Dear Academic Departmental Colleagues,

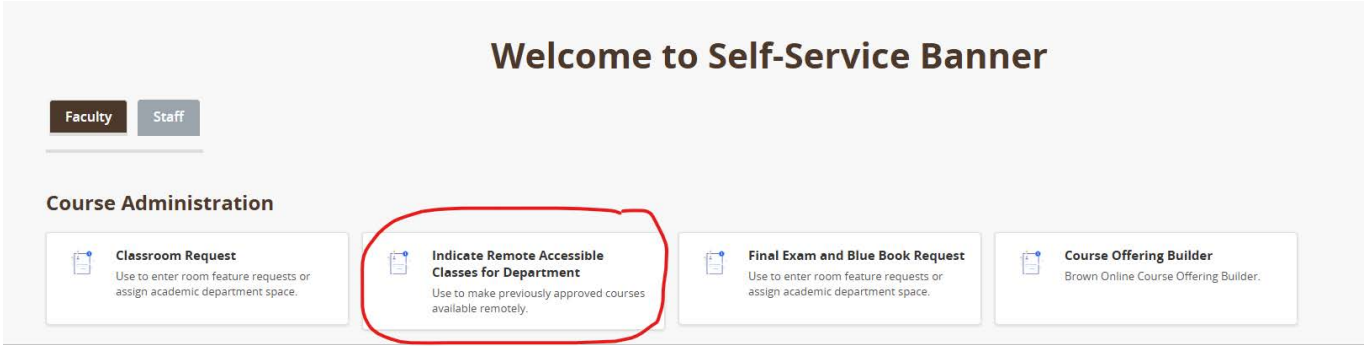
In order to support the ability of certain students with permission of The College or Graduate School who will not be located in Providence due to study abroad, etc. to engage in Brown courses primarily geared for students based in Providence, please identify the courses (among those that have already been approved in COB and pushed into Banner) that would be accessible to remote students throughout the semester. The purpose of 'Remote Accessible' is not to facilitate the ability of students in Providence to avoid time conflicts with other courses or not actually attend class in-person, rather it is to continue the academic innovation for students who may be approved to study away from Brown to actually engage in campus based courses if the instructor is willing to allow and support it.

To facilitate this process, we have created a page within https://selfservice.brown.edu to indicate which of your approved offerings will have this designation of 'Remote Access'. In turn, students approved to study remotely will then be able to search for courses that have this designation attached to them via Courses@Brown. Note, only you and/or your chair have access to this page as a department user and/or approver so you will need to collect the information from your faculty first and then input in this new page.

Any courses that were designated as being delivered as online through the course offering builder process will already have "Remote Access" set by default. Therefore, the most important step will be preparing to indicate which 'In Person' courses have faculty willing to provide instruction in their courses to these remote learners. We request that you log in and begin flagging any 'In Person' courses/sections where the Faculty are willing to teach remote learners by simply checking off the box in the Remote Access' column so students may see this in Course@Brown. In addition, please make sure you Save the information before you leave the page.

Here's a step by step guide on how to access and submit the Remote Access page:

1. Sign in to Self Service Banner and click the link at the bottom of your Menu labeled "Indicate Remote Accessible Classes for Department"

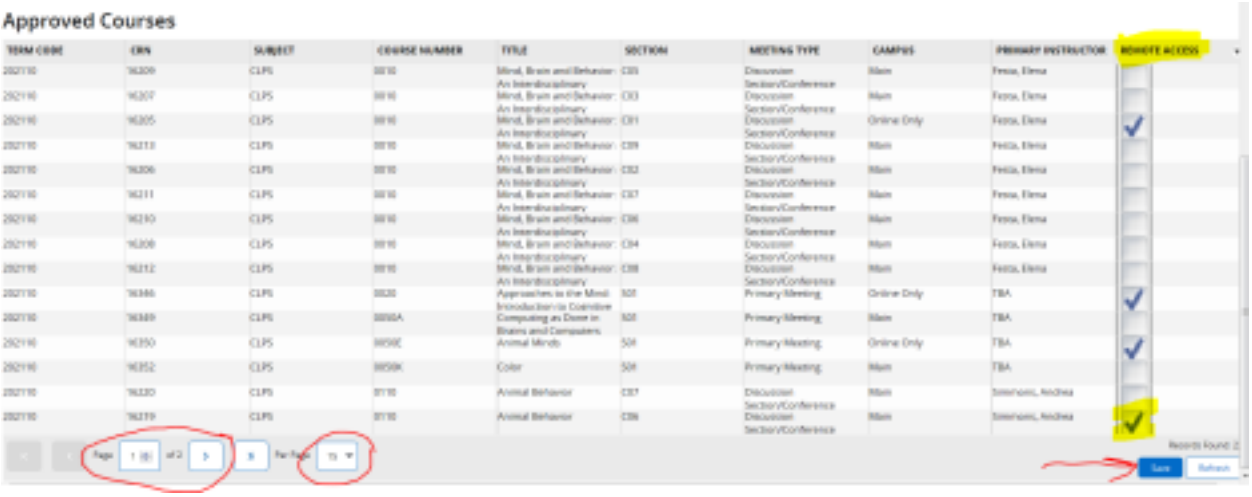


2. Select the applicable term and click the Search button:



3. All your courses that have been pushed to Banner will display. If the course is marked in COB as Online Only, the Remote Access indicator will be checked off and cannot be changed here (you would have to make that change through COB).

If the course is meeting in person, but the instructor is willing to teach remote learners, click the appropriate checkbox for each course. Note that you may have more than one page so you can increase the paginator or move forward to the next page(s) as needed. Be sure to click the Save button before you move to the next page or exit the form. You can use the link in the upper left corner to return to the SelfService Main Menu.



If you have recently pushed courses to Banner and don't see them on the page, click the Refresh button in the bottom right corner, and those courses should be pulled onto the page. Please also note that the page ONLY shows courses that have status of "Approved and pushed in Banner.' If you still have courses in a saved or department approved status in the Course Offering Builder they will not show up here to be marked.

Should you have any questions on how to access or use the application, please do not hesitate to contact us as soon as possible.

Best Regards and thank you for your cooperation,
Office of the Registrar