

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, please list your preferred courses within your full course load, prior to the registration period, at the menu item '**Preferred Course List System**' in the course registration system due to a change in policies.

Your preferred course(s) will be automatically registered when the course does not meet maximum class enrollment. If a course is oversubscribed, you should register for the course during the course registration period.

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.

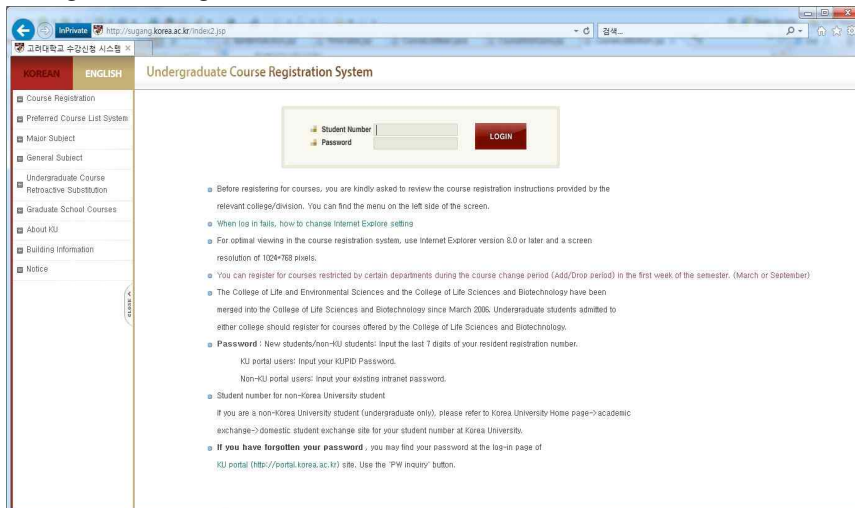
Accessing the Korea University Course Registration Website

1. Accessing the Website

The Course Registration screen can be accessed at the website address (<http://sugang.korea.ac.kr>). 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.

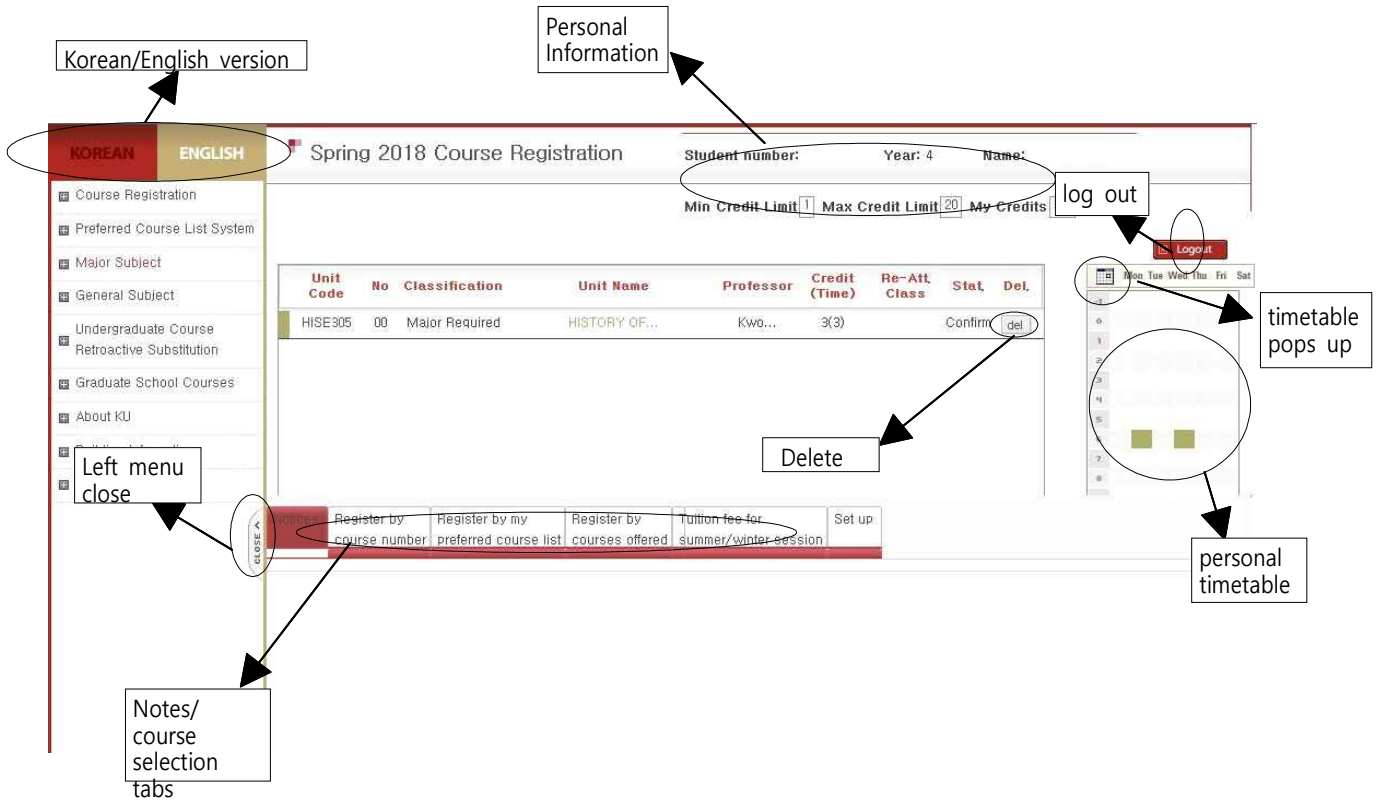
For the password, use your Portal password if you have one. If you are not a Portal user, your password is the last seven digits of either your National Identification Number (if you are Korean) or Alien Registration Number (if you are an International Student).

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. Course Registration



<Figure 2> Course Registration

After entering the personal data requested in Figure 2 and clicking '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 and section number (if the course has more than one) in the 'Registering through the course number' tab shown in Figure 3. and click 'Registration'.

<Figure 3> Registering through the course number

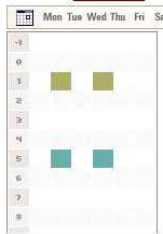


* If you do not know the course code and/or the section number, you can use the other registration tab such as 'Register by my preferred course list' and/or 'Register by course offered' as shown in Figure 3.

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 4.

<Figure 4> Registered courses and personal timetable

Unit Code	No	Classification	Unit Name	Professor	Credit (Time)	Re-Att. Class	Stat.	Del.
ECON244	00	Major Elective	LABOR ECON...	KIM...	3(3)		Confirm	del
GEST036	00	General Studies	PRACTICAL ...	Pak...	3(3)		Confirm	del



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

If you click the 'Registering through the preferred course list' tab, you can see the courses you have listed for your preference, shown in Figure 5. and click 'Registration'.

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



Reg.	Unit Code No	Classification	Unit Name Date(Time)/Classroom	Professor Credit(Time)	Re-Att. Class	stat.
Registration	GEH016 00	General Studies	JAPANESE CHARACTERS' HISTORY Tue(6) 108-605 Thu(6) 108-605	Cho 3(3)		마 감
Registration	LIFS337 00	Major Elective	FOOD ENGINEERING I Tue(2) 324-108 Thu(2) 324-108	Lee 3(3)		신 청 가 능

<Figure 5> Registering through the preferred course list

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



Campus: Seoul | College section: college | Classification:
 Credit: | Day: | Time: | Professor:
 Unit Code: | No: | Unit Name:
 Inquiry | Initialization

1)G: grade on a curve 2)L: the number of persons limitation 3)W: waiting state 4)E: exchange student 5)C: conclusion state

<Figure 6> Registering through the offered course list

If you click the 'Registering through the offered course list' tab, you can see the screen shown in Figure 6.

When you select and enter class information such as credit, date, class hour, course title and course area and click inquiry, a course list will appear below the search box as shown in Figure 7. Click the button, 'Registration' 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 4.

Reg.	Campus	Unit Code	No	Classification	Professor	Unit Name	G	L	W	E	C
Registration	Seoul	IFLS259	01	General Studies	KIM,	WRITINGS IN JAPANESE I Mon(5) 103-224B Wed(5) 103-224B	●		●		
Registration	Seoul	IFLS259	02	General Studies	KIM,	WRITINGS IN JAPANESE I Tue(7-8) 110-402 Thu(7-8) 110-402			●	●	

<Figure 7> search result


(4) Cancel a course

If you decide to cancel the course you have registered, please click the button, 'del.

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.
- (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 > University Registration > 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 2 and 9 to check the semester timetable on the Seoul/Sejong campuses. The semester timetable will be popped up as figure 8.

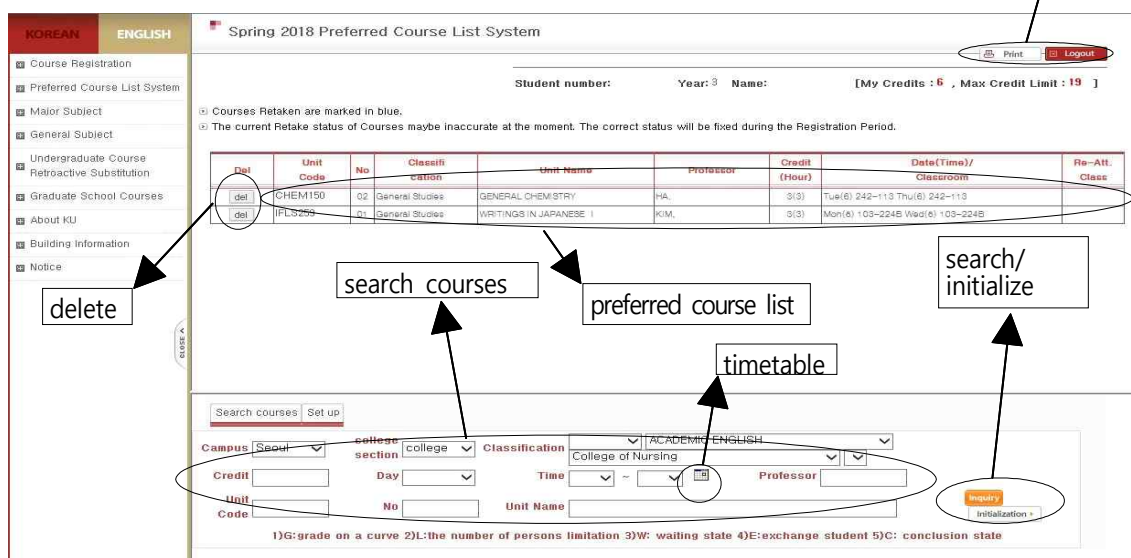


교시	정규학기		계절학기
	서울	세종	
1	09:00~10:15	09:00~09:50	09:00~09:50
2	10:30~11:45	10:00~10:50	10:00~10:50
3	12:00~12:50	11:00~11:50	11:00~11:50
4	13:00~13:50	12:00~12:50	12:00~12:50
5	14:00~15:15	13:00~13:50	13:00~13:50
6	15:30~16:45	14:00~14:50	14:00~14:50
7	17:00~17:50	15:00~15:50	15:00~15:50
8	18:00~18:50	16:00~16:50	16:00~16:50
9	19:00~19:50	17:00~17:50	
10	20:00~20:50	18:00~18:50	
11	21:00~21:50	19:00~19:50	
12		20:00~20:50	
13		21:00~21:50	

<Figure 8> Timetable

6. Preferred Course List System

Clicking 'Preferred Course List System', the screen should appear as shown in Figure 9. 



delete

search courses

preferred course list

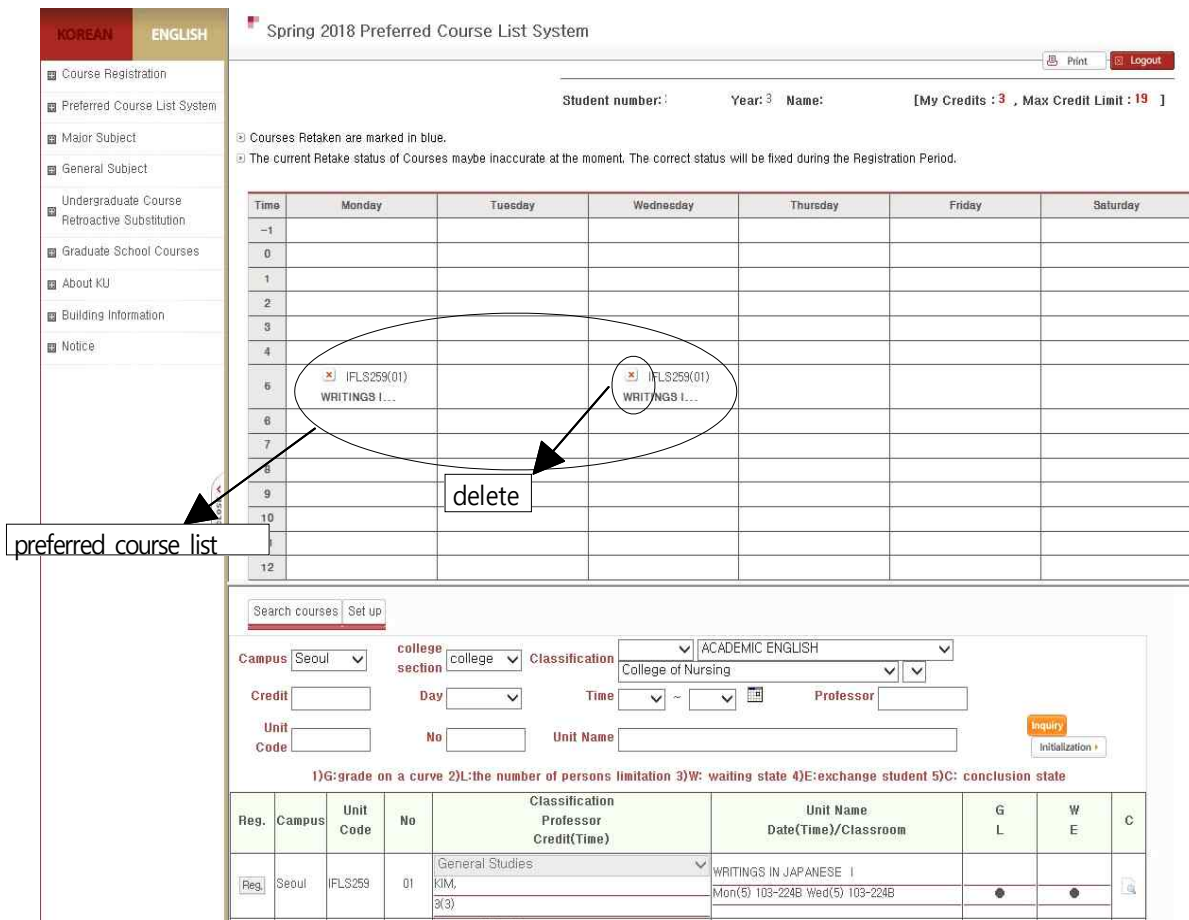
search/initialize

timetable

<Figure 9> Preferred Course Listing Screen 1

(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 10 shows the search screen.



<Figure 10> Preferred Course Listing Screen 2

(2) Select visual screen style



<Figure 11> Visual screen style

If you wish to see the courses in a grid format, click 'schedule form' as shown in Figure 10. If you wish to see the courses in a roll-up format, click 'list form' as shown in Figure 9. With this format, you can see the course information you have chosen among course code, classroom, and professor's name on the screen.

(3) Checking the Capacity and Current Number of Registration for Preferred course(s) during the Preferred course(s) Listing Period.

The screenshot shows the 'Undergraduate Elective Courses' interface. On the left is a navigation menu with options like 'Course Registration', 'Preferred Course List System', and 'Building Information'. The main area has search filters for 'Advanced search' (Year: 2018, Semester: Spring, Location: Seoul(Anam), Major: General Studies, Subject: Literature & Art) and a 'Search' button. Below the search is a legend for course status codes (1) R, 2) L, 3) W, 4) X, 5) A, 6) U, 8) F, 9) M, 10) T, 11) CF) and a 'Building Information' link. A table lists courses with columns for Course No., Class, Completion division, Course Name, Professor, Credits, Lecture Time/Room, and days of the week (R-L-F). The table includes courses like GELA053 (GERMAN LITERATURE IN KOREAN POEMS), GELA061 (INTRODUCTION TO LATIN AMERICAN LITERATURE), GELA077 (HOW TO READ A FILM), GELA107 (KOREAN CLASSICAL LITERATE), GELA131 (KOREAN YOUNG POETS), GELA132 (UNDERSTANDING OF CONTEMPORARY MUSIC), and GELA134 (UNDERSTANDING AND APPRECIATION OF CLASSICAL MUSIC). Each row has an 'Apply Status' button.

Two pop-up windows titled 'Preferred Course Registration' are shown. The first window is for Unit Code: GELA053-00 and shows a table with columns for Year, Registration, and Enrollment Limit. The second window is for Unit Code: HOEN152-02 and shows a similar table.

Year	Registration	Enrollment Limit
Freshman	48	-
Sophomore	99	-
Junior	47	-
Senior	35	-
Exchange Students	1	4
Graduate Students	0	-
Total	230	90 + 4

Year	Registration	Enrollment Limit
Freshman	44	15
Sophomore	5	15
Junior	3	10
Senior	3	10
Exchange Students	0	2
Graduate Students	0	-
Total	55	50 + 2

<Figure 11> Checking the Capacity and Current Number of Registration for Preferred course(s)

Students can check the current number of registrations for preferred course(s) by clicking 'Apply Status' during the Preferred Course(s) Listing Period.

Other than that period, the method of the current number of registrations for the course is the same as before.