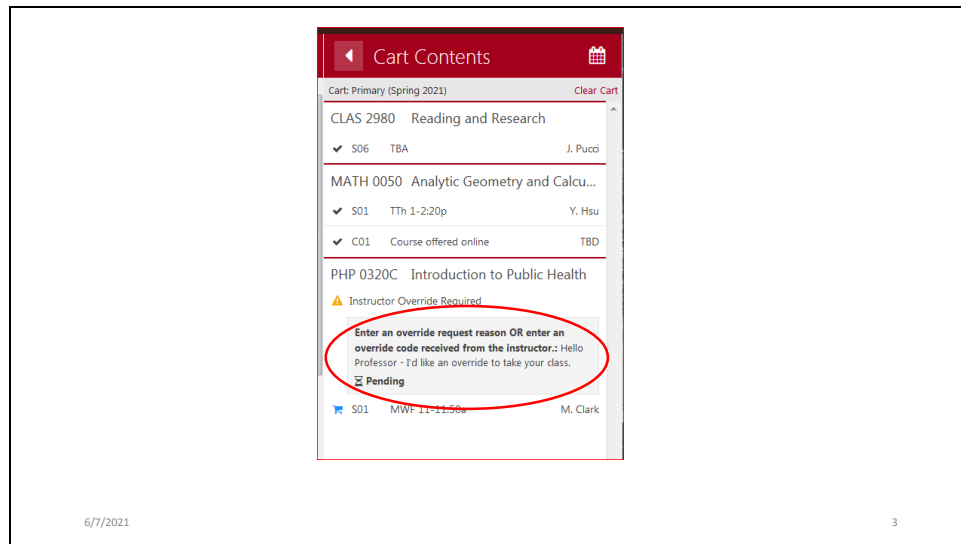
NOTE: Some instructors may still choose to employ override codes in lieu of this request method so it may be prudent to check the course description and/or inquire with instructor in advance.

Slide 2



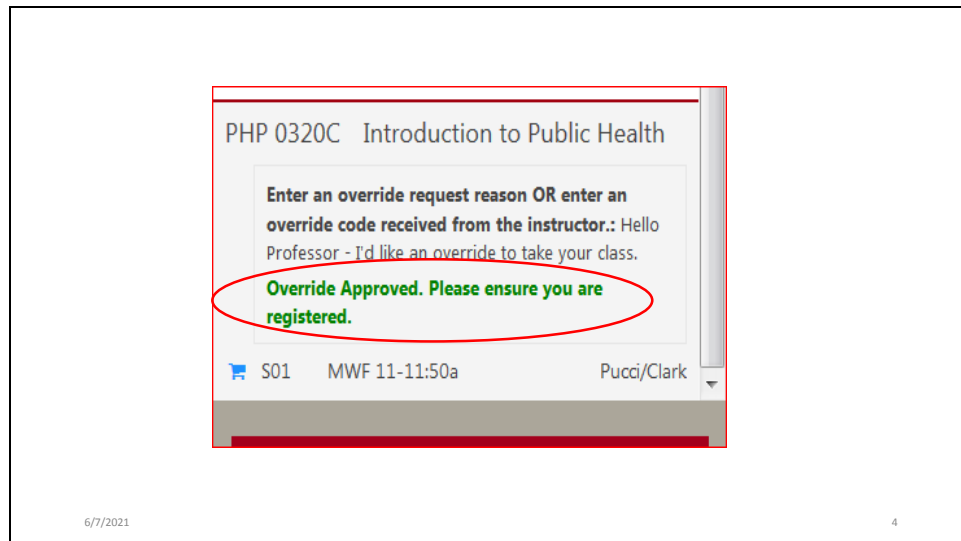
When you click the Add to Cart button, you will see a link appear below your cart selection to request an override or enter an override code. Click the link and you will see a text box where you can enter a reason for the request. Click OK to submit the request to the instructor. There is no need to email the rationale to the instructor. They will be notified that your request is pending as well as see the request text you provide.

Slide 3



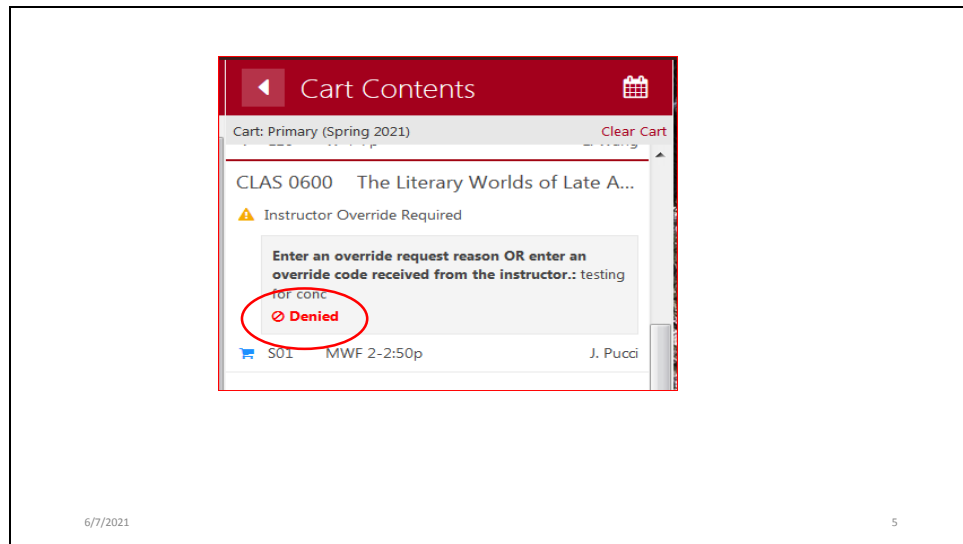
The request will show as Pending in your cart until the instructor either approves or denies it. You will receive an email when the instructor acts on your request, and the status will update on the course in your cart

Slide 4



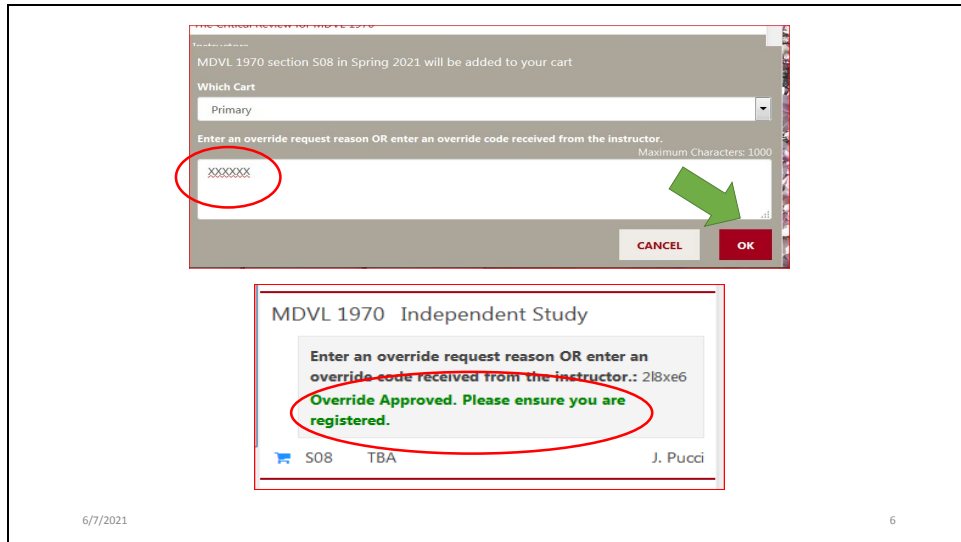
If a request is approved, again you should receive an email indicating that, you will see the message in your primary cart in C@B indicating the approval and reminding you to register. Be sure to proceed to registration and register for the course. An approved override is permission to register – it does not actually register you for the course! Once registered remember to check your Transcript as all registered courses always show on your transcript. If not there then you did not properly register!

Slide 5



If a request is denied, you cannot request it again. You will see the denied request in your cart and receive an email indicating the denial.

Slide 6



If by chance you are attempting to register for a course and the instructor still chooses to employ override codes and you receive an override code from an instructor, just use the Add to Cart button again for the course and insert or replace the request text with your override code then click OK. The code will update the override and it will show as an approved request in your cart. You can proceed to register as usual. Again – you must actually register – the code simply gives you permission!