Course Override Instruction

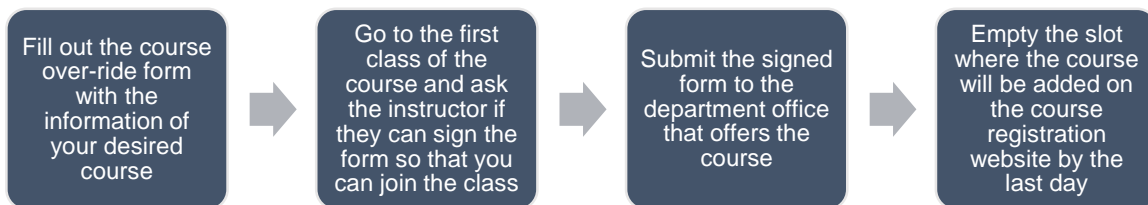Office of International Affairs (Bldg. 152, 2nd floor)
Seoul National University

The first week of the semester is SNU's course change period, namely the course add/drop week, when students can add and delete courses on the course registration website. (http://sugang.snu.ac.kr)

Spring 2019 Course Change Period: **March 4 (Mon) – March 8 (Fri), 9 am to 6 pm**

On the website, the menu "Details of Course Registration" shows the list of courses you registered for during the course registration period. There, you can delete a course to drop it and add a new one from the course catalog. Please note that you can drop your courses until halfway through the semester, but any course addition or replacement is not allowed after March 8.

When a course you want to add is already full, you may ask the instructor to allow you to take the course. The process for acquiring a permission for additional registration is called as "course override" and "CHO-AN-JI" in Korean at SNU.

Fill out the course over-ride form with the information of your desired course	→	Go to the first class of the course and ask the instructor if they can sign the form so that you can join the class	→	Submit the signed form to the department office that offers the course	→	Empty the slot where the course will be added on the course registration website by the last day

1. To register for a course with a full quota, **fill out the course override form** with the course information and **have it signed by the instructor**. You must be present on the first day of the course because instructors usually see if there are students who want to override on the first day only.

2. After you get it signed, **submit it to the department office that offers the course (or, the office that the course belongs to)**. For example, if the course belongs to Dept. of Mechanical and Aerospace Engineering, you must go to the Mechanical and Aerospace Engineering departmental office, even though you are affiliated with a different department. You can find the directory of each department office from the attachment. The college and department information for each course can be found in the following way:

3. If the course that you received approval for override clashes with any existing course in your timetable, you must delete the existing one on the course registration system to empty the slot for the newly added course, by the last day of the Course Change Period (March 8, 6 pm).

4. When the instructor didn't give you a permission and you couldn't get the form signed, there is no other way than keeping your eyes on the course registration website to check if there is a seat open up for the course. Or, please find other optional courses and try the same steps. If you have difficulties with the process, please contact OIA.

* Important Notes include:

- Not every instructor will allow you to override.

- Some departments observe their own policies for the override procedure. They might open a separate system for additional registration or open their office for certain time slots to collect the override requests and select only a few of them. For more information on the policy, please make sure you check the website of each department office and contact the instructor.