A new process in the Courses@Brown application will give faculty the ability to manage override requests coming from students for the courses they are teaching and will eliminate the need for override PINs, allow for some waitlist management, and should cut down on student emails to you regarding obtaining an override.

Please be mindful that it is not advisable to use a combination of override pins and this new request list functionality in tandem with each other for a particular course. So if you are going to continue to use override PINs it would be advisable to ask your department manager to possibly adjust the course description.

To get started, navigate to https://cab.brown.edu and log in using the Sign In link in the upper right corner. Once logged in, if there are new pending override requests from students, a notification bubble will appear in “Courses I’m Teaching” button in the sidebar.
Please note that you will receive email notifications to your brown.edu account when students request overrides for your courses and they are still pending and haven’t been viewed. You can set your preferences for receiving these emails by using the Instructor Preferences from the side panel. The default will be a Daily digest, but depending on time of year you may set it to Weekly, Hourly, or Immediate as you wish.

Now let’s move on to Override management.
To manage override requests, whether new and bubble appears or not, select the appropriate term and click the Courses I’m Teaching button. In this example, I’ve selected Spring 2019 and Include Independent Study Courses as my settings. The notification bubble shows four pending requests. Click the search Results box to expand the view to show your course details, then click the Manage Course button.
In addition to the manage overrides button notice you now have a way to go directly to your registered class list in Banner. This was added simply out of convenience. For the purposes of this tutorial simply click the Manage Overrides link
Override requests will be stored by the date and time received and then by status (pending, approved, etc.). You can use the Sort By filter to alter the sorting to view by name, semester level, or program. Many will find this helpful if managing a waitlist of sorts.
If you click the student’s name in your Dashboard list, you can view more detailed information about the student such as multiple concentrations or the full request rationale provided by the student. You can also approve or deny the request from the Request Details panel. You can also use the email icon in the Dashboard to contact the student if necessary. Emails will be sent and returned through your email client and not visible through the C@B tool.
You can approve or deny requests by simply clicking the status checkboxes in the student rows and then the Submit button. An email will be sent to students to inform them that the override has been granted or denied. If approved they can then register for the course directly through courses@brown – no code is needed. If denied they cannot register nor will they be able to request another one and clutter your request roster.
If a student removes your course from a cart, the cart icon will display with the red strikethrough. This might help you to manage your waitlist and subsequently deny requests that have been removed from carts. Once a request has been denied, the student cannot request it again.

In addition and which is critical for those using the tool as a waitlist, if you have previously approved an override but the student has not registered you can simply click on the green indicator and switch to red X, click submit, and then grant an override to the next student you desire on your request roster.

You cannot take any additional action on a request once a student has registered for the course as indicated by the grey checkmark.

As a final note, only students who have requested overrides are on this roster. Students who are able to simply register without an override or restriction will be on your registered class list in Banner web which you can use the button you saw earlier under manage course.