Online Course Registration Procedures

Students can register for courses only on the designated dates. You should check the registration period. After the period, you cannot register for courses.
Please refer to the course registration schedule and the dates when you are allowed to register.

Before you register for courses, you may make a tentative timetable of courses you are interested in prior to the registration period, at the menu item 'Preferred Course List' in the course registration system and/or in the Information Depot of the KU PORTAL.

Warning: Some screens may differ from the ones depicted in this guide due to changes in the online program made after the publication of this guide.

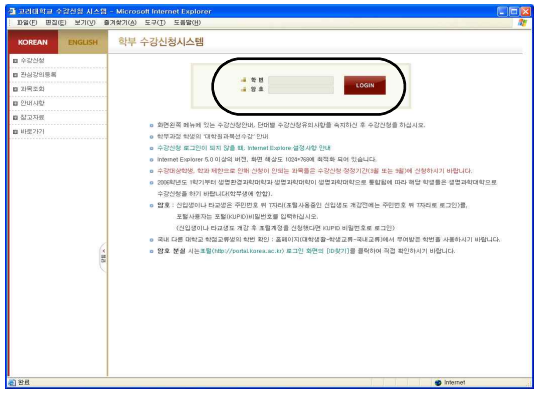
Accessing the Korea University Course Registration Website

1. Accessing the Website

The Course Registration screen can be accessed at the website address (http://sugang.korea.ac.kr), or you can click on the course registration menu at the KU homepage (www.korea.ac.kr). The login screen (shown in Figure 1) will appear.

Note: You cannot register for any course through the Portal system. You must use the above websites.

<Figure 1> Login Screen



2. Logging On

(1) Enter your KU student number in the user ID field. If you are an exchange student, you should enter your temporary student number provided by KU.

For the password, use your Portal password if you have one. If you are not a Portal user, your password is the last seven digits of either your National Identification Number (if you are Korean) or Alien Registration Number (if you are an International Student).

If you are a first time user, a change password screen will appear. Please create a new password and reenter it for confirmation.

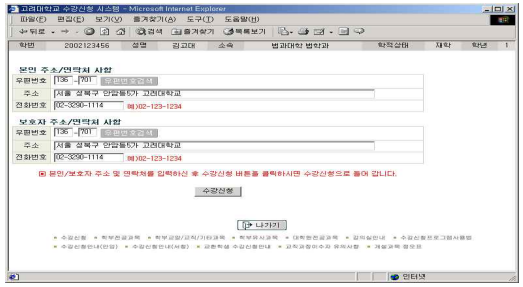
If you have any questions regarding your password, please contact your department office.

(2) After entering your ID and password, click 'LOGIN'.

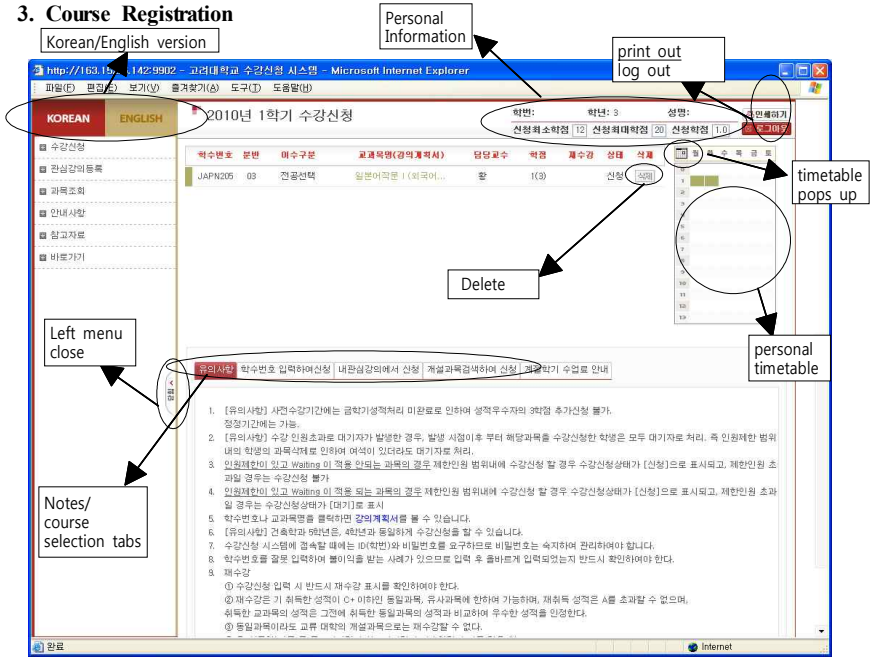
(3) If you are a freshman, enter your home address and telephone number as shown in Figure 2, and click on '수강신청' (Course Registration).

(4) If you are a graduate or exchange student, enter your name in English and your email address. Then click '수강신청' (Course Registration).

<Figure 2> Address & Telephone Contact Information



3. Course Registration



<Figure 3> Course Registration

After entering the personal data requested in Figure 2 and clicking '수강신청' (Course Registration), the course registration screen will appear as shown in Figure 3. You can use one of the three ways of registering for courses as follows.

(1) Register for a course by entering the course code directly

Enter the course code, section number (if the course has more than one) and course area in the '학수번호입력하여신청' tab, and click '신청' (Rgister). For the course area menu, click '선택' and a list of descriptive terms (e.g. "교양"<general education>, "전공선택" <major electives>, "전공필수" <major requirements>, etc.) will appear, as shown in Figure 4. Choose the appropriate course area of the course you have selected and click.

<Figure 4> 학수번호입력하여신청



* If you do not know the course code and/or the section number, you can use the other registration tab such as '내관심강의에서신청' and/or '개설과목검색하여신청' as shown in Figure 4.

Once you have selected a course, the course title and code will appear in the center of the screen and your timetable on the right, as shown in Figure 5.

<Figure 5> Registered courses and personal timetable



(2) Register for a course by clicking the 'Registering through the preferred course list'(내관심강의에서신청) tab

If you click the 'Registering through the preferred course list(내관심강의에서신청)' tab, you can see the courses you have listed for your preference, shown in Figure 6. Choose the appropriate course area (e.g. '교양'<general education>, '전공선택' <major electives>, '전공필수' <major requirements>, etc.) of the course you selected and click '선택' (Register).

If you click the button, '신청가능/불가' on the Registration Status (마감현황) menu, you will see whether you can register for the course or not.



<Figure 6> Registering through the preferred course list

(3) Register for a course by clicking the 'Registering through the offered course list'(개설과목검색하여 신청) tab



<Figure 7> Registering through the offered course list



<Figure 8> search result

If you click the 'Registering through the offered course list'(개설과목검색하여 신청) tab, you can see the screen shown in Figure 7.
When you select and enter class information such as credit, date, class hour, course title and course area and click search, a course list will appear below the search box as shown in Figure 8. Check the course area and click the button, '신청' (Register) on the left. Once you have selected a course, the course title and code will appear in the center of the screen and your timetable on the right as shown in Figure 5.

(4) Cancel a course
If you decide to cancel the course you have registered, please click the button, '취소' (Delete).

4. Confirmation of Course Registration and Logging Out

(1) Repeat the steps (register and/or cancel) until you have selected all of the courses you want. If the registration of a course is closed, you will be listed as '대기' (waitlisted).

(2) Please confirm that the number of credits you have registered for is above the required minimum number of credits for registration.

(3) After completing your course registration, please print out the registered course list for your information and click 'Log Out' in the upper right hand corner, as shown in Figure 3. If you do not log out of the site properly, others may tamper with your course registration if they have your password. **It is recommended that you change your password periodically**.

(4) If your contact information (address and telephone) changes, record those changes in the KU PORTAL > Registration/Graduation > Edit University Registration.

(5) Once again, note that if others obtain your password, they could maliciously change your personal information and course registration.

5. Timetable Information

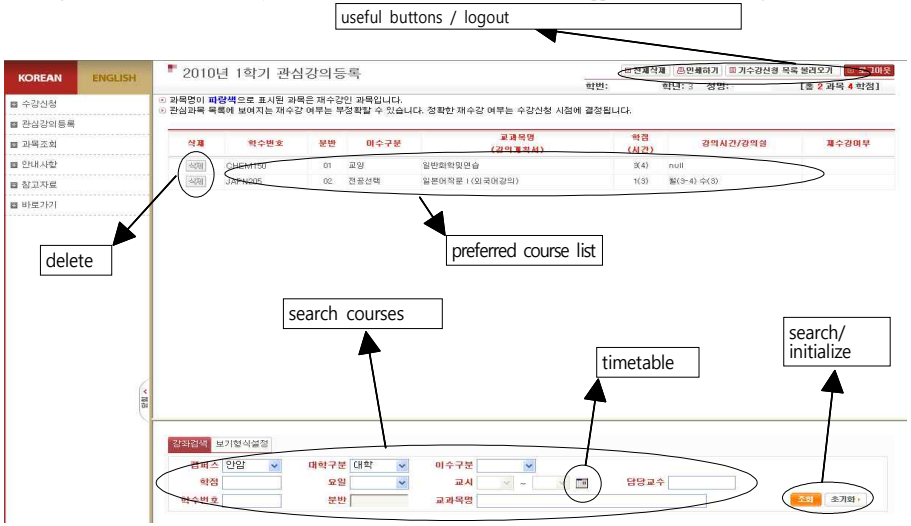
Click the icon as shown in Figures 3 and 10 to check the semester timetable on the Anam/Sejong campuses. The semester timetable will be poped up as figure 9.



<Figure 9> Timetable

6. Preferred Course List System

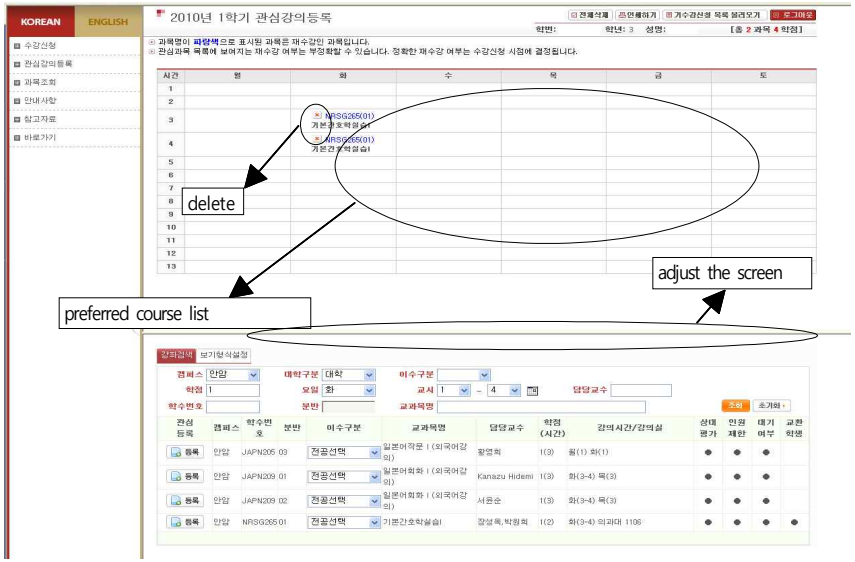
Clicking 'Preferred Course List System'(관심강의등록), the screen should appear as shown in Figure 10.



<Figure 10> 관심강의등록화면1

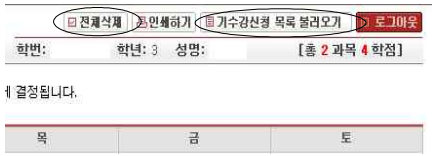
(1) Searching for and listing the courses you are interested in

When you set class information such as credit, date, class hour, course title and course area, and click search, course lists will appear as below. Figure 11 shows the search screen.



<Figure 11> 관심강의등록화면2

(2) Deleting a course from the list



<Figure 12> Delete all the listed courses



<Figure 13> Delete one by one

If you wish to delete all the courses you recorded as preferences, click '전체삭제' (delete all). If you wish to delete one by one, click the mark 'x' on the left side of the course code as shown in Figure 13.

(3) Restore the registered courses that you confirmed after the first course registration period

After the first course registration period ends, if you wish to see the courses you are interested in and the registration confirmed courses in the preferred course list system, click '기수강신청목록불러오기' button. The listed courses for your preference will remain unaltered even after clicking '기수강신청목록불러오기'.

(4) Modifying screen size

If you move the bar between the preferred course list and the course search pages, as shown in Figure 11, you can modify the page size for your convenience.

(5) Select visual screen style



<Figure 14> Visual screen style

If you wish to see the courses in a grid format, click '시간표형식' as shown in Figure 11.

If you wish to see the courses in a roll-up format, click '목록형식' as shown in Figure 10. With this format, you can see the course information you have chosen among course code, classroom, and professor's name on the screen.