



정원 외 수강신청 매뉴얼

학적팀

2025.10.13.



★정원 외 수강신청 전 필독사항★

Q1. 정원 외 수강신청은 무엇인가요?

- 수강 정원이 초과된 강의에 대해 강의 교수님의 승인을 받아 예외적으로 수강을 신청하는 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 완료해야 합니다. 수강신청 정정 기간 내에 확정을 하지 않을 경우, 해당 내역은 자동으로 무효 처리되며 추후 별도의 구제가 불가능하니 유의바랍니다.

ZEUS > 수업 > 정원외수강신청 신청방법

GIST

The screenshot shows the GIST ZEUS System interface for course registration. The main window displays a table of courses with columns for NO, Add, Crs.Code, Title, Opened by, Crs.type, Timetable, Instructor, Grading, and Size. Two rows are shown: one for Human-Computer Interaction (AI4601-01) and another for Medical Terminology (MD4601-01). A blue box highlights the 'Crs.Code' search field in the top navigation bar, and a circled '①' points to it. Another blue box highlights the 'Add' button in the first row of the course table, and a circled '②' points to it. The bottom right corner shows a detailed view of the application form with fields for Title, Application Date, Cancellation Date, Instructor, Approval Date, Process status, Purpose of Enrollment, Note, and Rejection.

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

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 > 수업 > 정원외수강신청 신청방법

GIST

The screenshot shows the GIST ZEUS System interface for course enrollment. The main menu on the left includes options like MyService, My Menu, 학적, 수업, 종합교과SYLLABUS, 필독서등록, 개설강좌조회, 수강신청내역조회, 정원외수강신청 (highlighted), 수강취소신청, 성적, 자격증업, 장학, 등록, 기숙사, 학생, 입시, 연구, 출장, 전산, 예약, 시설, 대외협력, 법무, and 의료보험.

The central area shows the "Information on course" section with two entries:

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

The "History" section shows previous enrollments:

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
①	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Draft

A modal window titled "수업>정원외수강신청【UlsTlsnCapaExcE】" is open, showing the enrollment form:

②	Instructor* Kyoobin Lee	③	
Process status	Approved	Confirmation Date	--
Purpose of Enrollment	수강테스트		
Note			
Rejection			

The "Title" field is Deep Learning, "Crs.Code" is MA4228, "Application Date" is 2025-08-28 목, "Cancellation Date" is --, "Approval Date" is 2025-08-28 목, and "Confirmation Date" is --.

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.

MyService My Menu

Logout 01:39:08 ENG KOR MyService

Home 정원외수강신청

■ 수업>정원외수강신청 【UlsTlsnCapaExcE】

C 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

Save Apply

Title* Human-Computer Interac Application Date -- Cancellation Date -- Approval Date -- Confirmation Date --

Crs.Code* AI4601 Instructor* SeungJun Kim Purpose of Enrollment 수강테스트

Process status Draft Note

Purpose of Enrollment 수강테스트

Rejection

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

ZEUS > 수업 > 정원외수강신청 신청방법

GIST

The screenshot shows the GIST ZEUS System interface for course enrollment. A modal window is displayed over the main content area, detailing the enrollment process for course AI4601-01.

Modal Window Content:

- Message:** 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.
- Note:** Instructor approval alone does not finalize the enrollment. You must personally complete the confirmation process by the end of the adjustment period.
- Information:** 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

Buttons in Modal:

- 확인 (Confirm)
- 취소 (Cancel)

Main Interface Elements:

- Header:** GIST | ZEUS System New Dream, Great GIST, LOGOUT, 01:06:37, ENG
- Left Sidebar (MyService):**
 - 학적 (Academic)
 - 수업 (Courses)
 - 【R】 종합교과SYLLABUS 출력 (Output Syllabus)
 - 필독서등록 (Bibliography Registration)
 - 개설강좌조회 (List of Courses)
 - 수강신청내역조회 (List of Enrollment Applications)
 - 정원외수강신청 (Enrollment Application)** (Currently selected)
 - 수강취소신청 (Drop Application)
 - 성적 (Grades)
 - 자격증업 (Certification)
 - 장학 (Scholarships)
 - 등록 (Registration)
 - 기술사 (Technician's License)
 - 학생 (Student)
 - 입시 (Admission)
 - 연구 (Research)
 - 출장 (Travel)
 - 전산 (IT)
 - 예약 (Reservation)
 - 시설 (Facilities)
 - 대외협력 (International Cooperation)
 - 법무 (Legal Affairs)
 - 의료보험 (Medical Insurance)
- Top Bar Buttons:** Home, 정원외수강신청 ×, # 수업>정원외수강신청 【UlsTlsnCapaExcE】
- Search Bar:** Initialize, Graduate/UG, GIST College, College - All -, Op
- Table Headers:** Information on course [A total of 2], Manual, NO, Add, Crs.Code, Title, Operator, Status, Time, Location, Grading, Size
- Table Data:**

NO	Add	Crs.Code	Title	Operator	Status	Time	Location	Grading	Size
1	Add	AI4601-01	Human-Computer Interaction	AI Convergence Major	WED 10:30~12:00			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 Section:** History [A total of 4], Timetable, Details, Process, Confirm, Save, Apply, Cancel
- History Table:**

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	Cancel
- Right Panel (Details):**
 - Title:** Human-Computer Interaction
 - Application Date:** 2025-10-13 월
 - Crs.Code:** AI4601
 - Instructor:** SeungJun Kim
 - Process status:** Cancel
 - Purpose of Enrollment:** 수강테스트
 - Note:**
 - Rejection:**

★ 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. ★

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			

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	결재현황
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

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
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	

Details
Process
Confirm

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
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	

Details
Process
Confirm

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

GIST

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

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

Timetable **Details** **Process** **Confirm** **Save** **Apply** **Cancel**

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: -----

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



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

Timetable **Details** **Process** **Confirm** **Save** **Apply** **Cancel**

Title*: Human-Computer Interac **Application Date**: 2025-10-13 월

Crs.Code*: AI4601 **Cancellation Date**: 2025-10-13 월

Instructor*: SeungJun Kim **Approval Date**: --

Process status: Cancel **Confirmation Date**: --

Purpose of Enrollment: 수강테스트

Note:

Rejection: -----

강의교수 반려 시 아래와 같이 처리상태에 'Rejected'로 표시됩니다

The screenshot shows a list of courses on the left and a detailed view of a course on the right.

List View (Left):

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

Details View (Right):

Course: Digital Design (EC2203)

Status: Rejected

Purpose of Enrollment: I want to take Digital Design to build a strong foundation in logic circuit computer engineering

Note: 테스트

Rejection Reason: 테스트

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!)

The screenshot shows a list of courses on the left and a detailed view of a course on the right, similar to the previous one but with the 'Apply' button highlighted.

List View (Left):

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

Details View (Right):

Course: Digital Design (EC2203)

Status: Rejected

Purpose of Enrollment: I want to take Digital Design to build a strong foundation in logic circuit computer engineering

Note: 테스트

Rejection Reason: 테스트

Action Bar Buttons: History [A total of 4], Timetable, Details, Process (highlighted), Confirm, Save, Apply (highlighted), Cancel

정원 외 수강신청 예외사항 1. 시간표 중복

The screenshot shows the GIST ZEUS System interface for course enrollment. On the left, a sidebar lists various academic and administrative categories. The main area displays a list of courses with their details, including title, code, and times. A modal window is open, warning about overlapping timetables and providing a link to check the timetable.

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			Hyuk[63254]	Letter	

처리 중입니다.
잠시만 기다려주세요.

History [A total of 5]

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

Process **Confirm** **Save** **Apply** **Cancel**

Details

Title*: Automata Theory **Application Date**: -- --

Crs.Code*: AI3001 **Cancellation Date**: -- --

Instructor*: Ahn Chang Wook **Approval Date**: -- --

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

Purpose of Enrollment

Note

Rejection Reason

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

정원 외 수강신청 예외사항 2. 수강 최대학점 초과

The screenshot shows the GIST ZEUS System interface for course registration. The top navigation bar includes 'Logout' and '01:39:54'.

Left Sidebar (MyService):

- 학적
- 수업
 - 【R】 종합교과SYLLABUS
- 필독서등록
- 개설강좌조회
- 수강신청내역조회
- 정원외수강신청** (highlighted)
- 수강취소신청
- 성적
- 자격졸업
- 장학
- 등록
- 기숙사
- 학생
- 입시
- 연구
- 출장
- 전산
- 예약
- 시설
- 대외협력
- 법무
- 의료보험

Top Right: My Service button.

Central Content:

The main area displays course information for 'Information on course' (A total of 197). The table columns include NO, Add, Crs.Code, Title, Opened by, Crs.type, Timetable, Instructor, Grading, and Si.

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					

A modal dialog box is displayed in the top right corner with the message: "The credits you are trying to register for exceed 21 credits. (Range 11~21)". It contains a blue '확인' (Confirm) button.

Bottom Section:

The 'History' section shows a list of registered courses with columns: NO, Title, Crs.Code, Timetable, Process, and Status.

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

To the right of the history table is a process form with fields for Title*, Crs.Code*, Instructor*, Process status, Purpose of Enrollment, Note, and Rejection. Buttons for Process, Confirm, Save, Apply, and Cancel are also present.

정원 외 수강신청 과목을 포함하여 **최대 학점을 초과**하면, 위와 같은 팝업이 표시되며 **추가(ADD)가 불가능**합니다.
수강신청 담당부서에 초과학점 승인을 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

GIST





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

GIST

The screenshot shows the GIST ZEUS System interface for managing course enrollments. The top navigation bar includes links for 'Logout', '01:39:56', 'ENG', 'KOR', and 'My Service'. The left sidebar, titled 'My Service', lists various administrative functions such as '학적' (Academic), '수업' (Courses), 'R] 총합교과SYLLABUS출판' (Course Catalog), '필독서등록' (Bibliography Registration), '개설강좌조회' (Course Offering Inquiry), '수강신청내역조회' (Enrollment History Inquiry), '정원외수강신청' (Overcapacity Enrollment Application), '수강취소신청' (Withdrawal Application), '성적' (Grade), '자격증업' (Certification Update), '장학' (Scholarship), '등록' (Registration), '기숙사' (Dormitory), '학생' (Student), '입시' (Admission), '연구' (Research), '출장' (Travel), '전산' (Information Technology), '예약' (Reservation), '시설' (Facilities), '대외협력' (International Cooperation), '법무' (Legal Affairs), and '의료보험' (Medical Insurance). The main content area displays the '정원외수강신청' (Overcapacity Enrollment Application) page. At the top, there is a search bar with 'Crs.Code' set to '4601' and a 'Search' button. Below the search bar, a table titled 'Information on course' shows two courses: 'Human-Computer Interaction' (AI4601-01) and 'Medical Terminology' (MD4601-01). The 'Human-Computer Interaction' row has a circled '② Add' button highlighted with a blue box. To the right of the table, a detailed view of the application form is shown, including fields for 'Title', 'Crs.Code', 'Timetable', 'Process status', 'Instructor', and 'Purpose of Enrollment'. The 'Title' field is 'Deep Learning', 'Crs.Code' is 'MA4228', 'Instructor' is 'Kyoobin Lee', and 'Purpose of Enrollment' is '수강테스트' (Test Enrollment). The bottom right of the application form has a 'Rejection' section with a dashed line.

NO	Add	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Size
1	② 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		
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

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

GIST

The screenshot shows the GIST ZEUS System interface for course enrollment. The top navigation bar includes 'MyService' and 'My Menu' tabs, and language options (ENG, KOR). The main content area displays a search results page for '수업>정원외수강신청 [UlsTlsnCapaExcE]'. The search filters include 'Graduate/UG', 'GIST College', 'College - All -', 'Opened by - All -', 'Crs.Code 4601', and a 'Search' button. Below the search bar, a table lists course information: NO, Add, Crs.Code, Title, Opened by, Crs.type, Timetable, Instructor, Grading, and Size. Two courses are listed: 'Human-Computer Interaction' and 'Medical Terminology'. The bottom section shows a history of applications with status columns (Process status) and a detailed view of an application for 'Deep Learning' with fields for Instructor (Kyoobin Lee), Purpose of Enrollment (수강테스트), and Note.

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

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
①	Human-Computer Interaction	AI4601-01	MON 10:30~12:00 WED 10:30~12:00	Draft

② **Instructor***: Kyoobin Lee

③ **Purpose of Enrollment**: 수강테스트

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

GIST

The screenshot shows the GIST ZEUS System interface for course enrollment. The top navigation bar includes 'LOGOUT' at 01:39:08, language selection between ENG and KOR, and a 'MyService' link.

The left sidebar menu is expanded under '수강' (Enrollment), listing various course categories like '종합교과SYLLABUS', '필독서등록', '개설강좌조회', '수강신청내역조회', and '정원외수강신청' (highlighted in dark grey).

The main content area displays the 'Information on course' section for a total of 2 courses:

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

Below this is the 'History' section, showing 4 enrollment processes:

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

To the right, a detailed 'Details' form is displayed for the selected course (AI4601-01). The 'Save' and 'Apply' buttons are highlighted with blue boxes.

Form fields include:

- Title:** Human-Computer Interac
- Crs.Code:** AI4601
- Instructor:** SeungJun Kim
- Process status:** Draft
- Purpose of Enrollment:** 수강테스트
- Note:** (empty)
- Rejection:** (empty)

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

GIST

The screenshot shows the GIST ZEUS System interface. At the top, there's a yellow banner with the text "ZEUS → Courses → Enrollment beyond capacity: How to Apply". The main page displays a list of courses available for enrollment, including "Human-Computer Interaction" and "Medical Terminology". On the right side, a modal window provides instructions for the enrollment process:

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

At the bottom right of the modal, there are two buttons: "확인" (Confirm) and "취소" (Cancel). The "확인" button is highlighted with a blue oval.

★ 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. ★

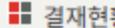
ZEUS → Courses → Enrollment beyond capacity: How to Apply

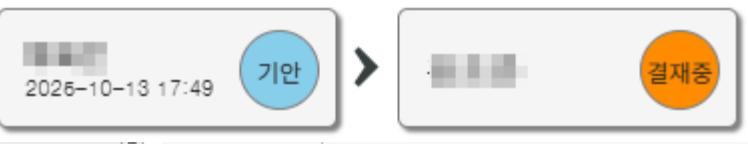
GIST

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							

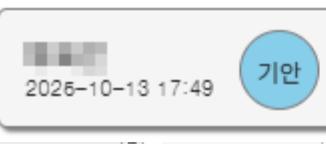
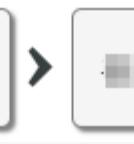
Title*	Human-Computer Interac	Application Date	2025-10-13 월	
Crs.Code*	AI4601	Cancellation Date	-- --	
Instructor*	SeungJun Kim	Approval Date	-- --	
Process status	Apply	Confirmation Date	-- --	
Purpose of Enrollment	수강테스트			
Note				
Rejection				

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								



The timeline shows the progression of the approval process:

- Initial state:  (2025-10-13 17:49)
- After clicking 'Process': 
- After instructor approval: 

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].

The screenshot shows two parts of a web-based enrollment system. On the left, a list of courses is displayed in a table format:

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	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

On the right, a detailed view of the "Human-Computer Interaction" course is shown in a form-like interface. The "Process" tab is selected, and the "Confirm" button is highlighted with a blue border. Other tabs include "Details", "Save", "Apply", and "Cancel".

Course Details:

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

Buttons: History [A total of 4], Timetable, Details, Process, Confirm, Save, Apply, Cancel.

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).

The screenshot shows two parts of a web-based enrollment system. On the left, a list of courses is displayed in a table format:

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	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

On the right, a detailed view of the "Human-Computer Interaction" course is shown in a form-like interface. The "Process" tab is selected, and the "Confirm" button is highlighted with a blue border. Other tabs include "Details", "Save", "Apply", and "Cancel".

Course Details:

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

Buttons: History [A total of 4], Timetable, Details, Process, Confirm, Save, Apply, Cancel.

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.

The screenshot shows two panels. On the left is a table of courses with columns: NO, Title, Crs.Code, Timetable, and Process status. The fourth row, 'Human-Computer Interaction', has its 'Process status' cell highlighted with a blue border. On the right is a detailed edit form for the same course. The 'Process' tab is selected. The 'Status' field is set to 'Cancel'. The 'Cancel' button at the top right of the form is also highlighted with a blue border.

After clicking [Cancel], the status follows suit and changes to **[Cancel]**.

If you want to reapply, click **[Apply]**.



The screenshot shows the same interface after the cancellation. The 'Process status' for the 'Human-Computer Interaction' course is now 'Cancel'. The 'Apply' button at the top right of the detailed edit form is highlighted with a blue border.

ZEUS → Courses → Enrollment beyond capacity: Rejection

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

History [A total of 4]						<input type="button" value="Timetable"/>
	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	

Details **Process** (highlighted) **Confirm** **Save** **Apply** **Cancel**

Title*	Digital Design	Application Date	2025-10-13 월
Crs.Code*	EC2203	Cancellation Date	--
Instructor*	d'Auriol Brian Joseph	Approval Date	--
Process status	Rejected	Confirmation Date	--
Purpose of Enrollment	I want to take Digital Design to build a strong foundation in logic circuit computer engineering		
Note			
Rejection	----- 테스트		

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]						<input type="button" value="Timetable"/>
	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	

Details **Process** **Confirm** **Save** **Apply** (highlighted) **Cancel**

Title*	Digital Design	Application Date	2025-10-13 월
Crs.Code*	EC2203	Cancellation Date	--
Instructor*	d'Auriol Brian Joseph	Approval Date	--
Process status	Rejected	Confirmation Date	--
Purpose of Enrollment	I want to take Digital Design to build a strong foundation in logic circuit computer engineering		
Note			
Rejection	----- 테스트		

Enrollment beyond capacity Exception 1. Conflicting Schedule

The screenshot shows the GIST ZEUS System interface for course enrollment. A pop-up window is displayed, stating: "There are times of duplicate enrollment courses. Please check timetable. AI4601(Human-Computer Interaction) MON 10:30~12:00". A blue button labeled "확인" (Confirm) is visible.

The main page displays a list of courses under "Information on course" with a total of 423 entries. The fifth course listed is highlighted with a yellow background. The course details are:

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					

A message box with a circular loading icon says: "처리 중입니다. 잠시만 기다려주세요."

The "History" section shows five entries:

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

On the right, a form is partially visible for course processing, including fields for Title, Crs.Code, Instructor, and Process status.

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. On the left, there's a sidebar with various menu items like 학적 (Academic), 수업 (Courses), and Research. The main area displays a list of courses under 'Information on course' with a total of 197 entries. A specific course, 'Firm and Society' (HS2704-01), is highlighted. A pop-up window in the top right corner states: 'The credits you are trying to register for exceed 21 credits. (Range 11~21)' with a blue '확인' (Confirm) button. Below the main table, there's a 'History' section with 6 entries, and a detailed view of the 'Firm and Society' course showing its timetable, process status (Approved), and enrollment details. The enrollment details include fields for Title, Crs.Code, Instructor, Application Date, etc.

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					

처리 중입니다.
잠시만 기다려주세요.

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

Process: Firm and Society
Crs.Code: HS2704
Instructor: Jang, Jin-Ho
Application Date: -- --
Cancellation Date: -- --
Approval Date: -- --
Confirmation Date: -- --
Process status: Draft
Purpose of Enrollment:
Note:
Rejection Reason:

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

GIST

