

# 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

Undergraduate (Graduate) Dept.		Student ID: -		Name:		(signature)	
Subject Section	Course Number	Class Number	Year	Semester	Credit	Course Title	Prof. Sign
			2017	2			

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

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

Contact Information(cell/emai):

# [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](mailto:jhlim@cse.snu.ac.kr)/[shpark@cse.snu.ac.kr](mailto: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

sample

Submit to 301-316 by deadline with actual lecturer's sign

## Over-ride Form

1. Over-ride form usage

	Course Classification	College	Department	Degree Program	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)
<input type="checkbox"/>	Elective Subject for Major	College of Engineering	Department of Computer Science and Engineering	Bachelor	3	M1522.001800	001	Database

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Undergraduate <u>(Graduate)</u> Dept. CSE		Student ID: 2001-12345			Name: Jackie Lim		(signature) Jackie	
Subject Section	Course Number	Class Number	Year	Semester	Credit	Course Title	Prof Sign	
C	M1522.001800	001	2017	2	3	Database	Actual Sign	
Total Credits								

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

Date: 6 September 2017

Contact Information: 010-1234-5678

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

Non CSE course → inquiry to the course department