Spring Semester 2021 Course Registration Change & Drop Guidelines

Feb 2021

Office of Academic Affairs,

Division of Educational Affairs

■ Course Registration Change & Drop Schedule

Classification	Schedule	Date	Time	Object
Course Registration Change	Delete registered courses Register new courses	March 2 ~ March 8 (Tue － Mon) (Except weekends)	09:00 ~ 18:00	All students
Quota Exceeding Course Registration Request	[Students] Request	March 2 ~ March 8 (Tue － Mon)	24 hours	All students
	[Instructors] Approval	March 2 ~ March 10 (Tue － Wed)		
	[Students] Confirm Registration	March 2 ~ March 11 (Tue － Thu)		
Course Drop (Withdrawal)	[Students] Request [Instructors] Approval	March 9 ~ April 21 (Tue － Wed)	24 hours	All students

■ Course Registration Change & Drop

▶ Course Registration Change Period (March 2 ~ March 8 (Tue-Mon))

○ Course registration change

　Students can change (register and delete) courses from registration list in CRS.

○ Registration of course marked 'Available after cancellation'

　- Vacancies can be registered 3 designated times each day

　 (Click the icon 'Available after cancellation' /Read Note on CRS main page)

　　※ Courses without 'Available after cancellation' mark can be registered during 09:00 ~ 18:00

▶ Course Drop (Withdrawal)

○ Course registration change period

　Students can change (register and delete) courses from registration list in CRS.

　(No need to get instructor's approval)

○ Course drop (Mar 9 – Apr 21): Student's request in mySNU – Instructor's approval

　- Menu: mySNU > Student Service > Class > Course Drop(Regular Semester)

- How to request course drop: Enter course drop reason > Save > Submit

- If a student submits course drop request, instructor will be noticed by e-mail/SMS

　※ course drop will be completed after instructor's approval within period

　※ Please check if course drop request is valid: status after request = 'Waiting approval'

▶ FAQ

Q) If course drop is completed, is there any way to re-register the course?

A) If your course drop is complete, you cannot re-register the course

(Cancellation of course drop request is available before instructor's approval)

■ Course Overlap

▶ **Course Overlap**

○ In principle, course overlap is not available in registration.

○ However, if course overlap is inevitably needed, please follow this guideline.

> 1. Register one course which will be overlapped with the other course.
>
> 2. Get approval from all instructors of overlapping by e-mail.
>
> 3. Submit course overlap request form and approval documents
>
>   to *Office of Academic Affairs by e-mail*
>
>   (If students couldn't register any courses, get instructors' approval for quota-exceeding
>
>   registration in email and attach the content additionally.)
>
>   ※ Submission: By e-mail (trustjangjl@snu.ac.kr)
>
>   ※ Deadline(2nd): March 10(Wed) ~ March 11(Thu) / (1st) Feb 4(Thu) ~ Feb 5(Fri)
>
>   ※ Requirements: Course overlap request form & documents
>
> 4) Course overlap will be proceeded by Office of Academic affairs.

▶ **FAQ**

Q1) What if more than 3 courses overlap in this semester?

A1) All instructors' approval (more than 3 courses) is required for course overlap request.

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Q2) What should I do if I couldn't register all courses which have to be overlapped?

A2) You need to get instructor's approval of course overlap and quota-exceeding course registration. Fill out course overlap request form and those approval documents to Office of Academic Affairs.

Q3) Is there any fixed document form for quota-exceeding course registration approval?

A3) Not exactly. Any documents proving instructor's approval will be accepted.

(Instructor's e-mail/Instructor's approval in SNU CRS Quota exceeding course registration menu)

Q4) Will I get any notice after submitting course overlap request?

A4) After submission period, Office of Academic affairs will proceed course overlap and reply the result by e-mail respectively.

■ Quota Exceeding Course Registration Request

▶ **Quota Exceeding Course Registration Request**

Schedule	Process	Date	Time	Object
Quota exceeding course registration request	Student's request	March 2 – March 8 (Tue-Mon)	24 hours	All students
	Instructor's approval	March 2 – March 10 (Tue – Wed)		
	Student's registration confirmation	March 2 – Marc 11 (Tue – Thu)		

○ 3-step process (Previous 'Over-ride' form, Course registration adjustment')

1) Student's request - 2) Instructor's approval - 3) Student's registration confirmation

(If your request is submitted, instructor will get notice by E-mail/SMS)

○ Menu: CRS – Course registration menu – Quota exceeding course registration request

Fill out form – Save – Submit

○ Please save courses of Interest before requesting for quota exceeding registration

○ If students don't confirm registration, course will not be registered.

▶ FAQ

Q1) Can I request for quota exceeding course registration even if available credits for course registration is full? (For example, I can register up to 18 credits)

A1) Here is an equation for calculating credits for quota exceeding course registration.

Credits for quota exceeding course registration

= Available credits for course registration – Currently registered credits + 6 credits

In your case, you have 18 credits available for course registration and registered 18 credits, so you can request for quota exceeding course registration with 6 credits. You can request for quota exceeding course registration and get instructor's approval. However, you can register total 18 credits for course registration. Therefore, you have to change or drop courses during course change period or course drop and adjust credits BEFORE you click 'Registration confirmation' in quota exceeding course registration menu.

Q2) Would it be possible to request a course for quota exceeding course registration, if this course overlaps other registered course?

A2) You can still request for quota exceeding course registration and get instructor's approval even if the course will be overlapped with registered course. However, you need to change or drop courses and make sure class time is empty before you click 'Registration Confirmation'. If not, you cannot confirm registration if there are any courses overlapping requested course.

Q3) Would it be possible to request a course for quota exceeding course registration, if this course is same type of course according to Alternatives in Course Details of CRS?

A3) You can request for quota exceeding course registration and get instructor's approval even if the course is same type of course in Alternatives of Course details. However, you need to change or delete one course before you click 'Registration Confirmation'. If not, you cannot confirm registration if same type of course is already registered.

Q4) Can I request for quota exceeding course registration with same course number and different lecture numbers? (For example, 033.019 (001) & (002))

A4) You can request for quota exceeding course registration with same course number and different lecture numbers. However, you can confirm registration for only 1 request because these courses have same course number.

Q5) Can I request for quota exceeding course registration

if the request is rejected or I have cancelled the request before instructor's approval?

A5) Yes, you can request for quota exceeding course registration, if the request is rejected or if you have cancelled the request.

Q6) I didn't confirm registration in CRS Quota exceeding course registration menu.

My instructor approved my registration request. Is there any way I could take this course?

A6) Although you have instructor's approval, if you don't confirm registration during given period, the course will not be registered.

■ Note for Course Registration

1. Cross-Registering courses among Undergraduates and Graduates

○ Juniors and seniors of undergraduates can register graduate courses. Graduate courses can be acknowledged as major course.

‣ If Freshmen and sophomores register graduate courses, grades will be marked in transcript but will not be calculated as valid credits for undergraduate graduation.

○ Graduates can register undergraduate courses.

‣ Maximum 6 credits can be acknowledged for Masters and Doctors students.

* Students should inquire their college and department and get approval of dean of the department or Head of major.

○ Repeating Courses

‣ Masters students can repeat courses they took previously as undergraduates.

‣ PhD students can repeat courses they took previously as Masters students.

‣ However, repeated courses cannot be acknowledged as graduation credits.

2. Retaking Courses

○ Standard for retaking courses(For undergraduates): courses graded C+ and below (C+~F)

○ Retaken course grade limitation(For undergraduates): Maximum "A0"

(However, if a course is first taken before 2015,

students can get "A+" as retaken course grade for only once.

※Graduate can retake graduate courses regardless of first grade.

○ Retaking 2020 Winter session courses

▸ If students retake same courses that they had taken in Winter session,

students should register courses within course change period(March 2 ~ March 8 (Tue － Mon))

in order to get acknowledgement for retaken courses.

▸ If courses are not acknowledged as retaken,

students' department can correct course classification and get acknowledgment of retaken

course during March 2(First day of class) ~ March 25 (1/4 of Class days)

3. Course Registration for Students with Disabilities

○ Student with disabilities are able to register courses even the course quota is exceeded.