



# 정원 외 수강신청 매뉴얼

학적팀  
2025.10.13.



## ★정원 외 수강신청 전 필독사항★

Q1. 정원 외 수강신청은 무엇인가요?

- 수강 **정원이 초과**된 강의에 대해 **강의 교수님의 승인을 받아 예외적으로 수강을 신청**하는 절차입니다.  
신청시기는 매학기 재학생 및 신입생 수강신청이 모두 종료된 이후이며,  
자세한 사항은 수강신청 담당 부서의 안내문을 참고하여 주시기 바랍니다.

Q2. 교수님 승인만 받으면 자동으로 정원 외 수강신청이 완료된 것인가요?

- 아닙니다. 강의 교수님의 승인을 받은 후, 학생 본인이 **반드시 ZEUS에서 수강 확정 절차를 완료**해야 합니다. 수강신청 정정 기간 내에 확정을 하지 않을 경우, 해당 내역은 자동으로 무효 처리되며 추후 별도의 구제가 불가능하니 유의바랍니다.

**ZEUS System**  
 New Dream, Great GIST

LOGOUT 01:39:56 ENG KOR

MyService

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Home 정원외수강신청

수업>정원외수강신청 [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

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

정원 외 수강신청을 하기 전, 반드시 해당 과목 담당 교수와 사전 협의하시기 바랍니다.

①'Crs.Code'에서 정원 외 수강신청 희망과목을 검색하고, 시간표와 수강좌석을 확인 후 ②'Add' 버튼을 클릭해주세요  
 ※ 여석이 있을 경우, 수강신청 시스템에서 바로 신청 가능합니다.

**ZEUS System**  
 New Dream, Great GIST

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수업>정원외수강신청 [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\* Kyoo bin Lee Approval Date 2025-08-28 목

Process status Approved Confirmation Date - -

Purpose of Enrollment 수강테스트

Note

Rejection

Add버튼 클릭 후 해당 과목이 'History'에 등록되며 처리상태는 ①[Draft]로 표시됩니다.

'신청상세내역'에서 ②강의교수(Instructor) 확인(강의교수가 2인 이상일 경우 드롭박스에서 선택 가능) 후 ③수강사유를 입력합니다.



**ZEUS System**  
 New Dream, Great GIST

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Home 정원외수강신청

**수업>정원외수강신청 [UlsTlsnCapaExcE]**

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

Application Date -- --  
 Cancellation Date -- --  
 Approval Date -- --  
 Confirmation Date -- --

- ① [Save]를 클릭하면 입력한 내용이 저장되며,
- ② [Apply]를 클릭하면 해당 과목 강의 교수에게 승인 요청 메일이 자동 발송되고 신청 완료됩니다.

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

★ 정원 외 수강신청은 수강신청 정정기간 마감일까지 반드시 강의 교수의 승인을 받은 후, 학생 본인이 직접 '확정 처리'까지 완료해야 수강신청 내역에 최종 반영됩니다. **강의교수 승인만으로는 수강신청이 완료되지 않으며, 정정기간 종료 후에는 확정 처리가 불가**하므로 반드시 기간 내 완료해주시기 바랍니다. ★

# ZEUS > 수업 > 정원외수강신청 신청방법

> 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 Reason			

승인상태가 'Apply' 로 변경되면 강의교수 승인 대기 단계로, 강의교수가 승인하면 처리 상태는 'Approved' 로 변경되며, 승인 여부는 'Process' 를 클릭하여 확인할 수 있습니다.

> 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

2026-10-13 17:49

기안

결재중

# ZEUS > 수업 > 정원외수강신청 신청방법

강의교수 승인 후 **반드시 확정처리**를 해야만 정원 외 수강신청이 최종 완료됩니다.  
 'Confirm' 클릭 후 처리 상태는 'Confirmed' 으로 변경됩니다

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

Application Date

2025-10-13 월

Crs.Code\*

AI4601

Cancellation Date

- -

Instructor\*

SeungJun Kim

Approval Date

2025-10-13 월

Process status

Approved

Confirmation Date

- -

Purpose of Enrollment

수강테스트

Note

Rejection

아래 예시에서 GS3506-01, AI4601-01은 정원 외 수강신청이 최종 완료되었으나,  
 MA4228-01은 확정 처리하지 않아(강의교수 승인 완료 상태) 정원 외 수강신청이 미완료상태임.

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

Application Date

2025-10-13 월

Crs.Code\*

AI4601

Cancellation Date

- -

Instructor\*

SeungJun Kim

Approval Date

2025-10-13 월

Process status

Confirmed

Confirmation Date

2025-10-13 월

Purpose of Enrollment

수강테스트

Note

Rejection



# ZEUS > 수업 > 정원외수강신청 신청취소

정원 외 수강신청 내역을 철회하고자 할 경우, 'Cancel'을 클릭하여 가능합니다.  
단, 강의교수의 승인이 완료된 경우에는 철회가 제한됩니다.

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
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 - -

'Cancel' 클릭 후 처리 상태는 'Cancel' 로 변경됩니다.  
다시 신청을 원할 경우, 'Apply'를 클릭하면 재신청이 가능합니다.



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	Cancel

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 > 수업 > 정원외수강신청 반려 시

강의교수 반려 시 아래와 같이 처리상태에 'Rejected' 로 표시됩니다

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 - -

Process를 클릭하면 반려 일시를 확인할 수 있습니다.  
재차 정원 외 수강신청 요청이 필요할 경우, 'Apply'를 클릭하여 재신청할 수 있습니다.  
(단, 강의교수와 사전 협의 필수!)

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 - -

# 정원 외 수강신청 예외사항 1. 시간표 중복

LOGOUT 01:34:22 ENG

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정원외수강신청

수업>정원외수강신청 [UlsTlnCapaExcE]

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

Information on course [A total of 423]
Manual

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	

처리 중입니다.  
잠시만 기다려주세요.

History [A total of 5]
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
N 5	Automata Theory	AI3001-01	MON 10:30~12:00 WED 10:30~12:00	Draft

**Title\*** Automata Theory

**Crs.Code\*** AI3001

**Instructor\*** Ahn Chang Wook

Process status: Draft

Purpose of Enrollment:

Note:

Rejection:

Application Date

Cancellation Date

Approval Date

Confirmation Date

There are times of duplicate enrollment courses. Please check timetable.

AI4601(Human-Computer Interaction) MON 10:30~12:00

확인

기존에 등록된 과목과 **시간표가 중복**될 경우, 위와 같은 팝업이 표시되며 **추가(ADD)**가 불가능합니다.  
중복되는 과목을 삭제(Drop)한 후 다시 신청해 주세요.

## 정원 외 수강신청 예외사항 2. 수강 최대학점 초과

The credits you are trying to register for exceed 21 credits.  
(Range 11~21)

확인

수업>정원의수강신청 [UlsTlsnCapaExcE]

Initialize Graduate/UG\* GIST College College No Division Opened by School of Humanities and Social Sciences Crs.Code Search

Information on course [A total of 197] Manual

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

처리 중입니다.  
잠시만 기다려주세요.

History [A total of 6] 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
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

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

정원 외 수강신청 과목을 포함하여 **최대 학점을 초과**하면, 위와 같은 팝업이 표시되며 **추가(ADD)**가 불가능합니다.  
수강신청 담당부서에 **초과학점 승인**을 요청하거나 기존 과목을 삭제(Drop)한 후 다시 신청해 주세요.

최대학점 기준: 학사 21학점, 대학원 12학점  
초과학점 승인을 득하면 학사 24학점, 대학원 15학점까지 수강 가능

# Thank You







# 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 [UlsTsnCpaExcE]

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

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

**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**

- 학적
- 수업
  - [R] 종합교과SYLLABUS출력
  - 필독서등록
  - 개설강좌조회
  - 수강신청내역조회
  - 정원의수강신청**
  - 수강취소신청
- 성적
- 자격졸업
- 장학
- 등록
- 기숙사
- 학생
- 입시
- 연구
- 출장
- 전산
- 예약
- 시설
- 대외협력
- 법무
- 의료보험

**Home** 정원의수강신청 ×

**수업>정원의수강신청 [UlsTsnCapaExcE]**

**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

**Details**

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

Crs.Code\* MA4228 Cancellation Date - -

**Instructor\*** Kyoo bin 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

**MyService** **My Menu** **ZEUS System** **New Dream, Great GIST** **LOGOUT** **01:39:08** **ENG** **KOR** **MyService**

Home | 정원의수강신청 ×

**수업>정원의수강신청 [UlsTlsnCapaExcE]**

**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\*** Human-Computer Interac **Application Date** -- --

**Crs.Code\*** AI4601 **Cancellation Date** -- --

**Instructor\*** SeungJun Kim **Approval Date** -- --

**Process status** Draft **Confirmation Date** -- --

**Purpose of Enrollment** 수강테스트

**Note**

**Rejection**

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 [UlsTlnCapaExcE]" section. A table lists available courses:

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 credits you are trying to register for exceed 21 credits.  
(Range 11~21)

확인

수업>정원의수강신청 [UlsTlsnCapaExcE]

Initialize Graduate/UG\* GIST College College No Division Opened by School of Humanities and Social Sciences Crs.Code Search

Information on course [A total of 197] Manual

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			no[61574]	Letter	3

처리 중입니다.  
잠시만 기다려주세요.

History [A total of 6] 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
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

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

