2025 Spring Semester Course Registration Guide

※ **This Guide is originally written in Korean and translated into English.**
The Korean guide prevails over translated version if any conflicts occur in the interpretation.

1. Schedules

A. Course Registration Period: 2025.02.17.(Mon) 9:00 ~ 02.21.(Fri) 23:59

B. Course Add/Drop Period: 2025.03.04.(Tue) 09:00 ~ 03.07.(Fri) 23:59

C. Documents Submission Period: 2025.03.10.(Mon) 15:00

D. Spring Semester first day of classes : 2025.03.03.(Mon)

2. Pre-Registration Checklist

A. Check Graduation Requirements

 - Since the graduation requirements for each student are different, please make sure to check your specific required courses before proceeding with course registration.

 - The thesis research course must be registered by the student personally

Degree	Semester 3	Semester 4	Semester 5	Semester 6
Master	Thesis Research 1	Thesis Research 2		
Doctor	Thesis Research 3	Thesis Research 4		
Master's & Doctoral	Thesis Research 1	Thesis Research 2	Thesis Research 3	Thesis Research 4

B. Check Course Registration Period

 - Course add and drop is ONLY possible during the official designated period. Please ensure all course corrections are completed within the specified timeframe.

C. Must Check Registration Guidelines

 - Failure to review the course registration guidelines is the student's responsibility.

 - Please familiarize yourself with the guidelines to avoid missing important information.

 ※ Some courses are still undergoing the input process of instructors assignment, so they may be subject to change later.

D. Course Registration Path

1) How to Access Browser: [Shortcut]
2) Access the Portal: [Shortcut]

3. How to Course Registration

A. How to Search Course: '통합정보시스템' → '대학원행정' → '수강' → '개설강좌조회(학생용)'

※ Apllication for thesis reasearch courses is located in the second tab major courses in the course application menu.
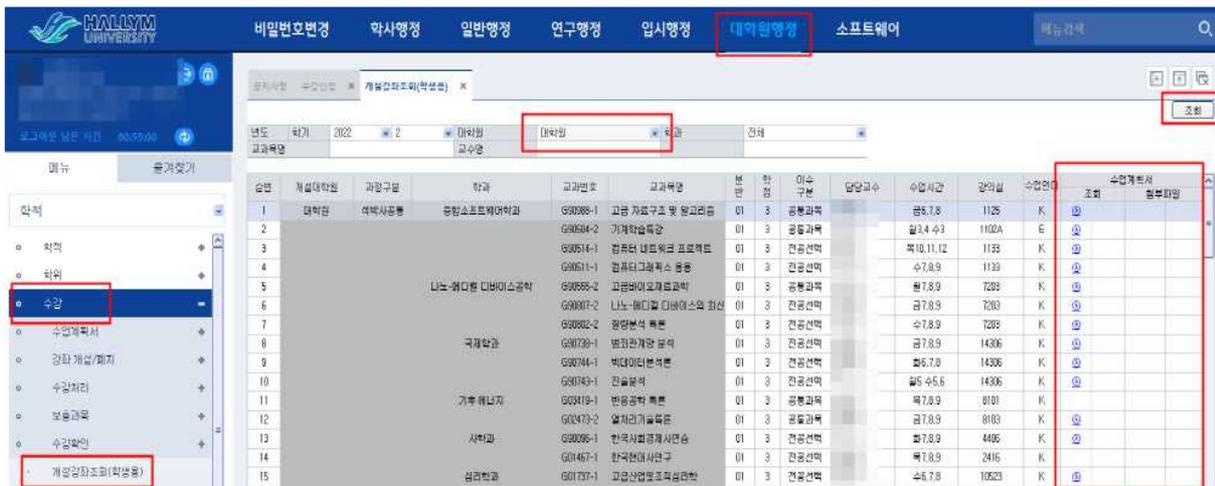
B. How to Register for Classes: 대학원행정(Graduate School Administration) → 수강 (Coureses) → 수강처리(Course Processing) → 수강신청(Course Registration)

C. Register for other departments within the general graduate school: Select the corresponding department, search for courses, and then click Application
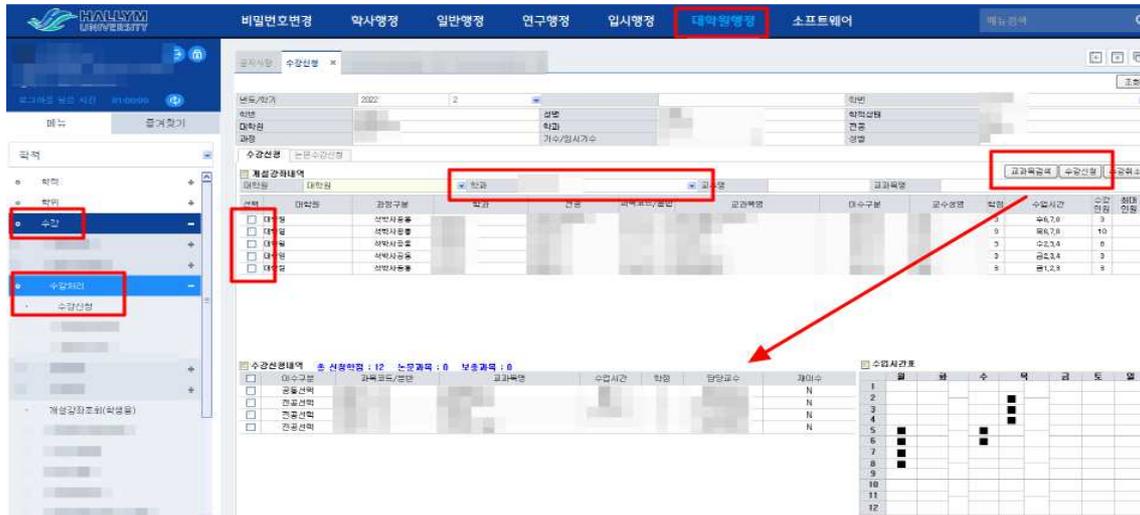
D. How to Register for Thesis Research course: click on the thesis course registration tab and apply

※ You can apply only after an advisor has been selected.
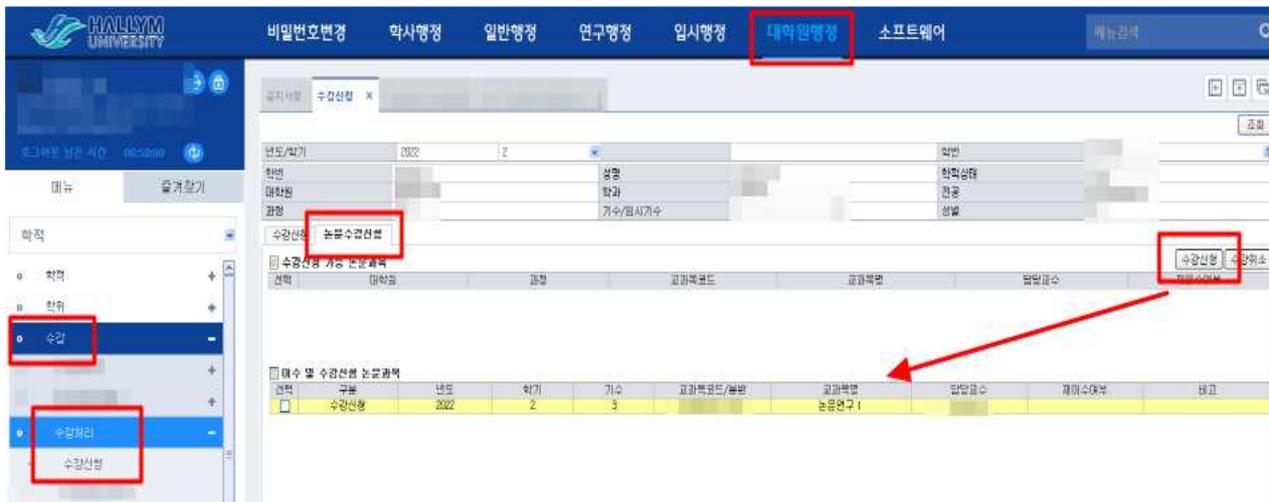
4. Precautions

A. Check the Course Registration Detail

1) Please Ensure to review your course registration details to confirm that it has been successfully processed, after completing course registration.

2) Please check for any registration errors, re-registration course status and verify the course classification

3) Please note that any consequences resulting from failure to review your course registration details are the sole responsibility of the student.

B. Course Re-registration

  1) If you register for a course with the same course code as a previously completed course, it will be processed as a re-registration

  2) Only the credits and grades of the re-registerd course will be recognized, and the grades from the previously completed course will be voided.

C. Course Cancellation

  1) Criteria for determining courses to be cancelled: Courses with fewer than 3 students
   ※ Thesis reseach course is not applicable

  2) Students enrolled in courses subject to cancellation must confirm with the courses instructor whether the course will be offered, after the course registration period ends.

  3) Course add and drop is ONLY possible during the official period. Therefore please ensure to check for course cancellations and complete your registration within the designated period.

5. Other Course Registration Guide

A. Registration Courses in General Graduate School of Other Departments

  1) After applying through the Integrated Information System, complete the Registration Form for other departments(Majors) and submit it to the Academic Affairs Team with Approvals from the course instructor, academic advisor, and department chair.

  2) Check your department's regulations to verify whether the course from another department can be recognized as a major requirement and indicate this on the application form.

  3) Please refer to the attached file for the applicaion form.
   ※ Failure to submit may result in the cancellation of your application.

B. Registration Courses in Other Graduate School

  1) A maximum of 6 credits can be taken per semester, with a total limit of 9 credits during the entire enrollment period.

  2) Complete the Registration Form for Other Graduated School and submit it with approvals from the course instructor, academic advisor, and department chair.

   3) Please refer to the attached file for the applicaion form.

   ※ Failure to submit may result in the cancellation of your application.

C. Course Registration for Credit Exchange with Other Universities

 1) Credits available for registration by dgree: Master 9, Doctor 12

 2) A maximum of 6 credits can be registered per semester

 3) For detailed information, please refer to the Graduate School website's notice on Credit Exchange with other Universities course registration.

 4) List of Universities for Credit Exchange : 광주과학기술원, 이화여자대학교, 고려대학교, 아주대학교, 한양대학교, 경희대학교, 숙명여자대학교, 과학기술연합대학원대학교, 연세대학교, 성균관대학교, 강원대학교

D. Registration for Supplementary Courses

 1) Students required to take supplementary courses must check and apply through the Supplementary Courses tab.

 2) Complete the Supplementary Course Regisitration Form and submit it to the Graduate School Affairs Team with approvals from the course instructor, academic advisors, and department chair.

 3) Please refer to the attached file for the applicaion form.

  ※ Failure to submit may result in the cancellation of your application.