

**Over-ride Form**

1. Over-ride form usage

A) Disabled and foreign student's course registration and change

B) Student has a special reason, when the course enrollment is full

1. Medical  2. Study abroad  3. Course cancellation  4. Semester prior to graduation

5. Re-completion 6. Other reasons ( )

C) Impossibility of online course registration due to course limitation or non-conformity with standards set by set-up organization

   ※ However, over-ride form is limited to 20% of total course enrollment in the case of general education courses, because reasons such as classroom change may affect the course management.

2. Procedure: Completion of over-ride form → Approval by course professor → Submission to the department of the course → Reflected online at the end of the course change period

■ **Attention**

1. Course registration not allowed in the case of course registration credit limit overload

2. Grade not acknowledged if course is not registered (check attendance list)

3. Course registration cancelled if appropriate procedures after army or of enrollment are not completed

4. Course registration should be done after identical/substitutable course verification

<table>
<thead>
<tr>
<th>Undergraduate (Graduate) Dept.</th>
<th>Student ID:</th>
<th>Name:</th>
<th>(signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Section</td>
<td>Course Number</td>
<td>Class Number</td>
<td>Year</td>
</tr>
<tr>
<td>Subject Section</td>
<td>general education course: A, major requirement: B, major elective: C, general elective: D, teaching certificate requirement: E, graduate: G</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date (yyyy.yyyy.mm.dd): 2017.

Contact Information(cell/email):
[Over-Ride Form]

*Only for Computer Science and Engineering Dept. Course

1. Fill out over-ride form

2. Approval from lecturer (A or B)
   A. Get lecturer’s signature on the form
   B. Forward ‘lecturer’s email approval’ to admin. staff
      *Email to: jhlim@cse.snu.ac.kr/shpark@cse.snu.ac.kr

3. Over-ride form submission by deadline:
   16:00, 7 September, 2017

4. Check Over-ride form result online (at My SNU):
   10:00, 11 September, 2017

*check the result and if any problem of this, let us know by at 14:00 on 11 September, 2017
Only for Computer Science and Engineering Dept. course
Submit to 301-316 by deadline with actual lecturer's sign

Over-ride Form

1. Over-ride form usage

<table>
<thead>
<tr>
<th>Course Classification</th>
<th>College</th>
<th>Department</th>
<th>Degree Program</th>
<th>Ac. Yr.</th>
<th>Course No.</th>
<th>Lec. No.</th>
<th>Course Title (Subtitle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Subject for Major</td>
<td>College of Engineering</td>
<td>Department of Computer Science and Engineering</td>
<td>M1522.001</td>
<td>3</td>
<td>800</td>
<td>001</td>
<td>Database</td>
</tr>
</tbody>
</table>

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<th>(signature)</th>
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</thead>
<tbody>
<tr>
<td>CSE</td>
<td>2001-12345</td>
<td>Jackie Lim</td>
<td>Jackie</td>
</tr>
</tbody>
</table>

Subject Section → general education course: A, major requirement: B, major elective: C, general elective: D, teaching certificate requirement: E, graduate: G

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<tbody>
<tr>
<td>C</td>
<td>M1522.001</td>
<td>800001</td>
<td>2017</td>
<td>2</td>
<td>3</td>
<td>Database</td>
</tr>
</tbody>
</table>

Total Credits

<table>
<thead>
<tr>
<th>Date:</th>
<th>6 September, 2017</th>
</tr>
</thead>
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<tr>
<td>Contact Information:</td>
<td>010-1234-5678</td>
</tr>
</tbody>
</table>

Over-ride form management way is depends on the department of the course.

Non CSE course → inquiry to the course department