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

- 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

Fill out form

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 | Credit-Lec.-Lab. 3-3-0

Request Reason

Please enter the reasons for wishing to take the course. / Please enter why you wish to take the course. (MAX 300 characters)
### Quota Exceeding Course Registration Request Results

<table>
<thead>
<tr>
<th>Year</th>
<th>2020</th>
<th>Semester</th>
<th>Seasonal 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed Date</td>
<td>2020-11-25 19:11:54.0</td>
<td>Status</td>
<td>Approval</td>
</tr>
</tbody>
</table>

#### 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
3-2. Request Results: Status ‘Returned’

Quota Exceeding Course Registration Request Results

<table>
<thead>
<tr>
<th>Year</th>
<th>2021</th>
<th>Semester</th>
<th>Regular 1st Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed Date</td>
<td>2021-01-27 09:53:27.0</td>
<td>Status</td>
<td>Returned</td>
</tr>
</tbody>
</table>

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

출업예정자로, 꽤 듣고 싶습니다.
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

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Title</th>
<th>Number</th>
<th>No.</th>
<th>Professor Name</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>North Korean Studies</td>
<td>044.023</td>
<td>002</td>
<td></td>
<td>2021-01-27</td>
<td>Confirmed</td>
</tr>
</tbody>
</table>

1 Counts