

Class Override Instructions

Go to Loboweb and do an override for the student under your course the student wants to register for. Below are the instructions. Also, the class will still show closed, so the student needs to enter the course CRN number at the bottom of the registration page. The student cannot go and do the check shortcut as that will not be an option.

- Sign in to LoboWeb “Faculty & Advisors” tab
- Scroll to bottom of page under “Class Section Functions”
- Click on “Override Registration Errors (Capacity, pre-req, etc)”
- Click on “Select a Term” and pick the term you want
- Click on “Submit”
- Type in student’s banner # or student last/first name
- Click on “Submit”
- You will go to the course and click on the “CAP” override option and submit