Course Registration for Fall 2019

- You are required to register for courses via Yonsei portal (http://portal.yonsei.ac.kr) during the course registration period. This is not for the current semester, but for the **upcoming semester**.
- Under Article 21, Section 2 (Academic Probation) of the University Statutes and Regulations, students shall be placed on academic probation if their GPA falls below 2.0, and if they are on probation for two semesters in total, they will be academically dismissed. Students may be readmitted after dismissal, however, **if they fail to meet the GPA requirement once again, they will not be able to apply for readmission.** Please bear this in mind and enroll for your courses after full consideration.

※ International students (who do not hold a Korean passport) will not be able to register for courses until they upload their Certificate of Insurance on Yonsei Portal.
(http://portal.yonsei.ac.kr, tel: 2123-3228) Academic Information System → Academic Management System → Student Record → Information → Insurance (jpg format only)

I. IMPORTANT INFORMATION

1. Registration Period for Underline New or Current Students (Graduate and Supplementary Courses)
- 2019. 8. 7.(Wed.) - 8. 13.(Tue.)
  * Online registration hours are from 10:00 to 23:59.

2. Registration Period for Returning Students

Rounds	Application Period for Reinstatement		Course Registration Period
	Application Period	Approval Deadline	
1st	2019. 8. 1.(Thu.) ~ 8. 5.(Mon.)	8. 6.(Tue.)	
2nd	2019. 8. 7.(Wed.) ~ 8. 13.(Tue.)	8. 14. (Wed.)	9. 5.(Thu.) ~ 9. 9.(Mon.)
3rd	2019. 8. 19.(Mon.) ~ 8. 26.(Mon.)	8. 26.(Mon.)	9. 5.(Thu.) ~ 9. 9.(Mon.)
4th	2019. 9. 2.(Mon.) ~ 9. 4.(Wed.)	9. 5.(Thu.)	9. 5.(Thu.) ~ 9. 9.(Mon.)

3. Add/Drop Period (Graduate and Supplementary Courses)
- 2019. 9. 5.(Thu.) ~ 9. 9.(Mon)
  * Online registration hours: 9. 5.(Thu.)~ 9. 6.(Fri.) 10:00 to 23:59.
  9. 9.(Mon.) 10:00 to 18:00

4. Course Selection
A. Course Catalog and Syllabus
You can browse our course catalog and view syllabi on Yonsei Portal.
http://portal.yonsei.ac.kr
- Main Portal Service → Course Catalog and Syllabus: Undergraduate & Graduate

- Academic Information System → **Academic Management System** → **Course** → **Course Catalog**
  1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.
  2) Syllabus: Click on the purple arrow/note icon next to the course title to read the course syllabus.

B. Credits
1) How to check the number of credits you have earned
  - Go to Yonsei Portal (http://portal.yonsei.ac.kr) → Academic Information System → Academic Management System → Login → Student Record → Information → Grading Browse → Below the field heading "**PSD (PASSED)**" is the total number of credits you have earned.

Degree	Minimum Number of Credits Required for Graduation	Minimum GPA Required for Graduation	Note
Master's*	30 credits		Minimum credit requirement for graduation may vary by departments.
Doctoral	30 credits	3.0/4.3 (B0) or higher	
Joint	54 credits		

* : including students who have withdrawn from Joint Degree programs

※ Even though you register to audit a Major or credit course, it will count towards the number of credits you are allowed to take per semester. Those who are taking an additional semester will be charged for the extra credits. (For detailed information, please refer to "5. Important Notes")

※ Audited or supplementary courses with credits do NOT count towards the credit requirement for graduation.

2) Directed Research Course (Non-credit)
Under Article 2 of the Graduate School Thesis Regulations and Policies (submission requirements), students whose proposal has been accepted (or will be accepted in the upcoming semester) must enroll in Directed Research courses.

Degree	Regulations	Course Title
Master's*	After your proposal is approved, you should register for "**Directed Research 1**" course at least for **one semester**.	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "**Directed Research 2**" course at least for **two semesters**.	"Directed Research 2"

* : including students who have withdrawn from Joint Degree programs

C. Retaking a course
1) **Courses with the identical code and/or title are considered to be the same; if you take the same course twice, it will count as a "retake".** In this case, only one of them shall be credited. When you register for those courses, a notice will be given in a pop-up window.
※ You are allowed to repeat a course once if you wish to achieve a better grade.

2) **The above rule does not apply:**
  - if you register to "audit" the course (on a Pass/Not pass basis)
  - if the course is a "supplementary" course (Undergraduate) whose title is the same as that of Graduate School
  - if different departments offer courses with the same title
3) PhD students: if you register for the same course you took while doing your Master's at Yonsei University Graduate School, it will NOT be considered as a retake. However, it might not fulfill requirements toward graduation, so please check with your department first.

5. Important Notes

A. Please make sure to **select the right option for the type of course** (eg. Major, Audit, Research, Supplementary).

B. Graduate students (Degree program) can register for **a maximum of 12 credits** per semester **(including supplementary courses).**
  - Non-degree students may take up to 6 credits per semester. They need to select the "Research" option for graduate courses and the "Audit" option for undergraduate courses.
  - Students MUST check the time schedules for Intensive or Field Training courses. Soon-to-be graduates and KGSP (Korean Government Scholarship Program) students are allowed to enroll for those courses only if they are required to graduate.
  - Students registering for the online course in Research Ethics must log into Yonsei Portal (http://portal.yonsei.ac.kr) to take the course. It opens on the first day of the semester and closes at 23:50 of the day (weekday) before the final exam period begins.

C. **Please consult with your advisor or the head of the department before enrolling in courses.**

D. Registration for Supplementary Courses
  1) Requirements for supplementary courses may vary among the departments; if you gained your previous degree in a different field of study than your current one, please contact your department before registration. The maximum number of credits you can take for supplementary courses is 12 in total.
  2) You can register for supplementary courses via Yonsei Portal.
  3) You can choose to take those courses either on a supplementary (Graded) or an audit basis (Passed/Not Passed). They do not count towards the cumulative GPA or the credit requirement for graduation.

E. Registration for "Directed Research" Course
  1) Under the regulations set by the Graduate School Management Committee, since Spring semester 2003, Directed Research Course (I for Master's candidates or those who have withdrawn from the Joint Degree program; II for Doctoral or Joint Degree candidates) has been **automatically enrolled for students who are expected to graduate (Master's and Doctoral candidates in their 4th or later semester; Joint Degree candidates in their 6th or later semester)**, Please check whether you are properly enrolled in the course during the registration period, and if your thesis proposal has not yet been accepted (or will not be in the following semester), you can delete it,
    ※ If you meet your degree requirements earlier than your final semester, please submit the "Directed Research Registration Request Form" to the Graduate School Office during the course registration period in your third semester of Master's* program, second semester of Doctoral program, fifth semester of Joint Degree program, respectively. * : *including students who have withdrawn from Joint Degree programs*
    (You need to contact your department to get the form and ask about the degree requirements.)
  2) 12% of your tuition will be charged for an **additional semester**, provided that you only take the Directed Research course.

F. **Your tuition fee for an extra semester** (5th or later semester of Master's/Doctoral program; 7th or later semester of Joint Program) **will be charged according to the number of credits registered for**. Please print your tuition invoice during the Additional Registration period.
  1) Additional registration period for current students: 2019. 9. 10.(Tue.) ~ 9. 16.(Mon.)
  2) Tuition fees
    ① 0 credit: 12% of tuition
    ② 1-3 credits: 1/3 of tuition
    ③ 4-6 credits: 2/3 of tuition
    ④ 7 credits or more: full tuition

G. You are required to take at least one course. If the course is canceled or you failed to get permission to take a supplementary course, please consult your department. Important notice about the course registration will be sent via email or text messages, so make sure to update your personal information on our portal (http://portal.yonsei.ac.kr) if there is any change.
  - Academic Information System → Academic Management System → Login → Student Record → Information → Personal Data → Modify

H. Credit Exchange Program (Cross-Registration)
  1) You can enroll for courses in other professional graduate schools of Yonsei University, You may take up to 6 credits per semester and 15 credits in total. Please note that the courses may NOT be audited.
  2) Yonsei University Graduate School also has cross-registration agreements with other graduate schools in Korea. You may enroll in their courses as well; the courses may not be audited and credits will be awarded in accordance with the agreements with the host universities.
  3) Under the agreement between three graduate schools located in Sinchon area, you can register for courses offered by Ewha Womans University or Sogang University via Yonsei Portal during the course registration period.
    - Choose "Ewha Womans university" or "Sogang University" in the list of departments.
    - The information about timetables and lecture rooms can be found on their websites.
      ① Ewha Womans University → Study Guideline→ Timetable/Syllabus → Graduate school (http://eureka.ewha.ac.kr/eureka/hs/sg/openHssg504024q.do?popupYn=Y&englishYn=Y)
      ② Sogang University → Graduate School → Information of Courses (http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN)
  ※ For the information about course registration in other graduate schools in Korea, please refer to the notice of our website (http://graduate.yonsei.ac.kr). If you wish to take courses at one of the universities, please submit the application form to the Graduate School Office before the deadline given in the notice.

II. ONLINE COURSE REGISTRATION

1. How to Register for Graduate Courses
A. Go to Yonsei Portal (http://portal.yonsei.ac.kr) and click "Graduate Course Enrollment" on the Main Portal Service menu. (This service will be available from 10:00 am on the first day of the course registration period.)
B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
C. Read the instructions carefully before you start.
D, Click on "Course Enrollment". The next page will show your department, major, and available courses. You can register for a course by clicking on its code which is in blue. The list of enrolled courses will appear at the bottom of the page. To cancel your registration, you need to click on the code on the list.

2. How to Register for Supplementary Courses
A. Go to http://portal.yonsei.ac.kr → "Academic Information System" →"Academic Management System".
B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
C. Click "Course" on the left menu → "Undergraduate Supplementary Course" and read the notice carefully.
D. If you click on "Undergraduate Course Registration", you can browse undergraduate courses. Select the program category, college and major first and then click "Browse" to check the list of courses available. You can request permission to take a course by clicking the note icon.
E. In order to view the status of your request, click "Result" on the left menu.
F. If you want to cancel your request, just click "X" button on the list of your supplementary courses. If you want to drop the course after the final approval is granted, you need to go to "Course" → "Course Enrollment" menu (graduate course) and click the blue course code on the list of your registered courses.
G. To see the final list of your supplementary courses (approved), go to "Course Enrollment" → Enrollment Status or "Graduate Course Enrollment".

III. IMPORTANT DATES (Changes may be updated)
1. Course Withdrawal: 10. 1.(Tue.) ~ 10. 4.(Fri.)
※ 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. 9.(Mon.) ~ 2020. 1. 3.(Fri.)

3. Grade Confirmation & Request for Grade Change: 12 30.(Mon.) ~ 2020. 1. 3.(Fri)