

Course Registration for Fall 2016

- Students can register for courses via the Yonsei portal site (<http://portal.yonsei.ac.kr>) during the course registration period. The registration referred to here is not for the current semester but the upcoming semester.
- According to the 2nd clause 21st statue of regulation, Students shall be placed on academic probation if their averages GPA fall below 2.0 who did not repeat their course yet. Please take into account that two academic probations shall result in expulsion from school. However, for students who were re-entered would be expelled with only one probation records. Please mind your grade and sign up your class thoughtfully.

I. GENERAL INFORMATION ON COURSE REGISTRATION

1. Registration Period (including Supplementary Course Enrollment)

: August. 8 (Mon), 2016 – August. 12 (Fri), 2016

* Registration hours are from 10:00 to 23:59.

2. Registration Period for Returning Students (i.e., students from leave of absence)

Rounds	Application Period for Reinstatement		Registration Period
	Application Period	Approval deadline	
1st	8/ 1 (Mon) – 8/ 4 (Thu)	8/ 5(Fri)	
2nd	8/ 8 (Mon) – 8/11 (Thu)	8/19(Fri)	8/ 8 (Mon) – 8/12 (Fri)
3rd	8/22 (Mon) – 8/25 (Thu)	8/26(Fri)	
4th	8/29 (Mon) – 9/ 6 (Tue)	9/7(Wed)	9/ 5 (Mon) – 9/ 7 (Wed)

3. Add/Drop Period (including Supplementary Course Enrollment)

: September. 5 (Mon), 2016 – September. 7 (Wed), 2016

* Registration hours are from 10:00 to 23:59.

4. Checklist for Course Enrollment

1. Course Catalogue and Syllabus

Option 1) Browse through the Yonsei Portal Service (<http://portal.yonsei.ac.kr>) → The Main Portal Service → Course Catalogue and Syllabus: Undergraduate & Graduate

Option 2) Browse through the Yonsei Portal Service (<http://portal.yonsei.ac.kr>) → Academic Information System → Academic Management System → login → **Course** → **Course Catalogue**

Note 1) Course Changes : Please pay attention to the contents of the course catalogue highlighted in blue because they indicate the changes in time, location, or instructor.

Note 2) Syllabus : Click on the purple arrow in front of the course title to see the course syllabus.

2. Credits

- 1) Check for credits earned at the Yonsei Portal Service (<http://portal.yonsei.ac.kr>) → Academic information System → Academic Management System → login → **Student Record** → **Grading Browse** → look for **PSD (Passed credits)** and see the total number of credits below.

Degree	Required Credits for Degree Program Completion	Required cumulative GPA for Degree Program Completion	Remarks
Master's*	A minimum of 30 credits	A minimum GPA of 3.00	Credits earned may vary by department.
Doctoral	A minimum of 30 credits		
Joint	A minimum of 54 credits		

* : include students who has discontinued the Joint Degree

※ Please note that if a student registers for an Audit course which is not classified as a course for auditing and not 0 credit, the tuition will be raised for students in the research program and other enrolled students are under restriction of the total credits for registration.

※ Audit and supplementary courses are not added to credits for graduation.

2) Confirmation for the direct research

According to graduate's policy which related to the qualification of submitting dissertation, Students who submit(or are expected to submit) the Proposal of Dissertation must registered for the Direct Research course after passing the proposal of dissertation.

course	qualified number of taking courses	course title	number
Master's*	After getting approval of proposal, should register for the course "Directed Research 1" at least for one semester.	"Directed Research 1"	once
Doctoral / Joint	After getting approval of proposal, should register for the course "Directed Research 2" at least for two semester	"Directed Research 2"	twice

* : include students who has discontinued the Joint Degree

3. Retake

- 1) Courses with the identical course number and/or course title are considered as the same course registration of such course will be marked as a retake. In such a case, only one course shall be credited.

Note 1) For grade improvement, a student may retake a course only once.

Note 2) To check on courses identical to the course you intend to register, click on the red arrow in the course catalogue.

- 2) A retake of a course is not approved if:

- (1) the course is categorized as an "audit" course (where a grade is P/NP).
- (2) the course is categorized as a "supplementary" course and it is the same as that of the graduate school.
- (3) different department of major has opened courses with the same course title.

- 3) For doctoral student who completed the master's program at Yonsei University, an identical course will not be marked as a retake. However, it may be excluded from credits for graduation. Please check with each department.

4. Additional Registration Information

- 1) Make sure to insert the category for courses correctly (e.g., Core, Audit, Research,

Supplementary).

2) You may take a maximum of 12 credits per semester (including audits).

- Students in the research program may take up to 6 credits per semester. Select "research" for graduate courses and "audit" for undergraduate courses for the course category.
- Please check the class times for intensive courses and field training courses. Regardless of the class schedule, withdrawal or changing courses is only possible during the designated period. For students expected to graduate and Korean Government scholarship students, they may register only if the courses are taken towards graduation requirements
- Applicants for Training programs for web-based Research Ethics, please visit to the website, (<http://yscec.yonsei.ac.kr/>) The duration of course begins with the opening day of semester and expires by 24:00 on weekday, the very previous day of final examination. (the same ID and PWD of Yonsei Portal Service are available)

3) Please consult with your advisor or the head professor of the department before taking courses.

4) Registration of Supplementary Courses

- (1) All supplementary courses are taken from the undergraduate school. Regulations for supplementary courses differ by department. Total credit of supplementary courses cannot exceed 12 credits.
- (2) students can register for supplementary courses via the Yonsei portal system online.
(Starting from 1st Semester of 2012, Wonju Campus student can also enroll through Yonsei Portal System)
- (3) Please read carefully the instructions for online supplementary course registration in section II of this announcement.

5) "Directed Research" Registration

- The course "Directed Research 1" (for master's and Discontinuation of Joint Degree) or 'Directed Research 2' (for doctoral and joint degrees) will be automatically included in the registered course list of those students who have exceeded (for master's and doctoral) from the 3th semesters and 5th semesters (for joint degree). If you are not a graduate candidate, you can delete the abovementioned course during the course registration period.

Note: If you wish to graduate early for the students who are in the third semester of the master's/Discontinuation of Joint Degree program or third or second semester of doctoral program or fifth semester of the joint program, submit the 'Directed Research Registration Request Form' to the Office of Graduate School during course enrollment period. (Please inquire the department office to receive the registration form and contact the manager if you have questions)

- For students in the research program, if the Direct Research course is the only registered course, they may submit 12% of the tuition.

6) Students in the research program who take additional courses (including audits and withdrawn courses) shall pay extra tuition. The fee will be charged according to the number of units taken. You may print the tuition invoice during the additional payment period.

(1) Additional payment period: **September. 9 (Fri), 2016 – September. 12 (Mon), 2016**

(2) Tuition fees according to credits registered

① 1–3 credits: 1/3 tuition

② 4–6 credits: 2/3 tuition

③ 7 credits and more: full tuition

Note: Students in the research program taking only 'Directed research 1 or 2' must pay 12% of the full tuition.

7) All matriculated students are required to take at least one course. If the intended course (supplementary or not) is not approved yet, please inquire from the department office concerned. For the department office to reach you efficiently, please update your contact information by visiting the Yonsei Portal Service (<http://portal.yonsei.ac.kr>) → Academic information System → Academic Management System → login → **Student Record → Modification of Personal Data**

8) Credit Exchange Program

(1) Course credits may be obtained from domestic or international universities that have established credit exchange agreements with Yonsei University, as well as from professional graduate schools within Yonsei University. A maximum 6 units per semester and 15 units for the entire program of study shall be recognized as course credits. Credit recognition for courses taken at partnered domestic and international graduate schools depends on the credit agreements.

(2) According to agreement of three graduates schools which are located in Shin–chon area, students are able to take courses at Ewha Womans University and Sogang University, by the Yonsei Portal Service during the course registration period.

– Choose the Ewha Womans university / Sogang University

– Identify information concerning timetable and classroom on their web site

① Ewha Womans University homepage → study guideline → timetable/syllabus → Graduate school (<http://eureka.ewha.ac.kr/eureka/hs/sg/openHssg504023q.do?popupYn=Y>)

② Sogang University homepage → graduate school → information of courses (<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN>)

For other domestic universities, please refer to the homepage of the Graduate School (<http://graduate.yonsei.ac.kr>) for details. If you want, submit the application form at the office of graduate school within designated period.

II. INSTRUCTIONS FOR ONLINE COURSE REGISTRATION

1. Graduate Course Registration

a. Please visit <http://portal.yonsei.ac.kr> and click on "Graduate Course Enrollment."

b. Login with your student ID and password. For first time enrollees, use the default password: (yy/mm/dd, eg. 801223)

- c. After reading the notice carefully, click on "Course Registration". The page will show your department, major, and open courses. If you click on the blue colored course number, your registration will be complete. The courses you have taken will be shown on your study list on the bottom half of the page. If you wish to delete a course, click on the blue colored course number on the bottom half of the page.

2. Supplementary Course Registration (Refer to the attached guideline for a detailed illustration.)

- a. Visit <http://portal.yonsei.ac.kr> and click on Academic Information System → Academic Management System.
- b. Login with your student ID and password. For first time enrollees, use the default password: (yy/mm/dd, eg. 801223).
- c. Click on **Course → Undergraduate Supplementary Course** and read the notice carefully.
- d. If you click on Undergraduate Course Registration, the page will show you undergraduate majors and open courses. Select the course category first and click on the put button to complete your registration.
- e. You may delete a supplementary course until the department's approval by clicking on the X button of the course. To delete already approved supplementary course(s), go to the list of registered graduate courses and click on the blue course number of the supplementary course you wish to delete.
- f. Approved supplementary courses can be checked by clicking on **Course → Course Enrollment → Enrollment Status. The Main Portal Service → Graduate Course Enrollent** If you have other questions about supplementary courses, please contact the department concerned.

III. OTHER IMPORTANT ACADEMIC SCHEDULE

1. Course Withdrawal : 10/5(Wed) – 10/7 (Fri)
 - ※ Fifth Week of the Semester (Withdrawn courses are marked W in the Transcript)
 - ※ Tuition is not refundable even in the case of course withdrawal
2. Course Evaluation, Survey for Improvement of Research Environment & Graduate Programs : 12/8(Thu) – 1/4 (Wed)
3. Grade Confirmation & Request for Grade Change : 12/29(Thu) – 1/4 (Wed)

Yonsei University Graduate School