

Over-ride Form

1. Over-ride form usage
 - A) Disabled and foreign student's course registration and change
 - B) Student has a special reason, when the course enrollment is full
 1. Medical 2. Study abroad 3. Course cancellation 4. Semester prior to graduation
 5. Re-completion 6. Other reasons ()
 - C) Impossibility of online course registration due to course limitation or non-conformity with standards set by set-up organization
 - ※ **However, over-ride form is limited to 20% of total course enrollment in the case of general education courses**, because reasons such as classroom change may affect the course management.
2. Procedure: Completion of over-ride form → Approval by course professor → **Submission to the department of the course** → Reflected online at the end of the course change period

■ **Attention**

1. Course registration not allowed in the case of course registration credit limit overload
2. Grade not acknowledged if course is not registered (check attendance list)
3. Course registration cancelled if appropriate procedures after army or of enrollment are not completed
4. Course registration should be done after identical/substitutable course verification

Dept. _____		Student ID: _____				Name: _____		(signature)
Subject Section	Course Number	Class Number	Year	Semester	Credit	Course Title	Prof Sign	
Total Credits								

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

Date: _____

Contact Information: _____