

# **Seoul National University Quota Exceeding Course Registration Request Manual**

**Office of Academic Affairs,  
Division of Educational Affairs**

**Quota Exceeding**  
**Course Registration Request**  
**Manual**  
**(For Students)**

## 1. Access: SNU CRS > Course Registration > Quota Exceeding Course Registration Request > Fill out form

SNU CRS 2021 - 1st Semester  
Course Registration System

Search Please enter your search term

Course Search | Course Registration | G/S MBA Course Registration | EMBA Course Registration

Guidance for Sugang cart | Notice | FAQ | Q&A | Class Time | KOREAN

### Quota Exceeding Course Registration Request

2021 1st Semes Search ※ Click Confirm registration after instructor's approval. Browse Course List > **Fill out form >** Confirm Cancel Confirmation

Select	Order	Title	Number	No.	Professor Name	Request Date	Status
0Counts							

- **You can request for quota exceeding course registration**
  - **If you cannot register courses due to course restrictions(even if the quota is not full)**
  - **If you cannot register courses because the quota is full**
- Process: Student's request – Instructor's approval - Student's registration confirmation
- Available credits for request: Available credits for registration – registered credits + 6 credits
- Available credits for confirmation: Within Available credits for course registration

## 2. Fill out form: Register a course(Select from Courses of Interest) > Enter request reason > Save > Apply

※ Save courses as 'Courses of Interest' before request

※ Cancel request: Only valid before instructor's approval

[Course Search](#) | [Course Registration](#) | [G/SMBACourse Registration](#) | [EMBA Course Registration](#)

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### Fill out form

Quota Exceeding Course Registration Request

Register Quota Exceeding Course Registration Request

[Subject for Liberal Education] **North Korean Studies**

Crs. No.-Lec. No. 044.023-002

Dept. of Ethics Education | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

Request Reason

0/300

Please enter the reasons for wishing to take the course./Please enter why you wish to take the course.(MAX 300 characters)

Go list

SAVE

## 3-1. Request Results: Status 'Approval'

[Course Search](#) | [Course Registration](#) | [G/S MBA Course Registration](#) | [EMBA Course Registration](#)

[GUIDELINE\(PDF\)](#) | [Notice](#) | [FAQ](#) | [Q&A](#) | [Class Time](#) | [KOREAN](#)

### Quota Exceeding Course Registration Request Results

#### Quota Exceeding Course Registration Request Results

Year	2020	Semester	Seasonal 2nd Semester
Processed Date	2020-11-25 19:11:54.0	Status	Approval

#### Quota Exceeding Course Registration Request

[Subject for Liberal Education] **North Korean Studies**

Crs. No.-Lec. No. | 044.023-002

| Dept. of Ethics Education | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

#### Request Reason

I want to take this course for graduation

[Go list](#)

## 3-2. Request Results: Status 'Returned'

### Quota Exceeding Course Registration Request Results

#### Quota Exceeding Course Registration Request Results

Year	2021	Semester	Regular 1st Semester
Processed Date	2021-01-27 09:53:27.0	Status	Returned

#### Quota Exceeding Course Registration Request

[Subject for Liberal Education] **Latin 1**

Crs. No.-Lec. No. | 032.079-002

| Interdisciplinary Program in Western Classics | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

#### Request Reason

졸업예정자로, 꼭 듣고 싶습니다.

Go list

#### 4. Confirm Registration/Cancel Confirmation

- ▶ Click 'Confirm' = Status: Confirmed → the course will be registered.
- ▶ If you click 'Cancel Confirmation' = Status: Confirm Canceled → the course will not be registered
- ▶ If you do not click 'Confirm' in time = Status: Approval → the course will not be registered



### Quota Exceeding Course Registration Request

2021



1st Semes



Search

※ Click Confirm registration after instructor's approval.

[Browse Course List >](#)

[Fill out form >](#)

[Confirm](#)

[Cancel Confirmation](#)

Select	Order	Title	Number	No.	Professor Name	Request Date	Status
<input checked="" type="checkbox"/>	1	North Korean Studies	044.023	002		2021-01-27	Confirmed

1Counts

**Quota Exceeding  
Course Registration  
Request Approval Manual  
(For Instructors)**



# 1. Access: mySNU > Professor Service > Give Approval > Manage Approval > Give Approval > Quota Exceeding Course Registration Request

※ Instructors will get request notice by SMS/E-mail

Faculty

Search Menu

- My Info
- Give Approval
- Manage Approvals
  - Set Approval Method
  - Give Approval
- Manage Classes
- Manage Students
- Personnel/Welfare
- Get Certificates
- Personnel
- Personnel (Application, Report)
- Personnel (Evaluation, Statistics)

Professor Service > Give Approval > Manage Approvals > Give Approval

## Approval Processing Help

### Counts

Request	Counts	Approval	Application Info.
Quota Exceeding Course Registration Request	1	<a href="#">Approval</a>	<a href="#">View Details</a>
Scholarship Selection Application	0	<a href="#">Approval</a>	<a href="#">View Details</a>
Work-study/Living Expenses Monthly Fixed/Overseas Study Scholarship Application	0	<a href="#">Approval</a>	<a href="#">View Details</a>
Summer/Winter Semester Course drop Approval	0	<a href="#">Approval</a>	<a href="#">View Details</a>

### Approval Request Details

Application Date: 2020-07-26 ~ 2021-01-26  All Approval Status: Application Request: Scholarship Selection Application [Search](#)

Request	Requested by	Request Date	Approval Status	Current Status
Quota Exceeding Course Registration Request		2021-01-26	Application	Waiting for approval

[Number of cases:1Counts] Found

## 2. Approve/Reject Requests: Status 'Application' > Search > Approval/Reject

Professor Service > Give Approval > Manage Approvals > Give Approval

### Approve Quota Exceeding Course Registration Request Help

Status **Application** Clas. College/Graduate School Year 2021 Semester 1st Semester Course Understanding Death: A Scientific View (047-0) **Search**

Applicant's Information < Previous Page SMS E-Mail **Approval** Reject

<input checked="" type="checkbox"/>	Status	Date	Student Identification Number	Name	Year	Reason for Application	Retaking	Exceeded Sem.	Other remarks
<input checked="" type="checkbox"/>	Waiting for approval	2021-01-26				졸업 전 꼭 듣고 싶습니다.		N	

[Number of cases:1Counts] Found

#### Details

College (Graduate School)	College of Social Sciences	Date	2021-01-26 14:40:32
Department	Department of Political Science and International Relations	Courses Credits	
Degree Program	Bachelor	No. of Sem. Registered	3
Reason for Application	졸업 전 꼭 듣고 싶습니다.		

< Previous Page SMS E-Mail **Approval** Reject

# 3-1. Request Accepted(Approved)

Professor Service > Give Approval > Manage Approvals > Give Approval

## Approve Quota Exceeding Course Registration Request Help

Status: 
 Clas.: 
 Year: 
 Semester: 
 Course:

### Applicant's Information

<input checked="" type="checkbox"/>	Status	Date	Student Identification Number	Name	Year	Reason for Application	Retaking	Exceeded Sem.	Other remarks
<input checked="" type="checkbox"/>	Accepted	2021-01-26				졸업 전 꼭 듣고 싶습니다.		N	

[Number of cases:1Counts] Found

### Details

College (Graduate School)	College of Social Sciences	Date	2021-01-26 14:40:32
Department	Department of Political Science and International Relations	Courses Credits	
Degree Program	Bachelor	No. of Sem. Registered	3
Reason for Application	졸업 전 꼭 듣고 싶습니다.		

Faculty

Search Menu

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Give Approval >

Manage Approvals

- Set Approval Method
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Manage Classes >

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Personnel/Welfare >

Get Certificates >

Personnel >

Personnel (Application, Report) >

Personnel (Evaluation, Statistics) >

## 3-2. Request Rejected: Status 'Returned'

Professor Service > Give Approval > Manage Approvals > Give Approval

### Approve Quota Exceeding Course Registration Request [Help]

Status: All Clas.: College/Graduate School Year: 2021 Semester: 1st Semester Course: Latin 1 (032.079/002) Search

Applicant's Information < Previous Page SMS E-Mail Approval Reject

<input type="checkbox"/>	Status	Date	Student Identification Number	Name	Year	Reason for Application	Retaking	Exceeded Sem.	Other remarks
<input type="checkbox"/>	Returned	2021-01-27				졸업예정자로, 꼭 듣고 싶습니다.	N	N	

[Number of cases:1Counts] Found

#### Details

College (Graduate School)	College of Social Sciences	Date	2021-01-27 09:52:41
Department	Department of Economics	Courses Credits	3
Degree Program	Bachelor	No. of Sem. Registered	0
Reason for Application	졸업예정자로, 꼭 듣고 싶습니다.		

< Previous Page SMS E-Mail Approval Reject