Faculty Overrides in ARIESweb

The processing of course overrides in ARIESweb by faculty can only be done by the primary instructor assigned to the section. Overrides are entered one student at a time. Other departmental users may have access to entering overrides via ARIES itself, but only the primary instructor can do so via ARIESweb. **AFTER AN OVERRIDE HAS BEEN ENTERED, IT IS STILL UP TO THE STUDENT(S) TO REGISTER FOR THE SECTION(S) VIA RAMWEB.**

1) Locating a student in ARIESweb:

After accessing ARIESweb (by clicking on the ARIES tab in RamPoint), in the ariesweb quick search box enter the CSUID of the student (or search via the last name, first name, etc…) and click the Search button.

2) Some basic information about that student should now be displayed. Under some of the basic information, select the link titled “Faculty Overrides”.

3) You will then need to select which term you are setting up an override for. Select the appropriate term and click the Submit button.

   **Faculty Term Selection**
   
   Please select a term:  

   ![Faculty Term Selection](image)

4) The next page will display with your name and CSU ID at the top, along with the following information:

   (In this example David Coulson is the student we searched for in step two. If the student has other overrides already in place they should appear directly below this section.)

5) Clicking on the drop-down arrow under the Course column will cause a list of section(s) that you are the primary instructor for to be displayed.
6) You can choose the appropriate course (CRN), and then in the Override column click on the drop-down arrow to select the correct override type.

7) After selecting the appropriate override and course (you can enter up to three lines at a time) for the specific student you are working on, click the Submit button.

8) You will be asked to verify that the override request you have entered looks correct. Confirm by clicking the Submit button. (If you need to change something use the Back button on your browser. **Once you click Submit you will not be able to change the override request** – someone in your department would need to go in and remove it for you.)

9) After clicking Submit, you will be taken back to the Registration Overrides screen, and should see the override(s) you just submitted now listed for the student below the area you use to enter overrides.

(Notice that the user name shows up as WWW2_USER – that signifies that you, as the primary instructor, entered the override on the web. Any other overrides that are entered by department users in the ARIES system (which you will be able to see here) will display that user’s actual ename.)

10) You can then either logout, or click the back to ARIES Tab link, in the top left corner, to change to a different student. If you go back to the ARIES tab, you can then use the **reset search** link to search for the next student you need to work on.