Instruction : Request to Increase Quota for Course Registration

*Requesting to increase Quota for Course Registration : If you fail to register required courses required for your graduation, <u>acquire the registration permission from the instructor of the course</u>, and submit registration request <u>by up-loading the proof document(captured image of the permission or email from the instructor)</u> on Quota Exceeding Course Registration menu in the HY-in portal (Sep 1st 00:00 – 11th 17:00).

*Applicable Courses : <u>Major courses only</u>

*How to Apply

Who	How to request registration (Email)	Registration on HY-in Portal (23.9.1.00:00 ~ 9.11.17:00)	Course Registration by College Admin Team (23.9.12~9.14) & Student's Confirmation
Student	Ask permission for additional course registration required for graduation to the professor in charge.	1. Upload the **proof document** (e.g. captured image of the permission email from the instructor) on Quota Exceeding Course Registration menu in the **HY-in portal → Service → 수업 → Request to Increase Quota for Course Registration.** 2. Check the confirmation status of the course whether additional registration is available (College admin team will update confirmation status).	Added courses can be found on the system after Sep 13th. Check the status of confirmation by the college admin team(Inquire if there is anything wrong with your registration request during the college admin team's manual course registration period).
Instructor	Confirm the student's request and reply by email	–	–
College Admin Team	–	Confirm the registration request of the student.	Register the course that the student requested (Inform the student of the registration result).

*Note

1. Please submit quota exceeding course registration request only in limited situations such as for the purpose of graduation.

2. Additional course registration for exceeding Quota is available only when the instructor confirms your request

3. Quota exceeding course registration may not be available if the size of the classroom is limited or if it exceeds the maximum number of seats set by the instructor.

4. Complete the quota exceeding course registration within the deadline.

5. Confirm the quota exceeding course registration request result during the college admin team's manual course registration period. Any change caused by your misunderstanding will not be accepted.

*Inquiry (Inquire to the Dept./Major)

College of Business and Economics : 031-400-5620(uj1218@hanyang.ac.kr)