

## Fall 2020 Course Registration Guideline for Exchange Students

Office of International Affairs, Seoul National University

All students at SNU must choose and register for courses on their own during the legitimate period, through the following website: <http://sugang.snu.ac.kr>

For more detailed information on course registration, you can always find the official manual at “Guideline” on the top right-hand corner of the website.

International students must keep in mind that in Korea, Spring semester is called “1st semester” and Fall semester “2<sup>nd</sup> semester”. The “Summer/Winter semester” is an extra session which is held during the vacation. Therefore, please do not choose “Summer/Winter semester” on the course registration website.

### 1. Course Registration Schedule (2020, 2<sup>nd</sup> semester)

Timeline	Dates	Time (Korean Standard Time)	Open to
<b>Pre-Registration*</b>	Aug 6 (Thu) Aug 7 (Fri) Aug 10 (Mon)	9 am – 6 pm	All students
<b>Registration</b>	<b>Aug 13 (Thu)</b>	<b>8:30 am – 4 pm</b>	Students whose SNU student number ends with an <b>even</b> number
	<b>Aug 14 (Fri)</b>	<b>8:30 am – 4 pm</b>	Students whose SNU student number ends with an <b>odd</b> number
	<b>Aug 17 (Mon)</b>	<b>None</b>	Temporary holiday Registration is NOT open
	<b>Aug 18 (Tue) Aug 19 (Wed) Aug 20 (Thu)**</b>	<b>8:30 am – 4 pm</b>	All students
<b>Course Change (Add/Drop Week)</b>	Sep 1 (Tue) – 14 (Mon)	9 am – 6 pm	All students (Weekend is not included)
<b>Course Drop</b>	Sep 15 (Tue) – Oct 26 (Mon)	Online application available 24 hours	All students

\*Courses registered during the pre-registration period are NOT VALID. Please be advised that the pre-registration is for system checkup in preparation for your actual course registration. Only the courses you register during the registration period will be regarded valid.

\*\*Exchange/visiting students accepted under [College of Business Administration \(CBA\) at SNU](#) will have access to undergraduate courses classified as “Requisite Subjects for Major” [on February 5 only](#). (Please see the page 4 for more detailed information.)

\*\*\*Please note that MBA students have a separate course registration schedule, which will be guided directly by the MBA office.

## 2. Academic Policy on Credit Acquisition

### A. Credit Structure

In Korean universities, we use a credit system based on the number of lecture hours. Here, 1 credit amounts to 15 lecture hours per semester. One course usually carries 3 credits, which means one course is taught for 45 hours per semester. This number of hours counts only teaching hours, not any hours used for self-study and preparation.

**SNU CRS Course Registration System**  
2018 Summer Semester

**Course Search**

Year: 2017 Semester: 2nd Semester Academic year: All All

Course Number: Course Title (Eng or Kor): General Education: All All

Department: All Credits: ~ Location: All Campus: Map Select

Name Of Instructor: Quota: ~ Number of registered students: ~ Class Time: Select

Lecture constituent: All English Lecture: ☒ Grading Type: ~

\* You can search for courses of previous semesters by clicking the "Advanced Search" button.  
\* Course Order: Course Number starting with 4 (for Liberal Arts), 5 (for Liberal Arts), 6 (for Teachers) ~ Course Number starting with 1 (for Liberal Arts) ~

**⚠ Some specific functions are not allowed during the busy time. ~ check the notice for details**

Total Count: 0

Course Classification	College	Department	Degree Program	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred.-Lec.-Lab.	Class Time	Lecture Type	Location (#/Yeongseon, *Pyongyang)	Instructor	Course Syllabus	Quota (enrollment, students)	No. of regist. students	Remark
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### B. Credit Conversion

Above all, it's 100% up to your home university's discretion how to convert Korean credits to your university's system, and you must contact your home university to learn what the criteria is. SNU does not suggest any official credit conversion criteria.

### C. Credit Requirement per Semester

The maximum number of credits that exchange/visiting students at SNU can take is **18**. While there is no requirement from SNU on the minimum number of credits to be taken, exchange/visiting students are generally advised to take at least 6 credits per semester. Please contact OIA if your home university requires you to take more than the maximum 18 credits.

### D. Korean Language Program (KLP)

If exchange/visiting students take courses from **Korean Language Program (Regular, Evening, 15-week Intensive)** offered by SNU Language Education Institute (LEI), those credits will be counted as extra-curricular, which means they do not count towards the maximum number of credit limit above and you can take additional credits on top of the 18 credits. After completion of the program, KLP will issue its own transcript, with its own credits and grades stated, and upon approval of your home university, you may be able to transfer these credits towards your home program, too.

**Most importantly, concerning the credit acquisition and transfer policy, exchange/visiting students must fully consult with their home university coordinator first. The credit accreditation is authorized by your home university, not SNU.**

## 3. Course Search

Please see [Attached 1](#) for the detailed course search instruction.

**At SNU, students can take almost any course, unless it is restricted.** Therefore, please be advised that while you should primarily take courses offered by your department, you can also broaden your scope of search to other colleges/departments.

As well, **undergraduate students can take graduate courses**, if they are not restricted, but we strongly recommend you to contact the instructor to learn eligibility in detail and ask for a permission in advance of the registration.

#### 4. Course Registration Guideline (step by step!)

**A. Setting:** PC/Desktop/Laptop/Mobile with Internet connection; logging into multiple browsers or multiple settings will automatically lead to an error message, so it is important to close the browser completely once you use it.

#### **B. Before Registration: Test log-in and build up your own course plans**

1) Go to the SNU Online Course Registration website (<http://sugang.snu.ac.kr>). You can see the English page by clicking the “English” on the top right-hand corner of the page.

2) Log in with your **SNU student number as ID and the password you were initially given from [exchange@snu.ac.kr](mailto:exchange@snu.ac.kr)**

- You have to include “-“ in your ID number. (e.g. 2020-80001) Please note that this student ID and mySNU ID are different.

- While you can use the password assigned from “[exchange@snu.ac.kr](mailto:exchange@snu.ac.kr)” through e-mail, you can also change it into the one that you feel more familiar with. See [Attached 2](#) for instruction. Even when you do not know the initial password, you can reset it into a new one in the way suggested in [Attached 2](#).

3) Check “User Information” on the top left-hand corner to see your academic information at SNU.

- All exchange/visiting students are enrolled as 1<sup>st</sup> year of SNU non-degree exchange program.
- You can also find the maximum number of credits you can take per semester.

4) Explore through the curriculum.

- If you are looking for courses taught in English only, please **make sure you tick the “English course” in the Advanced Search setting**. If there is an “e” mark in the Remark column, it also means that the course is instructed in English; if there is no “e”, it is taught in Korean.

- If there is an “r” mark in the Remark column, it means the course has a restriction. By clicking the course title and Course Restriction tab, you can find the details.

- You can store up the courses you are interested in by adding them in “Classes of Interest”.

5) Check the course information and syllabus.

- **Course syllabi** are updated on a daily basis. If you need the syllabus urgently for the purpose of pre-study abroad course approval at home university, please refer to the same course held in one of the previous semesters. If the syllabus file name is ending with “.hwp”, you can view it via Hancom viewer, which can be downloaded for free on Google.

6) Build up as many plan Bs as you can, just in case you fail in course registration.

Course registration at SNU is conducted on a **first-come first-served basis**, and you should log into the system and register for the courses at the first second of the starting time. It is therefore advised that students study the guideline thoroughly to familiarize themselves with the system and set several plan Bs in case you fail in registration.

### FAQs on Log-in and Access Problem

A. For course registration, Internet Explorer (version 8 or above) seems to be the most optimal environment. Chrome, Safari, Firefox (version 4 or above) are also workable. We have also been informed that the website has been updated to work on the mobile setting.

B. If you fail in log-in, facing “학번 또는 비밀번호를 확인해주시요. (Please check your student ID number or password)”, [try resetting the password](#). (See Attached 2)

C. If you are directed to a new page “죄송합니다. 요청하신 페이지를 찾을 수 없습니다. (Apologies, we cannot find the requested website)”, you must close all the open browsers and re-access the website. This is also the case when you face “이미 수강신청 프로그램을 사용중입니다. (Please close the browser and re-access the course registration website.)”.

D. [The course registration website basically blocks all attempts for multiple log-ins](#), including logging in with several ID numbers on one PC, using several browsers with one ID number on one PC, and several PCs with one ID number. Also, using both PC and mobile with one ID number. This means [you must open only one browser to use the sugang website and must close it completely to access it again next time, even when you are to use another PC or mobile](#).

E. For the same reason, it is not allowed to click “Refresh” while using the website. You will be blocked when trying to click “Course Catalog” and “Course Registration” on the top menu and course registration button more than twice a second. The website will consider it as an attempt for multiple log-in or macro. You must close the browser and re-access it, then.

F. If closing the browser does not work, try restarting the PC or deleting cookies on the Internet setting. Also, check if you have applied any pop-up blocker; if so, add <http://sugang.snu.ac.kr> for the optimal use.

G. Some functions may not work well if there is a heavy user traffic. Please check the notice on the course registration website regularly to see if there is any notice on busy time of the registration system.

### Restriction on Course Registration for Business Administration Courses

For the undergraduate courses classified as “Requisite Subject for Major(전필)”, only the degree-seeking students are eligible for the registration for the first four days. Exchange/visiting students of College of Business Administration will have access to the courses on the last day, August 20, only, for the remaining seats after the four days of registration. Access for the rest (non-Business) of the exchange/visiting students will be given during the first week of the semester.

No.	Course No.	Course Title	
1	251.101	경영학원론	Principles of Management
2	251.205	회계원리	Principles of Accounting
3	251.207A	경영과학	Management Science
4	251.209	조직행위론	Organizational Behavior
5	251.301	재무관리	Financial Management
6	251.303	인사관리	Human Resource Management
7	251.306	관리회계	Managerial Accounting
8	251.320	생산관리	Operations Management
9	251.321	마케팅관리	Marketing Management
10	251.326	경영정보론	Management Information System
11	251.424	경영전략	Strategic Management
12	M2171.001900	경영을 위한 경제학	Economics for Business

For the other Business courses, all students have the same access (first-come first-served) for the entire registration period.

### Restriction on Course Registration for Psychology Courses

For the courses listed below, access to course registration is prioritized as in the following:

No.	Course No.	Course Title		Remark
1	207.203	성격심리학	Psychology of Personality	<b>Aug 13:</b> Students majoring in Psychology, Domestic/International exchange/visiting students accepted to Department of Psychology (even-numbered)
2	207.209	이상심리학	Abnormal Psychology	
3	207.214	실험심리입문 및 실습	Introduction to Experimental Psychology & Lab.	
4	207.313	언어심리학 및 실험	Psychology of Language and Lab.	
5	207.315	상담심리학	Counseling Psychology	<b>Aug 14:</b> Students majoring in Psychology, Domestic/International exchange/visiting students accepted to Department of Psychology (odd-numbered)
6	207.321A	심리측정과 검사	Psychometrics and Psychological Testing	
7	207.323	임상심리학 및 실습	Clinical Psychology and Practicum	<b>Aug 18:</b> Students who double-major in Psychology
8	207.422	응용실험심리학	Applied Experimental Psychology	
9	M1308.001700	로봇심리학	Robot Psychology	<b>From Aug 19:</b> All students
10	M1308.001800	인간 뇌이미징의 데이터사이언스	Data Science in Human Neuroimaging	

### Restriction on Course Registration for Economics Courses

For the courses listed below, the department will accept twice the quota during the first two days(Aug 13 ~ 14) of the course registration period and select and allow only the half of students to register in the courses. The list of the selected will be announced through the website of Department of Economics and mySNU course registration details menu. Students who are not selected are advised to choose other courses.

No.	Course No.	Lecture No.	Course Title		Remark
1	212.201	001	미시경제이론	Microeconomics	1 <sup>st</sup> group: Students majoring in Economics 2 <sup>nd</sup> group: Students double-majoring in Economics 3 <sup>rd</sup> group: Others
2	212.202	002	거시경제이론	Macroeconomics	
3	212.203	001	경제사	Economic History	
4	212.204	001	경제통계학	Introductory Statistics for Economists	
5	212.343	001	조세론	Government Revenues/Taxation	

### Restriction on Reading and Research Courses

Courses classified as Reading and Research in Course Classification column are not available to

exchange/visiting students. They are designed for degree-seeking graduate students who are in the course of thesis writing.

### Other Restrictions

- On top of this previously announced notice, some Engineering courses are also prioritized to a certain group of students (ex. 3<sup>rd</sup> year undergraduates), and you should note that it's the academic information here that matters, not your home university's. You are enrolled at SNU as a non-degree-seeking 1st year student of your department, which can also be found from the User Information menu.
- School of Law's courses are also restricted to students of School of Law during the online registration, and College of Law's students must register for the courses during the first week of the semester.
- Some courses have a restriction that only full-time students can take this course, which means they are available to full-time, degree-seeking students during the online registration.

If you wish to take one of these courses or other restricted courses, you must contact the instructor to take a permission. [With that permission, you may manually register in the course by doing paperwork during the first week of the semester \(called course override\), and we will of course give you more detailed instruction after the course registration ends.](#) Please note that, however, [the restricted courses from Business Administration, Psychology, and Economics, listed above, won't receive this manual additional application.](#)

### **C. Pre-registration: Investigate how the system works and check your access to the courses you want to take**

- Instruction: [Log-in > Course Registration \(green menu on top\) > Preliminary Course Registration > Use the stored Classes of Interest or put course codes to find courses > Tick the box on the leftmost column > Enter the number you see in the box under the list > Course Pre-registration](#)

Although pre-registration does not affect the result of your course registration, it is strongly advised that students try it to confirm which courses you will be actually able to register during the course registration period. If there is a restriction that you haven't noticed, you will find it through via pre-registration. You will also find which courses are popular among other students during the pre-registration, which will help you plan on your course registration. **Again, please be informed that only those courses you register during the registration period below will be considered valid.**

### **D. Registration: The REAL GAME!**

- Instruction: [Log-in > Course Registration \(green menu on top\) > Course Registration > Use the stored Classes of Interest or put course codes to find courses > Tick the box on the leftmost column > Enter the number you see in the box under the list > Course Registration](#)

After the registration, you can find the list of courses that are successfully registered, through the menu "Details of Course Registration". There is no other procedure required to finalize the registration.

### **When You Fail in Registration?**

When you fail to get the course you wanted, please consider the following options (Please note that asking OIA for help will never work; OIA will send out more detailed instruction before the semester begins):

**A. [Contact the instructor or TA by e-mail to acquire a permission in advance to take an additional seat for the class.](#)**

As will be explained on the next page, SNU has a course change period, so-called an add/drop week on the first week of the semester, and instructors can permit a limited number of seats to their classes. To get this permission, try contacting the instructor via e-mail first. When you receive a confirmation for additional registration, please fill out the over-ride form (Attached 3) and have it signed by the instructor on the first day of the class.

**B. [Go to the first class of the course and see the instructor in person to ask for a permission.](#)**

During the summer/winter vacation, instructors might not be able to answer you quickly. In that case, go to the first class and talk to the instructor directly. Please do not forget bringing the over-ride form in case the instructor is immediately willing to sign the form.

**C. [Keep your eyes on the system to see if there is any new seat available.](#)**

Students keep adding and dropping their courses online during the registration period and it is quite highly likely that students can get their desired courses when they keep their eyes on the system until the deadline. Especially, it is recommended to visit the system on the last day of the registration period and during the add/drop week, when the semester starts.

## 5. Course Change Period, or Add/Drop Week (Sep 1 – 14, 9 am - 6 pm)

**Online Add/Drop:** You can add or drop the courses during the first week of the semester. You can re-access the course registration website and add or delete courses there.

**If the course you want to add is already full or restricted online:** Upon a confirmation from the instructor, you may get an additional seat for the course. You may e-mail or visit the instructor on the first day of class to inquire on the availability. Please note that the department or the instructor might not accept additional registration.

- Instruction: Approval for additional course registration is taken by **a document called over-ride form (초안지 *cho-an-ji* in Korean, Attached 3)**. You should print out the form, fill out the required information, **get it signed by the instructor, and submit it to the department office that opens the course**. For example, if you want to take a course held by the Department of Aesthetics, you must submit the signed document to the Aesthetics department office during the add/drop week, even if you belong to other department.

## 6. Course Drop (Sep 15 – Oct 26)

If you do not want to take a certain course during the semester, you can drop it **by Oct 26**, which is the 1/2 point of the semester. Please note that during the course drop period, you can only drop courses, not add one. Any addition or change of courses is available by the first week of the semester only.

- Instruction: Apply course drop **online** at mySNU > The instructor will approve it online

\*More detailed information on course change and course drop procedure will be provided before the semester begins.

### Contact Information

**General inquiries on the course registration (log-in failure, procedure):** SNU OIA

- Mr. Hyunjin Jo: [snu10585@snu.ac.kr](mailto:snu10585@snu.ac.kr)

**Course information, Additional registration (over-ride) availability:** Instructor or Department coordinator (You can find the e-mail address of the instructor on the course registration website by clicking the course title and accessing the Course Syllabus tab.)