

## 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.

ariesweb quick search

CSUID:

Last Name:

First Name:

Email Address:

[advanced search](#) | [reset search](#)

### 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:

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

Registration Overrides

Information for David P. Coulson

**Registration Overrides**

Override	Course
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="None"/>

(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.

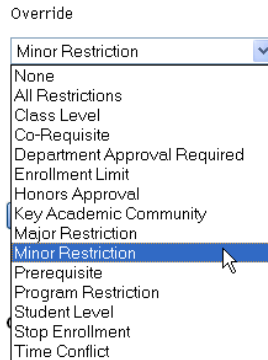
Registration Overrides

Information for David P. Coulson

**Registration Overrides**

Override	Course
<input type="text" value="None"/>	<input type="text" value="None"/>
<input type="text" value="None"/>	<input type="text" value="60039-AA 100 001"/>
<input type="text" value="None"/>	<input type="text" value="None"/>

- 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.)

Registration Overrides

These are the override requests you entered. Please confirm them by selecting Submit.

**Registration Overrides**

Override	CRN	Course Number	Section	Student	Activity Date
Minor Restriction	60039	AA	100	001	David P. Coulson Apr 02, 2007

- 9) After clicking Submit, you will 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.

Registration Overrides

Information for David P. Coulson

The registration overrides you entered have been saved successfully.

**Registration Overrides**

Override	Course
None	None
None	None
None	None

**Current Student Overrides**

Override	Course	Activity Date	Entered by
Minor Restriction	60039 - AA	100 001	Apr 02, 2007 WWW2_USER

(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.