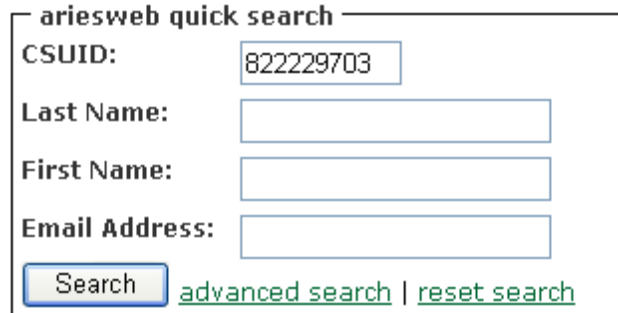# Faculty Overloads in ARIESweb

The processing of course overrides in ARIESweb by faculty can only be done by the primary faculty advisor assigned to the student. Overloads are entered one student at a time.

In order to issue the overload:

1. Log into ARIESweb:
2. Enter the student's ID number into the "ariesweb quic search" box and click the search button.

3. The student's information will populate
4. Scroll down to the bottom of the screen and click on "Overload Request"
5. This will populate an e-mail to the RegistrasOffice@colostate.edu and include the student's information.
6. Write an e-mail indicating why you believe the student would successfully be able to complete more than 15 credits for a graduate student and 18 credits for an undergraduate student.