

Enrollment Increase Request Guide

For Students

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Key Updates for Fall 2026

Schedule Change

To stabilize course registration at the beginning of the semester, the start date of the enrollment increase request period has been moved to the day before classes begin, extending the application period by two days (August 31 – September 4)

Instructor Rejection Function Added

To allow instructors to withdraw enrollment increase approvals when registration changes occur, a rejection function will be available until the end of the Course Registration Adjustment Period. (All students)

Courses registered through instructor approval of an enrollment increase request cannot be canceled directly by the student and may **only be withdrawn through instructor rejection.**

Enrollment Increase Request System Guide

The Enrollment Increase Request System allows students to apply directly for enrollment in their desired courses. [Enrollment is completed upon approval by the course instructor.](#)

Eligibility and Requirements

- ① **Enrollment increase requests and approvals are available only for department-offered courses** (not available for general education courses or other common-area courses)
- ② The total number of credits from current course registrations and enrollment increase requests cannot exceed the student's maximum allowable registration credits.
- ③ The course instructor determines whether enrollment increases are permitted and which students are eligible to apply.

Fall 2026 Schedule

- **Student Application**
[August 31, 2026 \(Mon\)](#) 11:00 – [September 4, 2026 \(Fri\)](#) 14:00
- **Instructor Approval**
[August 31, 2026 \(Mon\)](#) 11:00 – [September 4, 2026 \(Fri\)](#) 24:00
- **Course Registration Adjustment Period (All Students)**
September 7, 2026 (Mon) 17:00 – 24:00
September 8, 2026 (Tue) 11:00 – 24:00

Course Enrollment Increase Request: Subject Enrollment Increase Application

- Location: Course Registration System (<https://portal.hanyang.ac.kr/sugang/sulg.do>) → Course Registration
- Enrollment Increase Method: Enrollment increase applications are only available for courses where instructors have allowed “enrollment increase applications.”

> 수강신청 관리자 모드

조직 대학(학부/서울) ▼

년도 2025

학기 2학기 ▼

학년 전체 ▼

특수강좌 ☐ 영어강의 ☐ E-러닝 ☐ SMART-F-B ☐ PBL ☐ 명품강의 ☐ 산학협력영역

이수구분 전체 ▼

학수번호

(변경전)교과목명

교과목명

▼ 상세조회

초기화

수업번호 클릭시 강의개요서 조회

학수번호 클릭시 교과목 개요서 조회가 가능합니다

수강신청	증원신청	증원신청 대상자	년	반	이수구분	이수단위	영역	수업번호	학수번호	(변경전)교과목명	교과목명	강좌 미리보기	과목안내	희망신청	공학인종 구분	학위과정	교강사	학점	강의	실습	강좌유형	수강/정원	수업형태	수업시간	강의실	이수제한 여부	과목상세 정보	6C핵심역량	설강학과	관장학과
신청	신청	학년 : [2 4 5], 졸업예정자	3	1	전공심화	300단위	영역없음	10001	CIE2066		프리스트레스콘크리트구조설계	추가			Y	학사	자능박	3	3	0	일반	34/55		월(09:00-10:30) 수(09:00-10:30)	서울 재성토목관 103강의실, 서울 재성토목관 103강의실	O	Q	지식	건설환경공학과	건설환경공학과
신청	신청		3	1	전공핵심	300단위	영역없음	10002	CIE3007		수문학	추가			Y	학사	종강나	3	3	0	일반	39/40		금(13:00-14:30) 금(14:30-16:00)	서울 재성토목관 201강의실, 서울 재성토목관 201강의실	O	Q	지식	건설환경공학과	건설환경공학과

Only eligible applicants will be displayed. If no academic year is selected, the list will appear blank.

Course Enrollment Increase Request: Application Pop-Up

증원신청

과목정보

수업번호

22091

과목명

산업인공지능

신청현황

[신규작성->결재중->결재완료/반려]

①

신규작성

학생정보

이수학기 수

10

단위 이수율

②

미이수여부

재수강여부

다전공여부

신청사유

test 신청

1) 수강 증원 신청은 수강신청 성공의 의미가 아닙니다.

2) 수강 증원 신청 후 정정 기간에 동일 과목을 신청할 시, 증원 신청은 자동 취소됩니다.

위 내용을 확인하였으며, 수강 증원을 신청합니다.

닫기

신청

① The status can be checked through the application status.

- When first opening the pop-up: New / When applied: Under review

/ When approved by the instructor: Approved (automatic course registration occurs upon approval completion)

- When automatic course registration occurs through instructor approval of enrollment increase application, existing course registrations with any time overlap will be deleted.

(If there are courses with overlapping schedules, they will be displayed on the enrollment increase application screen.)

② During the initial application, noncompletion / retake / double major status cannot be displayed.

→ It can be viewed by reopening the pop-up after application. Application can be submitted with a reason entered.

Check Enrollment Increase Request Processing Results

- Location: Course Registration Site → Course Registration → Enrollment Increase Application History

The screenshot displays the '증원신청내역' (Supplemental Application History) page. A table lists four courses for 2025 Semester 1. The fourth course, '계산이론및오토마타' (Theory of Computation and Automata), has a status of '반려' (Rejected). A red box highlights this row. To the right, a red circle with the number 1 points to the '취소' (Cancel/Delete) button for this entry.

A pop-up window titled '증원신청' (Supplemental Application) is open, showing detailed information for the selected course. It includes fields for '과목정보' (Course Info), '수업번호' (Class No.), '학점' (Credits), '단위 이수율' (Unit Completion Rate), and '신청사유' (Application Reason). The '신청사유' field contains the text 'test 반려' (test rejected). A red box highlights this field, and a red circle with the number 2 points to it.

Below the pop-up, three numbered annotations explain the interface elements:

- ① Applications under “Rejected” status cannot be deleted.
- ② Clicking the course name opens the pop-up on the previous slide, where detailed information can be viewed.
- ③ When the approval status is “Rejected,” the rejection reasons can be viewed in the pop-up.

Check Exception Cases (Identical / Equivalent / PBL Courses)

- Matters regarding retake courses, identical/equivalent courses, etc. can be viewed through a separate pop-up

증원신청

과목정보	수업번호	10476	과목명	미래관광과여행산업	신청원활	신규작성
학생정보	이수학기 수	6	단위 이수율		미이수여부	재수강여부
신청사유						
대치과목 증원신청						

1) 수강 증원 신청은 수강신청 성공의 의미가 아닙니다.
2) 수강 증원 신청 후 정정 기간에 동일 과목을 신청할 시, 증원 신청은 자동 취소됩니다.

위 내용을 확인하였으며, 수강 증원을 신청합니다.

닫기 신청

대치전 취득 교과목 내역

수강신청 일반과목 수강신청
[신청하는 교과목 학점이 졸업이수학점에 그대로 반영됨]

수강신청 성적상승을 위한 대치과목 재수강 신청
[대치관계 과목중 낮은 등급의 교과목이 취득학기 성적에서 삭제됨]

선택	년도	학기	학수번호	교과목명	등급	학점
☐	2021	10	TOU3078	도시및지역관광개발론	C+	3

닫기

기 취득한 동일교과목 내역

수강신청 성적상승을 위한 동일과목 재수강 신청
[동일관계 과목중 낮은 등급의 교과목이 취득학기 성적에서 삭제됨]

선택	년도	학기	학수번호	교과목명	등급	학점
☐	2023	10	CHM1005	일반화학및실험1		4

닫기

기 취득한 동일교과목 내역

재수강 일반수강 PBL 동일과목 재수강 신청

선택	년도	학기	학수번호	교과목명	등급
☐	2024	10	PBL4020	의류캡스톤PBL(의복구성종합설계)	

닫기

Important Notes for Enrollment Increase Requests

- If enrollment is completed upon instructor approval, any previously registered course with an overlapping class time, even partially, will be deleted.
- The instructor can change an approved enrollment increase request to “Rejected.” However, any previous course registration deleted during the approval process cannot be restored.
- An enrollment increase request changed to “Rejected” by the instructor cannot be changed back to “Approved.”
- A course registered through instructor approval of an enrollment increase request cannot be canceled directly by the student. It can be withdrawn only if the instructor changes the request status to “Rejected.”
- The instructor determines whether enrollment increases are permitted and which students are eligible to apply. Please contact the instructor directly with any related inquiries.

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Thank you

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