

# Course Registration for Spring 2023

YONSEI UNIVERSITY GRADUATE SCHOOL

- You are required to register for courses via Yonsei Portal Service (<http://portal.yonsei.ac.kr>) during the course registration period. The following informations are 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.

## I. IMPORTANT INFORMATION

### 1. Registration Period for **New or Current Students** (Graduate and Supplementary Courses)

- 2023. 2. 13.(Mon.) ~ 2. 17.(Fri.)

\* Online registration hours are from 10:00 to 23:59.

### 2. Registration Period for **Returning Students**

Rounds	Application Period for Reinstatement	Course Registration Period
1st	2023. 2. 1.(Wed.) ~ 2. 12.(Sun.)	2. 13.(Mon.) ~ 2. 17.(Fri.) 3. 6.(Mon.) ~ 3. 8.(Wed.)
2nd	2023. 2. 13.(Mon.) ~ 2. 22.(Wed.)	
3rd	2023. 2. 23.(Thu.) ~ 3. 3.(Fri.)	

### 3. Add/Drop Period (Graduate and Supplementary Courses)

- 2023. 3. 6.(Mon.) ~ 3. 8.(Wed.)

\* Online registration hours are from 10:00 to 23:59.

## 4. Course Selection

#### A. Course Catalog and Syllabus

You can browse our course catalog and view syllabi on Yonsei Portal Service.

<http://portal.yonsei.ac.kr>

- Yonsei Service → Course Catalog and Syllabus
- Academic Information System → Login → **Academic Information** → **Courses** → **Course Handbook**
  - 1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.
  - 2) Syllabus: Click on the [Plan] 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 → Login → Academic Information → Grades → Overall performance check

Degree	Minimum Number of Credits Required for Graduation	Minimum GPA Required for Graduation	Note
Master's*	30 credits	3.0/4.3 (B0) or higher	Minimum credit requirement for graduation may vary by departments.
Doctoral	30 credits		
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\* : including students who have withdrawn from Joint Degree programs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 <b>one semester</b> .	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "Directed Research 2" course at least for <b>two semesters</b> .	"Directed Research 2"

\* : including students who have withdrawn from Joint Degree programs

C. Retaking a course

1) **Courses with the identical code 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 (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 LearnUs (<http://learnus.org>) to take the course. It opens on the first day of the semester and closes at 23:50 of the day (weekday) before the make-up class and reading 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.
- 2) No more than 12 credits, including supplementary courses, may be taken per semester.
- 3) The maximum number of credits allowed for supplementary courses is 12.
- 4) You should choose to take supplementary courses either on a **supplementary (Graded; letter grade such as A+, B0 on the transcript)** or an **audit basis (Passed/Not Passed; P/NP on the transcript)**.
- 5) Supplementary courses 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), Direct Research Course cannot be removed from your course list, since it is mandatory for graduation requirement. Please check whether you are properly enrolled in the course during the registration period.

※ If you meet your degree requirements earlier than your final semester, please submit the "Directed Research Registration Request Form" to the department 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.
- 3) **"Directed Research" course is not automatically enrolled for students who are returning or readmitted. So, in this case, please be sure to register "Directed Research" course yourself.**

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: **2023. 3. 10.(Fri.) ~ 3. 13.(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 → Login → Academic Information → Student → Academic information check → Change of Personal Information

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 → Academics → Course → Graduate

(<http://ewha.ac.kr/ewhaen/bachelor/timetable-grad.do>)

② Sogang University → Academics → Graduate Programs → Graduate School → Course Details

(<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>).

## 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 Yonsei 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 notice before you start.
- D. Select the department first and then click “Search” to check the list of courses available. You can register for a course by clicking “Apply” button. The list of enrolled courses will appear at “Course Registration Details”. To cancel your registration, you need to click the “Cancel” button on the list.

## **2. How to Register for Supplementary Courses**

- A. Go to <http://portal.yonsei.ac.kr> → Academic Information System
- B. Login with your student ID and password (Default password: your date of birth in YYYYMMDD order).
- C. Click Academic Information → Courses → Application for a supplementary course undergraduate
- D. Select the category, college and department first and then click “Search” to check the list of courses available. You can request permission to take a course by clicking the “Apply” icon.
- E. You can see the applied course list and progress status below
- F. If you want to cancel your application before the department approval,, click “Cancel” 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 “Graduate Course Enrollment”
- G. Your request might not be approved either by your department or the Graduate School office for some reasons (eg. regulations of the department, credit limit etc), so please make sure to check the status of your request - whether it is fully accepted or not - on Yonsei Portal.

## **III. IMPORTANT DATES (Changes may be updated)**

### **1. Course Withdrawal: 4. 6.(Thu.) ~ 4. 10.(Mon.)**

- ※ 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: 6. 22.(Thu.) ~ 7. 5.(Wed.)**

### **3. Grade Confirmation & Request for Grade Change: 6. 29.(Thu.) ~ 7. 5.(Wed.)**