Enrollment beyond Capacity Manual

Academic Records Team
October 13, 2025

★MUST-READ Before Registering Enrollment beyond capacity★

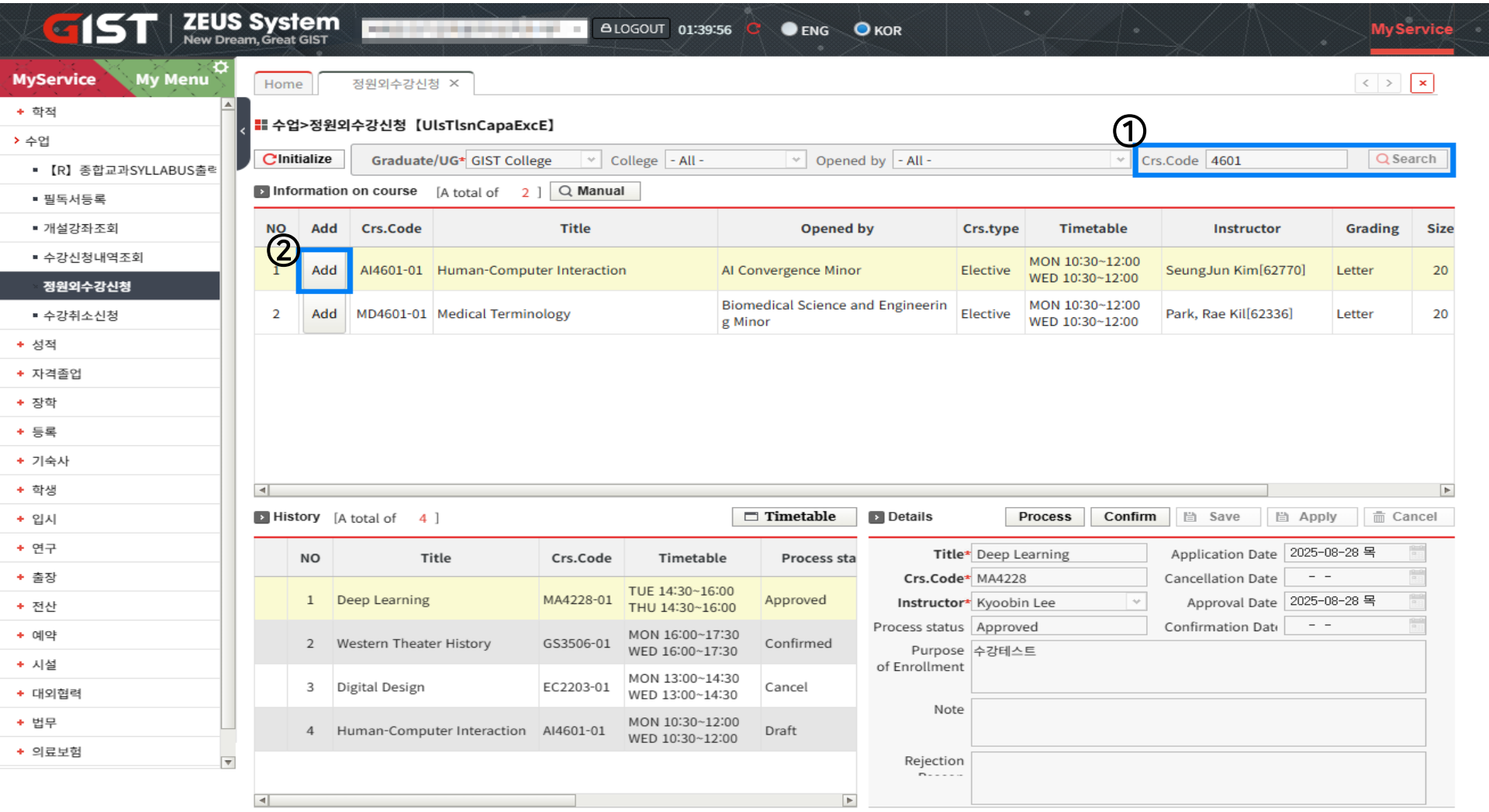
Q1. What is Enrollment beyond capacity?

- It is a procedure to register for a course that has exceeded its enrollment limit, **with the instructor's approval as an exception**.
  The application period is after the end of regular registration for current students and freshmen each semester. For more details, please refer to the notice provided by the course registration office.

Q2. Does obtaining the instructor's approval automatically complete Enrollment beyond capacity?

- No. After receiving the instructor's approval, you **must complete the course confirmation process in ZEUS**. If you do not confirm within the course adjustment period, the application will be automatically invalidated and cannot be recovered later, so please take note.

ZEUS → Courses → Enrollment beyond capacity: How to Apply



Before applying for enrollment beyond capacity, you must consult with the course instructor in advance.

① **Search for the desired course** in [Crs. Code], **check the timetable and available seats, then click ② [Add].**

* If seats are available, you can register immediately through the system.

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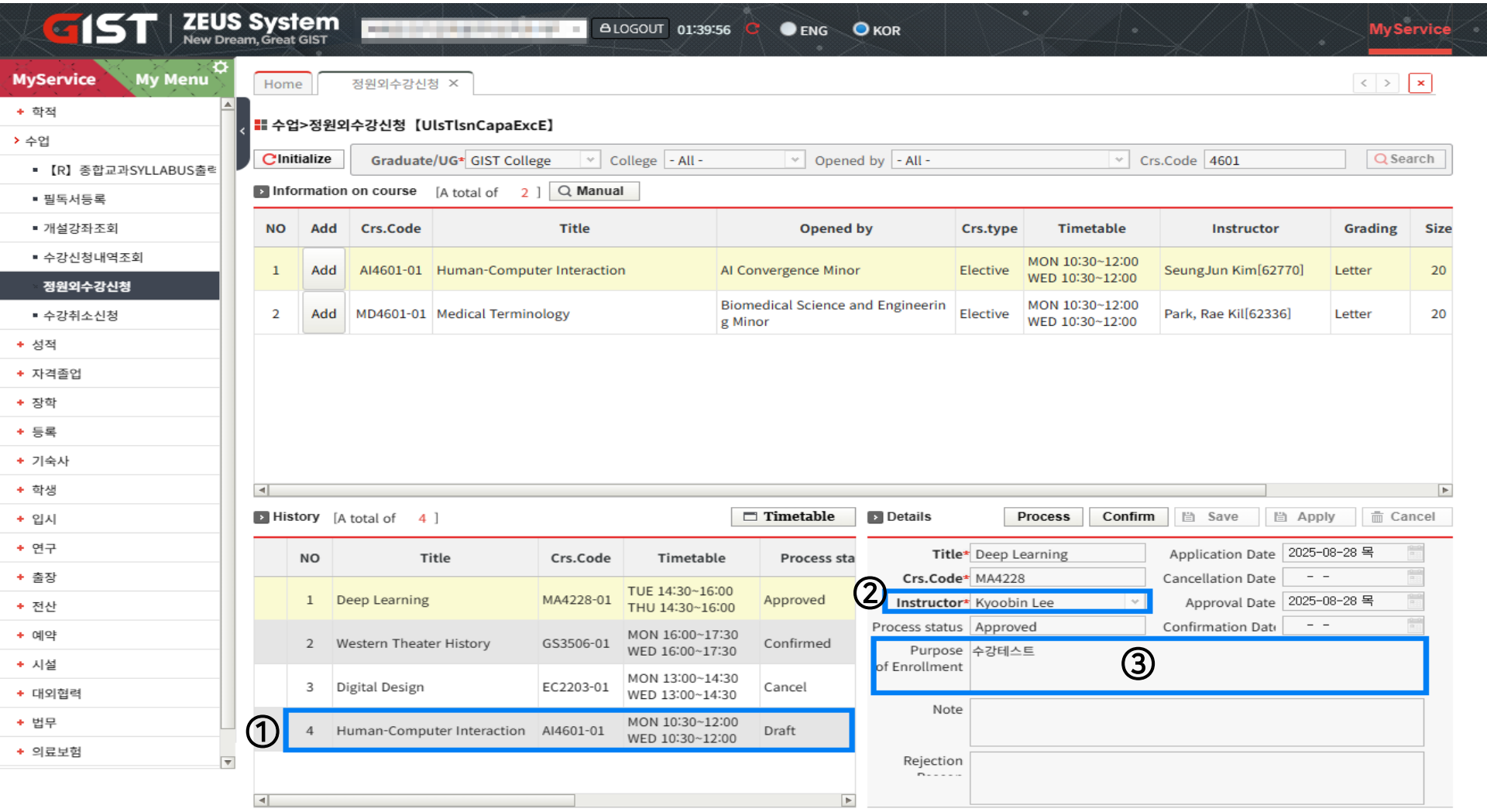

After clicking the [Add] button, the course will be registered to "History."
The handling status will be **displayed as** ① **[Draft]**. In "Application Details," **check the** ② **instructor** (multiple instructors: select in from the dropdown). Then, ③ **enter the reason for your course application**.

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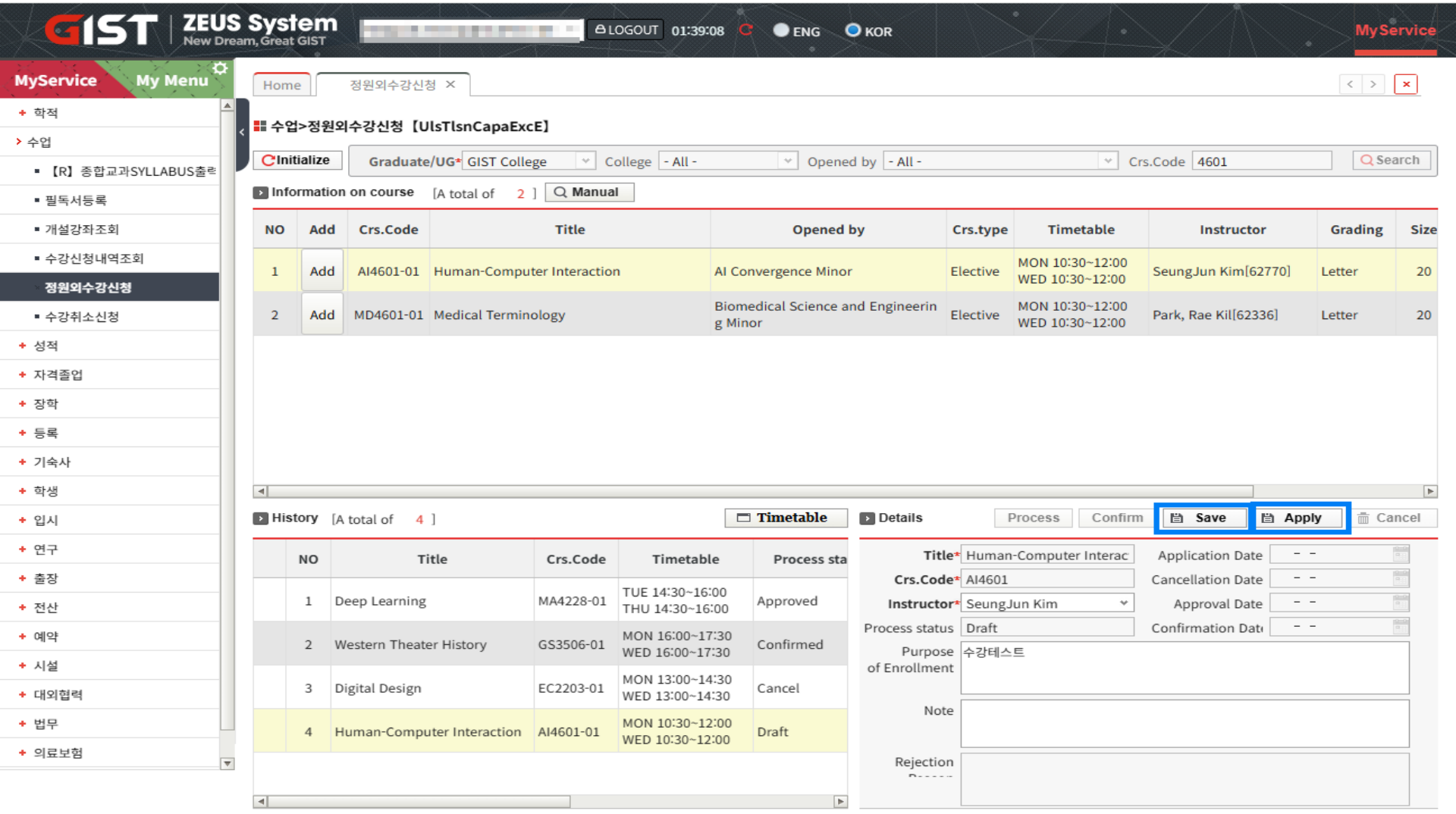

① Click [Save] to save your entry.

Click ② [Apply] to **automatically send an approval request email** to the course instructor and **complete the application process**.

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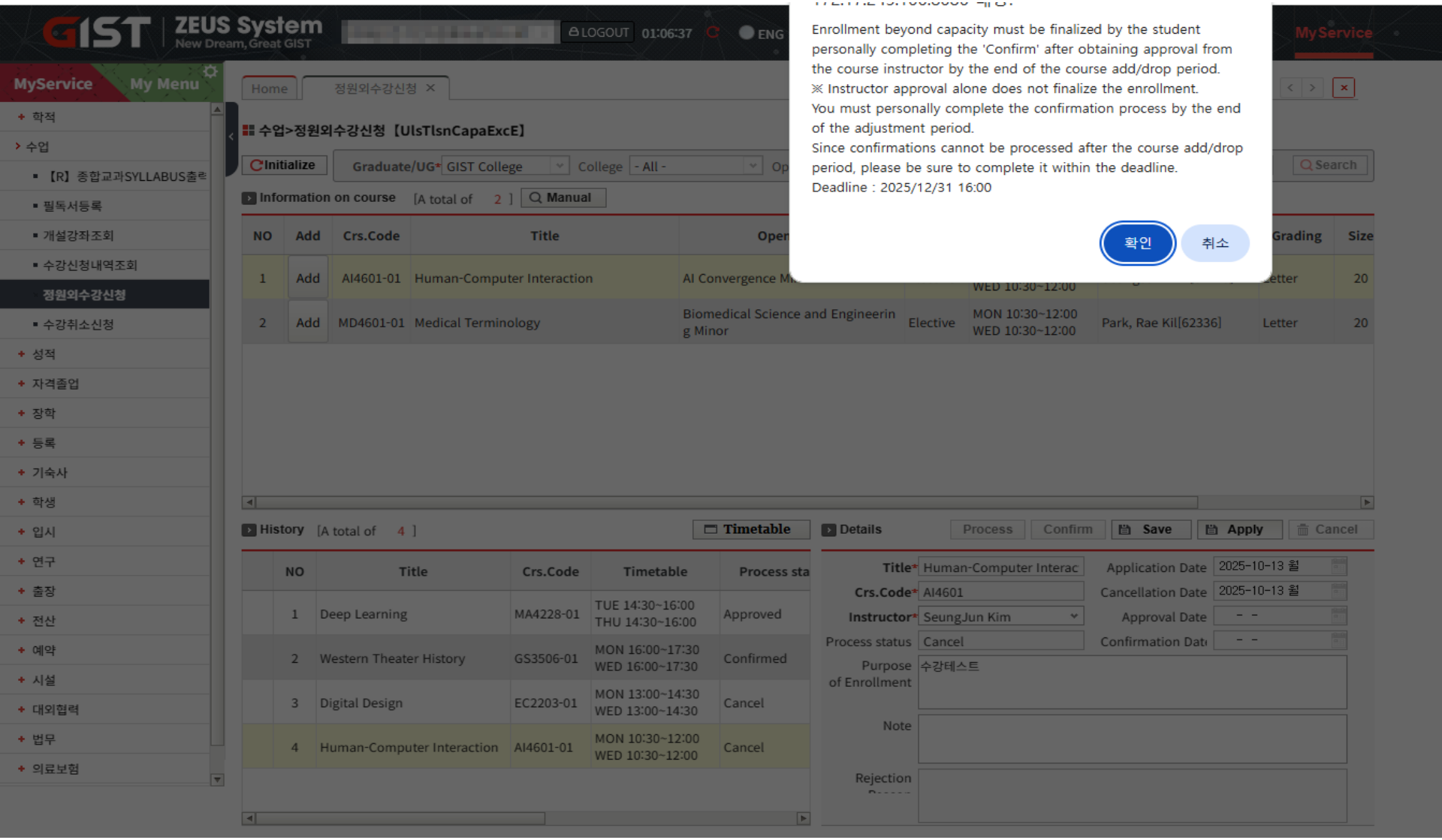

★ For enrollment beyond capacity, you must receive the instructor's approval and personally get to the [Confirm] stage by the end of the course adjustment period for the registration to be reflected in your record. **Instructor approval alone does not complete the registration, and the confirmation process is not available after the adjustment period**. Therefore, please make sure to complete it within the deadline. ★

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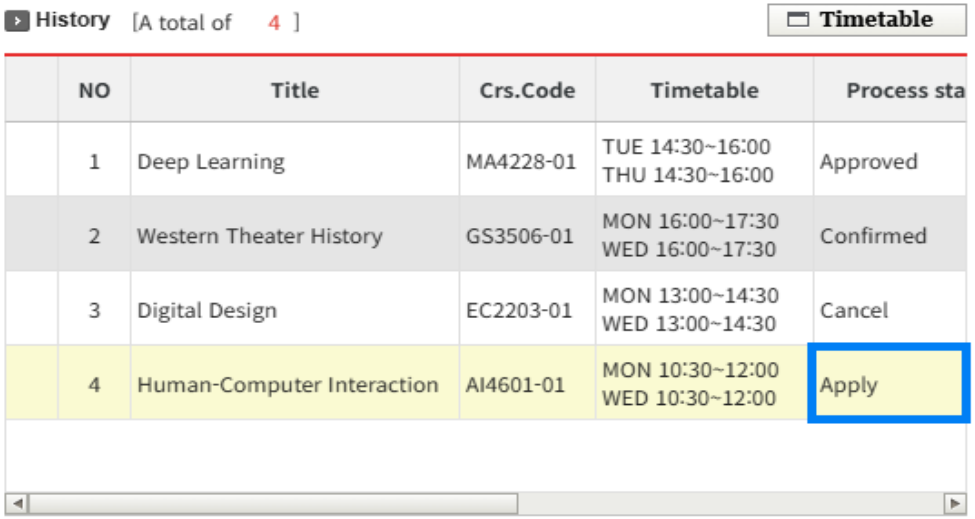
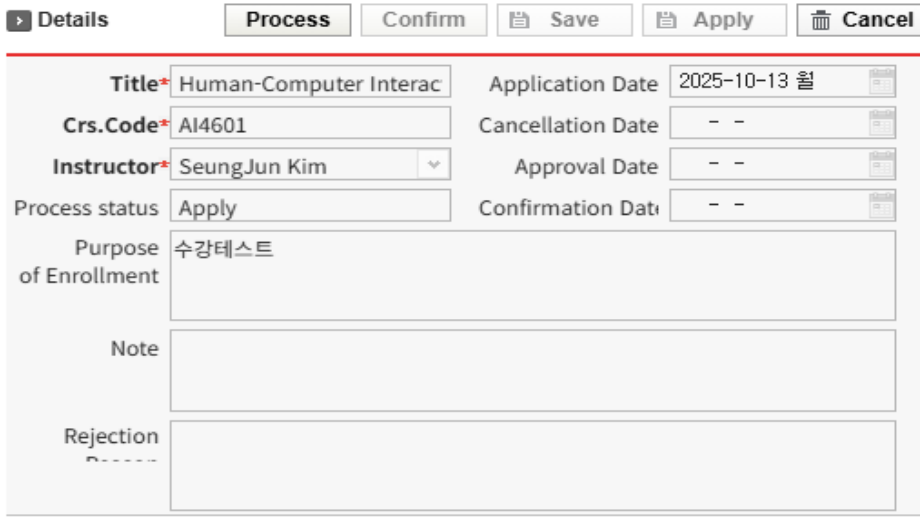
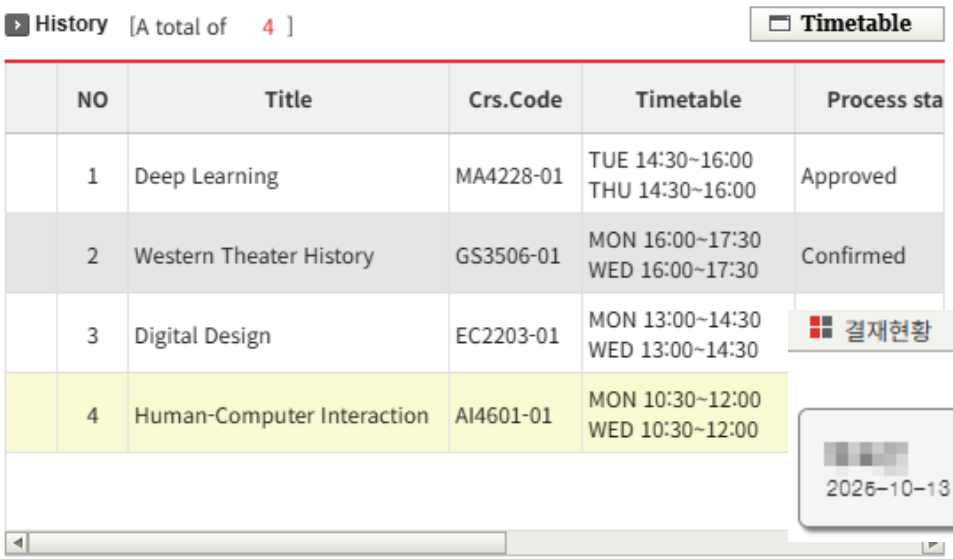
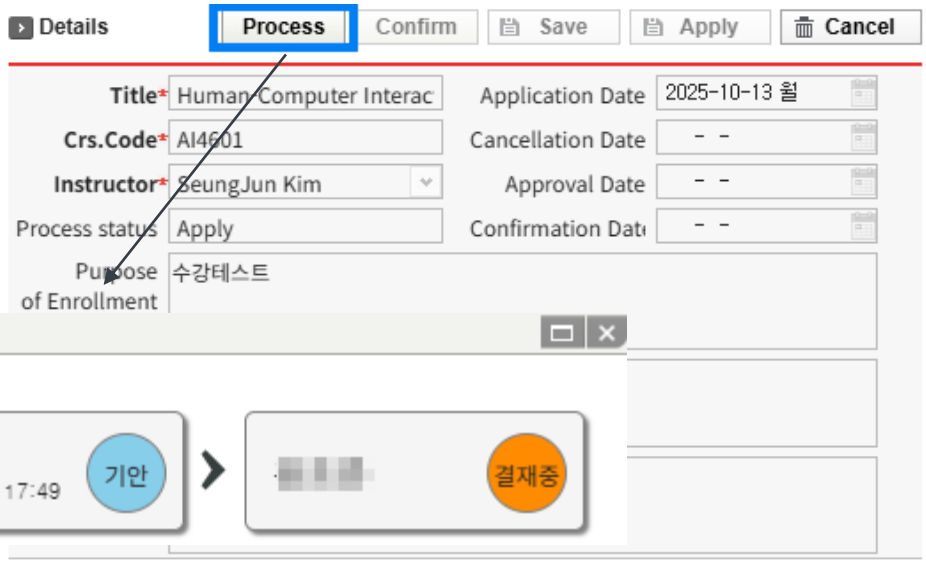




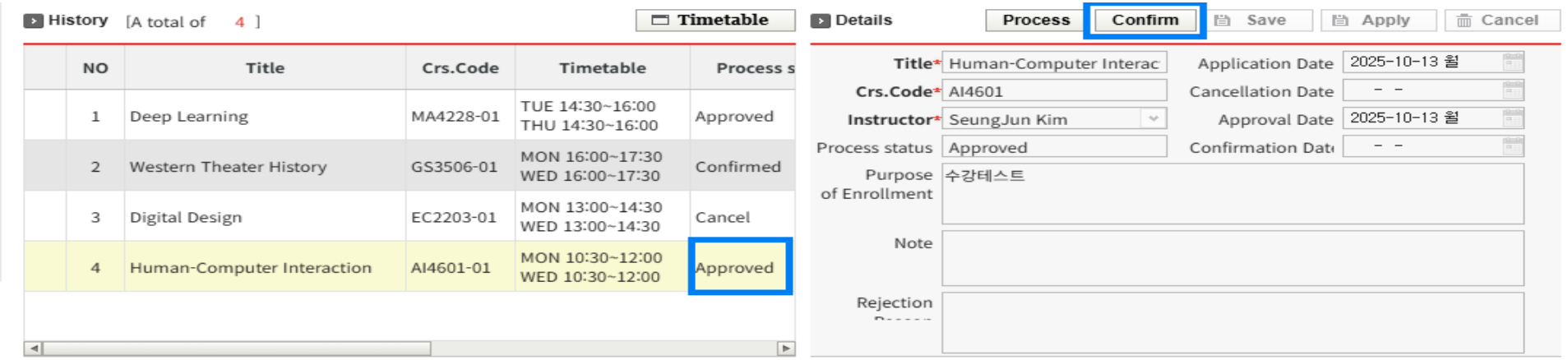
When the approval status changes to [Pending], it indicates your application is waiting for instructor approval. Once the instructor approves, the status changes to [Approved], and you can check the approval status by clicking [Process].



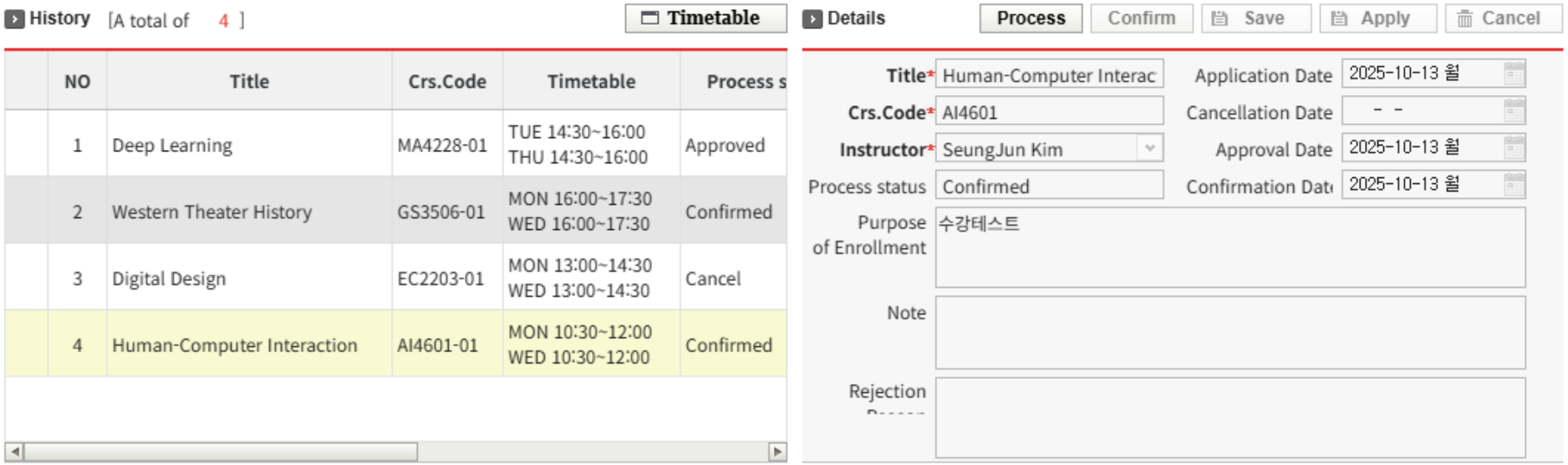


ZEUS → Courses → Enrollment beyond capacity: How to Apply

After the instructor's approval, **you must complete the confirmation** for the non-quota course registration to be finalized.
Click [Confirm], and the status will change to [Confirmed].

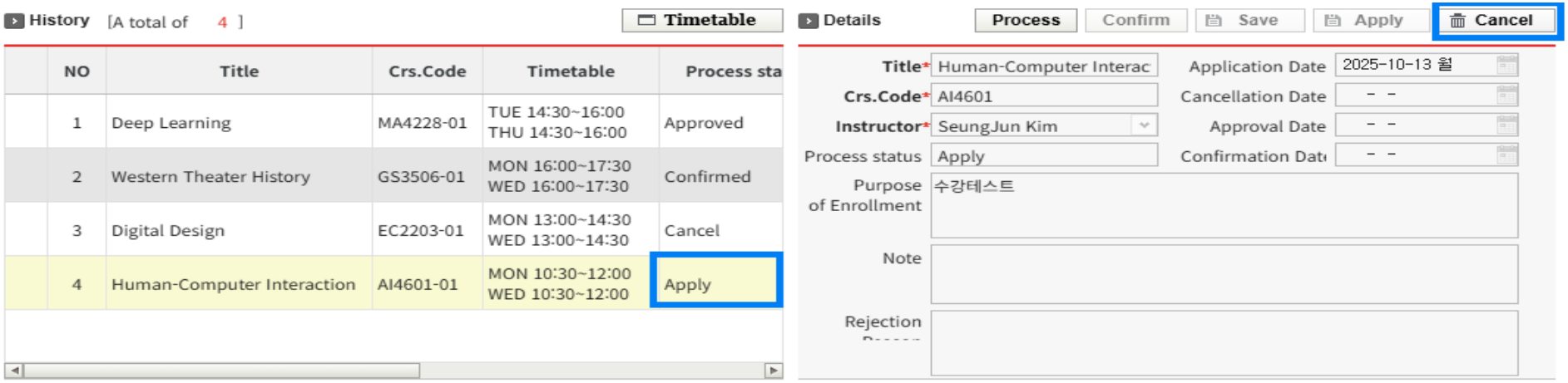


In the example below: GS3506-01 and AI4601-01 are fully completed non-quota course registrations. MA4228-01 is not yet finalized (instructor-approved but not confirmed).

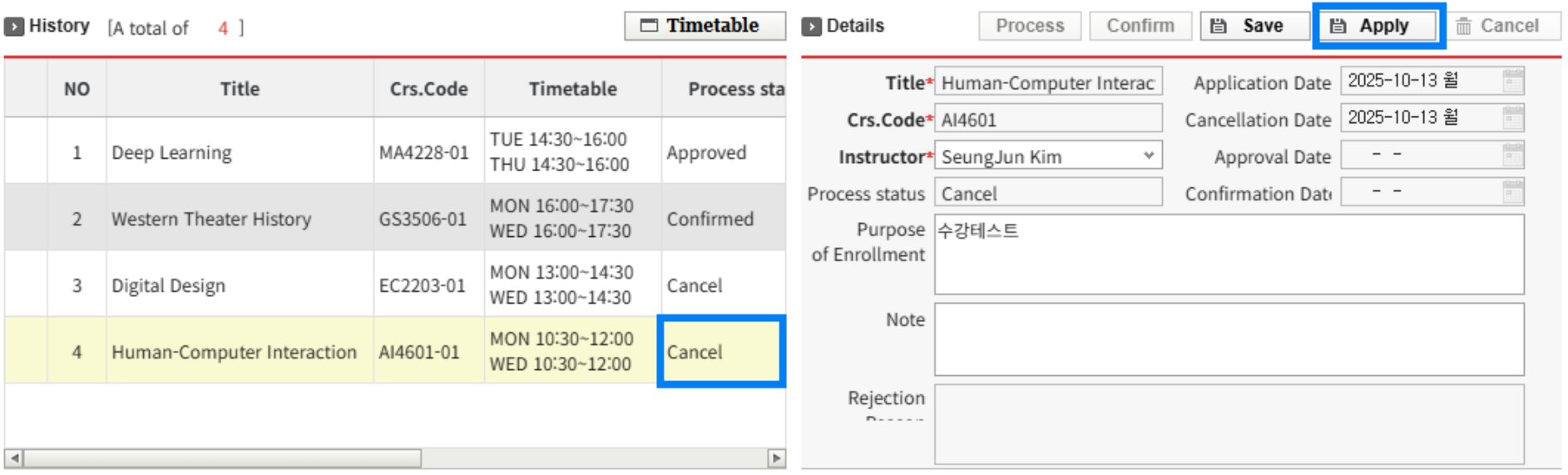


ZEUS → Courses → Enrollment beyond capacity: How to cancel

To cancel a non-quota course registration, click [Cancel].
If the instructor has already approved, cancellation may be restricted.

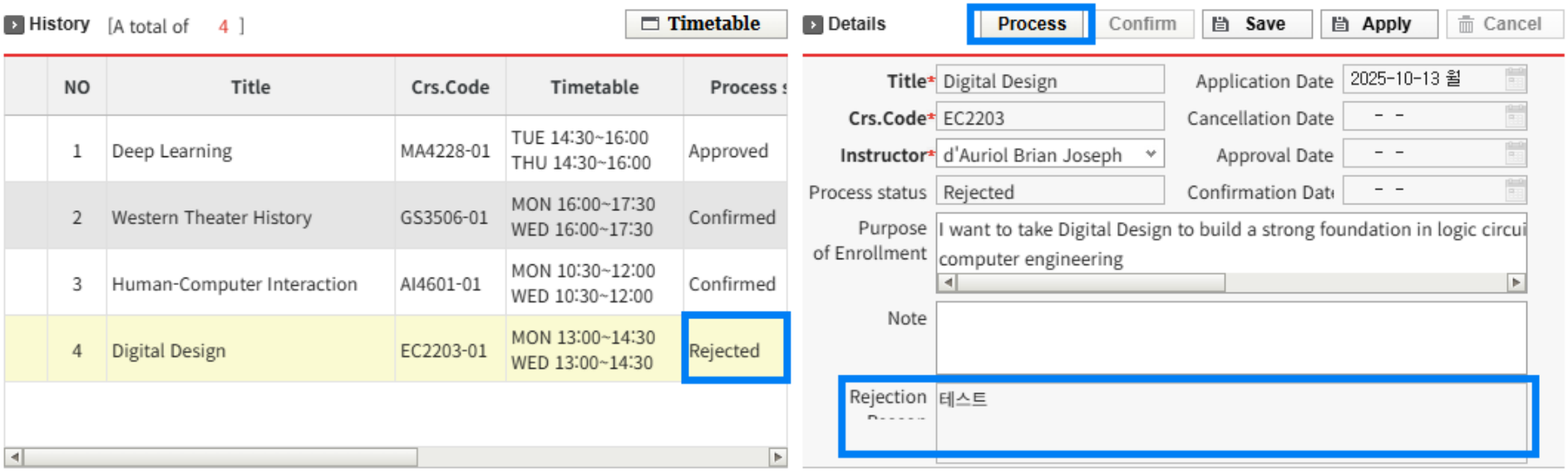


After clicking [Cancel], the status follows suit and changes to [Cancel].
If you want to reapply, click [Apply].

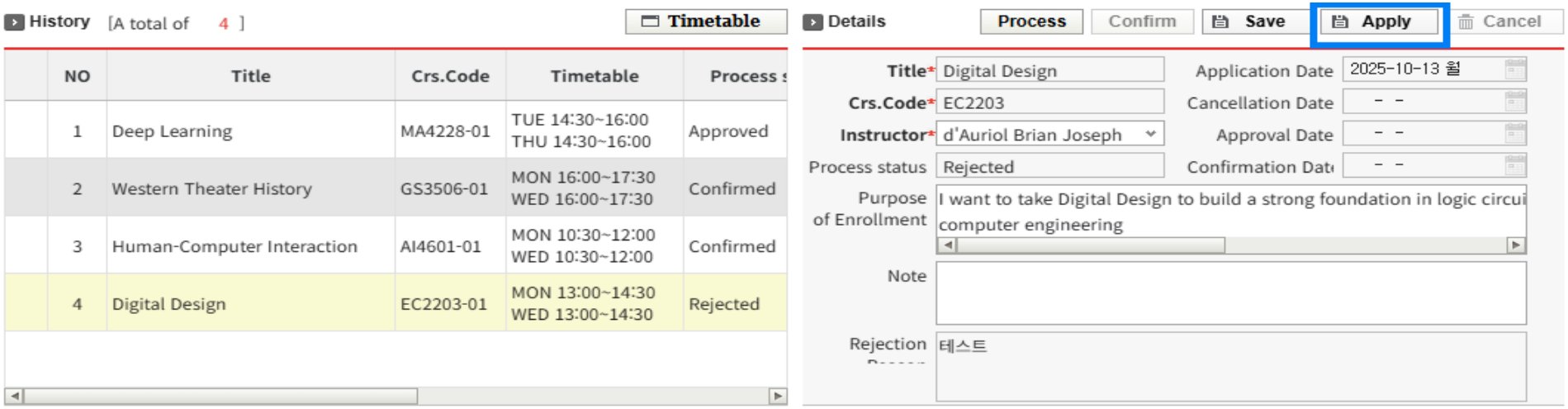


ZEUS → Courses → Enrollment beyond capacity: Rejection

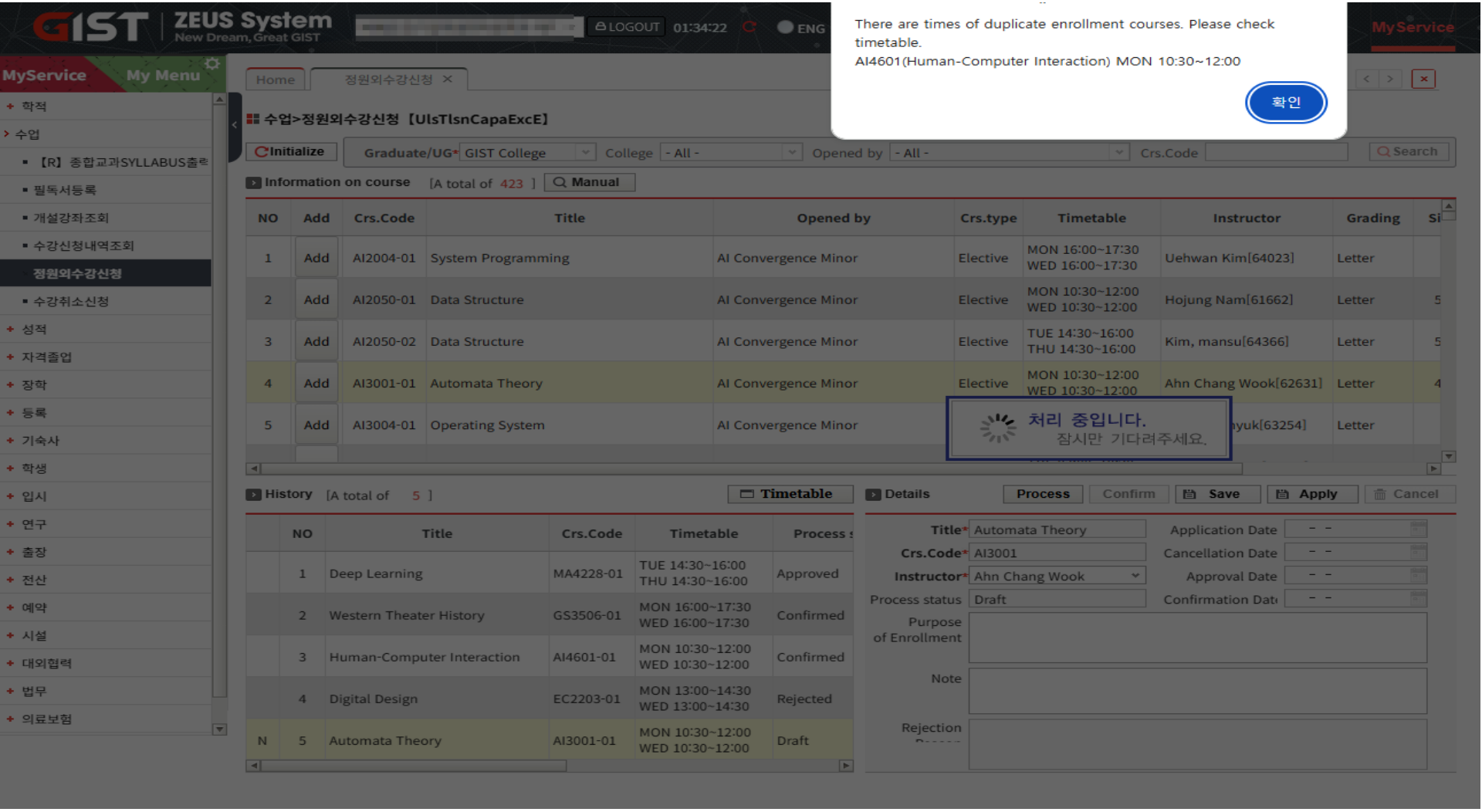
If the instructor rejects the request, the status will show [Rejected].



Click [Process] to see the rejection date and time.
If you need to request non-quota course registration again, click [Apply] to reapply.
(NOTE: Prior consultation with the instructor is required!)

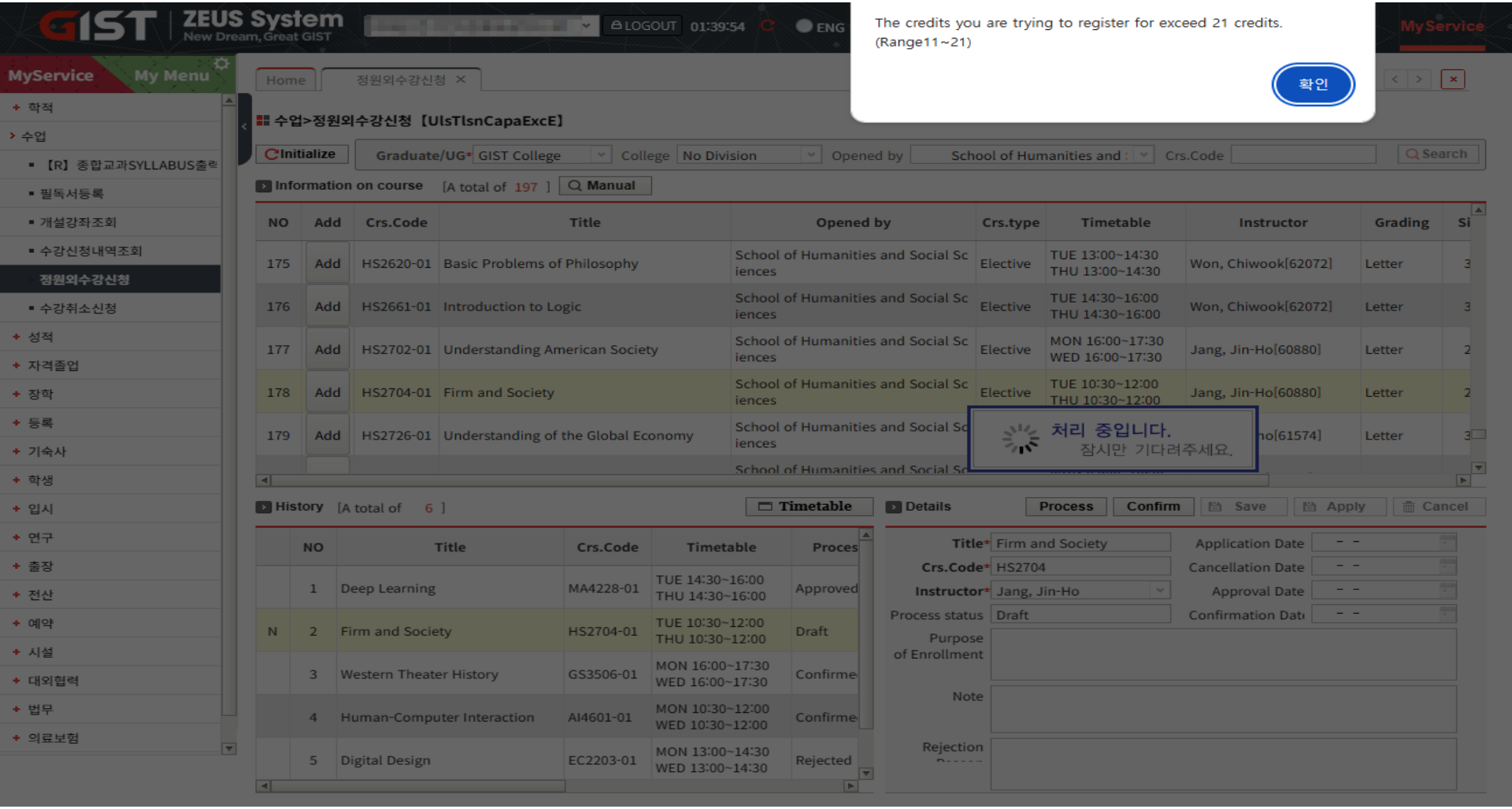


Enrollment beyond capacity Exception 1. Conflicting Schedule



If the requested course overlaps with your existing timetable, a pop-up shown above will appear.
This means you cannot add the course.
Please drop the overlapping course and try again.

Enrollment beyond capacity Exception 2. Exceeding Maximum Credits



If including the non-quota course exceeds the maximum credit, a pop-up shown above will appear.
This means you cannot add the course. Please request approval for exceeding the credit limit from the registration office or drop an existing course and try again.

Max Credit: Limits: Undergraduate: 21 / Graduate: 12
Increases to 24 credits for undergraduates and 15 for graduates upon gaining approval.

Thank You