



# 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

Home 정원의수강신청 ×

수업>정원의수강신청 [UlsTlsnCpaExcE]

Initialize Graduate/UG\* GIST College College - All - Opened by - All - Crs.Code 4601 Search

Information on course [A total of 2] Manual

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Size
1	Add	AI4601-01	Human-Computer Interaction	AI Convergence Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	SeungJun Kim[62770]	Letter	20
2	Add	MD4601-01	Medical Terminology	Biomedical Science and Engineering Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	Park, Rae Kil[62336]	Letter	20

History [A total of 4] Timetable Details Process Confirm Save Apply Cancel

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Draft

Title\* Deep Learning Application Date 2025-08-28 목

Crs.Code\* MA4228 Cancellation Date - -

Instructor\* Kyoobin Lee Approval Date 2025-08-28 목

Process status Approved Confirmation Date - -

Purpose of Enrollment 수강테스트

Note

Rejection

**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.

# ZEUS → Courses → Enrollment beyond capacity: How to Apply

MyService My Menu

Home 정원의수강신청 x

수업>정원의수강신청 [UlsTlsnCpaExcE]

Initialize Graduate/UG\* GIST College College - All - Opened by - All - Crs.Code 4601 Search

Information on course [A total of 2] Manual

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Size
1	Add	AI4601-01	Human-Computer Interaction	AI Convergence Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	SeungJun Kim[62770]	Letter	20
2	Add	MD4601-01	Medical Terminology	Biomedical Science and Engineering Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	Park, Rae Kil[62336]	Letter	20

History [A total of 4] Timetable Details Process Confirm Save Apply Cancel

NO	Title	Crs.Code	Timetable	Process status
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Draft

Details

Title\* Deep Learning Application Date 2025-08-28 목

Crs.Code\* MA4228 Cancellation Date - -

Instructor\* Kyoobin Lee Approval Date 2025-08-28 목

Process status Approved Confirmation Date - -

Purpose of Enrollment 수강테스트

Note

Rejection

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.

# ZEUS → Courses → Enrollment beyond capacity: How to Apply

The screenshot shows the ZEUS System interface with the following components:

- Header:** GIST ZEUS System, New Dream, Great GIST, LOGIN, 01:39:08, ENG, KOR, MyService.
- Left Menu:** MyService, My Menu, 학적, 수업, [R] 종합교과SYLLABUS출력, 필독서등록, 개설강좌조회, 수강신청내역조회, **정원외수강신청**, 수강취소신청, 성적, 자격졸업, 장학, 등록, 기숙사, 학생, 입시, 연구, 출장, 전산, 예약, 시설, 대외협력, 법무, 의료보험.
- Top Bar:** Home, 정원외수강신청 x, Initialize, Graduate/UG\* GIST College, College - All -, Opened by - All -, Crs.Code 4601, Search.
- Information on course:** [A total of 2] Manual.
 

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Size
1	Add	AI4601-01	Human-Computer Interaction	AI Convergence Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	SeungJun Kim[62770]	Letter	20
2	Add	MD4601-01	Medical Terminology	Biomedical Science and Engineering Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	Park, Rae Kil[62336]	Letter	20
- History:** [A total of 4] Timetable.
 

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Draft
- Details:** Process, Confirm, **Save**, **Apply**, Cancel.
 

<b>Title*</b>	Human-Computer Interac	Application Date	--
<b>Crs.Code*</b>	AI4601	Cancellation Date	--
<b>Instructor*</b>	SeungJun Kim	Approval Date	--
Process status	Draft	Confirmation Date	--
Purpose of Enrollment	수강테스트		
Note			
Rejection Reason			

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.

# ZEUS → Courses → Enrollment beyond capacity: How to Apply

**Enrollment beyond capacity must be finalized by the student personally completing the 'Confirm' after obtaining approval from the course instructor by the end of the course add/drop period.**  
※ Instructor approval alone does not finalize the enrollment.  
You must personally complete the confirmation process by the end of the adjustment period.  
Since confirmations cannot be processed after the course add/drop period, please be sure to complete it within the deadline.  
Deadline : 2025/12/31 16:00

**확인** **취소**

NO	Add	Crs.Code	Title	Open
1	Add	AI4601-01	Human-Computer Interaction	AI Convergence M
2	Add	MD4601-01	Medical Terminology	Biomedical Science and Engineerin g Minor

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Cancel

Title*	Human-Computer Interac	Application Date	2025-10-13 월
Crs.Code* <td>AI4601</td> <td>Cancellation Date<td>2025-10-13 월</td></td>	AI4601	Cancellation Date <td>2025-10-13 월</td>	2025-10-13 월
Instructor* <td>SeungJun Kim</td> <td>Approval Date<td>- -</td></td>	SeungJun Kim	Approval Date <td>- -</td>	- -
Process status <td>Cancel</td> <td>Confirmation Date<td>- -</td></td>	Cancel	Confirmation Date <td>- -</td>	- -
Purpose of Enrollment <td colspan="3">수강테스트</td>	수강테스트		
Note <td colspan="3"></td>			
Rejection <td colspan="3"></td>			

★ 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. ★

# ZEUS → Courses → Enrollment beyond capacity: How to Apply

History [A total of 4]

Timetable

Details

Process

Confirm

Save

Apply

Cancel

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Apply

Title*	Human-Computer Interac	Application Date	2025-10-13 월
Crs.Code*	AI4601	Cancellation Date	- -
Instructor*	SeungJun Kim	Approval Date	- -
Process status	Apply	Confirmation Date	- -
Purpose of Enrollment	수강테스트		
Note			
Rejection			

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].

History [A total of 4]

Timetable

Details

Process

Confirm

Save

Apply

Cancel

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	

Title*	Human-Computer Interac	Application Date	2025-10-13 월
Crs.Code*	AI4601	Cancellation Date	- -
Instructor*	SeungJun Kim	Approval Date	- -
Process status	Apply	Confirmation Date	- -
Purpose of Enrollment	수강테스트		

결재현황

기안

결재중

# 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].

History
[A total of 4 ]

Timetable

Details

Process

Confirm

Save

Apply

Cancel

NO	Title	Crs.Code	Timetable	Process s
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Approved

Title\*

Human-Computer Interac

Crs.Code\*

AI4601

Instructor\*

SeungJun Kim

Process status

Approved

Purpose of Enrollment

수강테스트

Note

Rejection

Application Date

2025-10-13 월

Cancellation Date

--

Approval Date

2025-10-13 월

Confirmation Date

--

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).

History
[A total of 4 ]

Timetable

Details

Process

Confirm

Save

Apply

Cancel

NO	Title	Crs.Code	Timetable	Process s
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed

Title\*

Human-Computer Interac

Crs.Code\*

AI4601

Instructor\*

SeungJun Kim

Process status

Confirmed

Purpose of Enrollment

수강테스트

Note

Rejection

Application Date

2025-10-13 월

Cancellation Date

--

Approval Date

2025-10-13 월

Confirmation Date

2025-10-13 월

# 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.

History [A total of 4 ]

Timetable
Details
Process
Confirm
Save
Apply
**Cancel**

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	<b>Apply</b>

Title\* Human-Computer Interac
Crs.Code\* AI4601
Instructor\* SeungJun Kim
Process status Apply
Purpose of Enrollment 수강테스트
Note
Rejection

Application Date 2025-10-13 월
Cancellation Date - -
Approval Date - -
Confirmation Date - -

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



History [A total of 4 ]

Timetable
Details
Process
Confirm
Save
**Apply**
Cancel

NO	Title	Crs.Code	Timetable	Process sta
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Cancel
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	<b>Cancel</b>

Title\* Human-Computer Interac
Crs.Code\* AI4601
Instructor\* SeungJun Kim
Process status Cancel
Purpose of Enrollment 수강테스트
Note
Rejection

Application Date 2025-10-13 월
Cancellation Date 2025-10-13 월
Approval Date - -
Confirmation Date - -

# ZEUS → Courses → Enrollment beyond capacity: Rejection

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

History [A total of 4 ]

Timetable
Details

Process
Confirm
Save
Apply
Cancel

NO	Title	Crs.Code	Timetable	Process
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
4	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Rejected

Title\* Digital Design
Crs.Code\* EC2203
Instructor\* d'Auriol Brian Joseph
Process status Rejected
Purpose of Enrollment I want to take Digital Design to build a strong foundation in logic circuit computer engineering
Note
Rejection 테스트

Application Date 2025-10-13 월
Cancellation Date - -
Approval Date - -
Confirmation Date - -

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!)

History [A total of 4 ]

Timetable
Details

Process
Confirm
Save

Apply
Cancel

NO	Title	Crs.Code	Timetable	Process
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
4	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Rejected

Title\* Digital Design
Crs.Code\* EC2203
Instructor\* d'Auriol Brian Joseph
Process status Rejected
Purpose of Enrollment I want to take Digital Design to build a strong foundation in logic circuit computer engineering
Note
Rejection 테스트

Application Date 2025-10-13 월
Cancellation Date - -
Approval Date - -
Confirmation Date - -

# Enrollment beyond capacity Exception 1. Conflicting Schedule

The screenshot displays the ZEUS System interface for course enrollment. A pop-up message at the top right states: "There are times of duplicate enrollment courses. Please check timetable. AI4601(Human-Computer Interaction) MON 10:30~12:00". A blue "확인" (Confirm) button is next to it.

The main interface shows the "수업>정원외수강신청 [UlsTlnCpaExcE]" section. A table lists available courses for enrollment:

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Si
1	Add	AI2004-01	System Programming	AI Convergence Minor	Elective	MON 16:00~17:30 WED 16:00~17:30	Uehwan Kim[64023]	Letter	
2	Add	AI2050-01	Data Structure	AI Convergence Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	Hojung Nam[61662]	Letter	5
3	Add	AI2050-02	Data Structure	AI Convergence Minor	Elective	TUE 14:30~16:00 THU 14:30~16:00	Kim, mansu[64366]	Letter	5
4	Add	AI3001-01	Automata Theory	AI Convergence Minor	Elective	MON 10:30~12:00 WED 10:30~12:00	Ahn Chang Wook[62631]	Letter	4
5	Add	AI3004-01	Operating System	AI Convergence Minor			ayuk[63254]	Letter	

A red box highlights the 4th row (Automata Theory) with a message: "처리 중입니다. 잠시만 기다려주세요." (Processing. Please wait a moment).

Below the course list, the "History" section shows a table of enrollment attempts:

NO	Title	Crs.Code	Timetable	Process
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
2	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirmed
3	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
4	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Rejected
N 5	Automata Theory	AI3001-01	MON 10:30~12:00 WED 10:30~12:00	Draft

The "Details" section on the right shows the application information for "Automata Theory":

- Title: Automata Theory
- Crs.Code: AI3001
- Instructor: Ahn Chang Wook
- Process status: Draft
- Purpose of Enrollment: (empty field)
- Note: (empty field)
- Rejection: (empty field)

Buttons at the bottom include "Process", "Confirm", "Save", "Apply", and "Cancel".

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

The screenshot shows the GIST ZEUS System interface. A pop-up message states: "The credits you are trying to register for exceed 21 credits. (Range 11~21)". A blue button labeled "확인" (Check) is visible. The main interface shows the "수업>정원의수강신청 [UlsTlsnCapaExcE]" section. A table lists courses, with course 178 highlighted. A modal window is open for course 178, showing a loading spinner and the text "처리 중입니다. 잠시만 기다려주세요." (Processing. Please wait a moment).

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	SI
175	Add	HS2620-01	Basic Problems of Philosophy	School of Humanities and Social Sciences	Elective	TUE 13:00~14:30 THU 13:00~14:30	Won, Chiwook[62072]	Letter	3
176	Add	HS2661-01	Introduction to Logic	School of Humanities and Social Sciences	Elective	TUE 14:30~16:00 THU 14:30~16:00	Won, Chiwook[62072]	Letter	3
177	Add	HS2702-01	Understanding American Society	School of Humanities and Social Sciences	Elective	MON 16:00~17:30 WED 16:00~17:30	Jang, Jin-Ho[60880]	Letter	2
178	Add	HS2704-01	Firm and Society	School of Humanities and Social Sciences	Elective	TUE 10:30~12:00 THU 10:30~12:00	Jang, Jin-Ho[60880]	Letter	2
179	Add	HS2726-01	Understanding of the Global Economy	School of Humanities and Social Sciences			ho[61574]	Letter	3

NO	Title	Crs.Code	Timetable	Process
1	Deep Learning	MA4228-01	TUE 14:30~16:00 THU 14:30~16:00	Approved
N 2	Firm and Society	HS2704-01	TUE 10:30~12:00 THU 10:30~12:00	Draft
3	Western Theater History	GS3506-01	MON 16:00~17:30 WED 16:00~17:30	Confirme
4	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Confirme
5	Digital Design	EC2203-01	MON 13:00~14:30 WED 13:00~14:30	Rejected

Details		Process		Confirm		Save		Apply		Cancel	
Title*	Firm and Society	Application Date	- -								
Crs.Code*	HS2704	Cancellation Date	- -								
Instructor*	Jang, Jin-Ho	Approval Date	- -								
Process status	Draft	Confirmation Date	- -								
Purpose of Enrollment											
Note											
Rejection											

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

