



International Summer Institute
at Seoul National University

Course Registration Guide



Step 1: Joining mySNU Portal



Joining mySNU Portal (Step 1- 7)

STEP 1

1. Go to the mySNU portal at <http://my.snu.ac.kr>.

*If you see the page below, click on the button as instructed to access the portal. **The information on this page is not for SNU ISI students, so please ignore it.**

Click here to access the front page of the mySNU portal

2015학년도 하계 계절학기 수강신청안내

기간: 예비수강신청 4. 29(수) ~ 5. 1(금) 08:00~18:00 전체
수강신청 5. 7(목), 5. 8(금) 08:00~18:00 전체
5. 1(월) ~ 5. 13(수) 09:00~18:00 전체

유의사항: -수강신청 확인문자를 입력해야 수강신청이 가능합니다.
-수강신청 확인문자 입력값이 1번 틀리면 자동 로그아웃 됩니다.

참고: -수강신청 사이트에서 인적정보 및 필수사항을 반드시 확인하세요.
-예비수강신청 하시고 수강관련 정보를 미리 점검해 보세요.

수강편람/수강신청 바로가기

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2. At the left corner of the mySNU page, click the 'New User' button to go to the SNU ID application page.



Click here for
English version
of the website

KOR ☒ ENG Save ID

LOGIN

Certificate Log-in

Certification registration checks

New User

Find ID Find Password

NOTICE | SNU NOTICE | SNU

- > Suspension of Web Portal (Mar. 15 18:30~
- > Temporarily Unavailable: SNU WiFi Netwo
- > Temporarily Unavailable: Network Service
- > The Cyber Crisis Alert Level : Caution
- > Announcement for 2016 Dormitory Applic
- > Temporarily Unavailable: Network Service

Joining mySNU Portal

STEP 2

1. Click 'I have read and agree with...' after reading each item.
2. Click 'Next'.

Creating SNU_ID

I have read and agree with the Terms of Use and Privacy Policy ☒

The SNU Guideline for Account Management

Have read and agree to the Terms of Use ☒

| | |
|--|---------------------------|
| | Initially Enacted in 2005 |
| | Revised on Feb. 5, 2007 |
| | Revised on May 9, 2012 |
| | Revised on Jul. 16, 2013 |

The SNU Guideline for Account Management

The SNU Guideline for Operation of the Portal ☒

| | |
|--|---------------------------|
| The SNU Guideline for Operation of the Portal | |
| | Initially Enacted in 2003 |
| | Revised on Feb. 5, 2007 |
| | Revised on May 30, 2010 |

Privacy Policy

Have read and agree to the Privacy Policy ☒

| | |
|--|--|
| Items of personal information for collection | |
| A. SNU collect the following personal information of the users when they initially join there service or register on the service as the minimum. | |
| - ID, password, contact (email address, cell phone no.), G253, Confirmation information for joining, name and date of birth | |

Next



+ Change Language English

Creating SNU_ID

An SNU ID cannot be changed/deleted after it is created. Be careful when you apply for one. The SNU ID is used to access SNU online services such as mySNU, library, webmail, eTL, etc. [Services Available under SNU_ID \(Except Public users\)](#)

1. Click on the "STUDENT & ALUMNI" button.

☐ FACULTY&STAFF ☒ STUDENT&ALUMNI ☐ PUBLIC

2. Type in your Korean name (refer to the e-mail sent by SNU ISI)

Name

Your Korean name

BIRTH-DAY

3. Type in your date of birth (YYYYMMDD)

☐ Mobile(Verify via Mobile Phone Number)

☐ SMS

☒ Email

4. Click 'Email' for methods for user authentication

☐ I-PIN

5. Click 'Next'

Back

Next

Joining mySNU Portal

STEP 4

1. The email address will already be there. If not, type in your e-mail address
2. Click 'Get Verification code'
3. Check your e-mail for your Authentication Number.
4. Type in the Authentication Number then click 'Next'.



+ Change Language English

Creating SNU_ID

Verifying from via registered email address.



The email with the authentication number may land in your spam/junk mailbox so please check!

- Verification via registered email address

The verification code will be sent to your external email address which you registered on mySNU in advance.

E-MAIL

*****@****.a

Get verification code

Enter the six-digit verification code

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Next

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Main Campus, Gwanak_1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea Tel : 02-680-5114

STEP 5

1. Type user ID and password
2. Click 'Check' to check if it is usable.
3. Click 'Next'.



+ Change Language English

Creating SNU_ID

Please enter your ID and password.

You are unable to change or delete your ID after creating it, so please create your ID thoughtfully.

SNU_ID

Check

Password

View

Passwords must contain at least nine characters.

- Passwords must contain at least 9 to 20 characters with mixture of upper case, lower case, number and special character.
- Do not use the kinds of passwords that are easy such as SNU ID, ID Number, birth date, phone number, sequential letters or numbers etc. Change your password regularly.

Next

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* Change Language English ▾

■ Creating SNU_ID

There are two types of SNU E-mail service as listed below.
Select one service that you want to use,

- ☒ Cloud E-Mail Service (50GB)
- ☐ Standard E-Mail Service (1GB)

1. Choose a service according to your preference

[* Introduce of SNU Mail service](#)

- SNU E-Mail address is SNU_ID@snu.ac.kr.
- Cloud E-mail Service(MS OFFICE 365) is offered by Microsoft. Aside from email service, it also provides scheduling and share point service.
[\(See further details about MS Office 365\)](#)
- Standard E-Mail Service is provided by SNU.

2. Click 'Next'

Next

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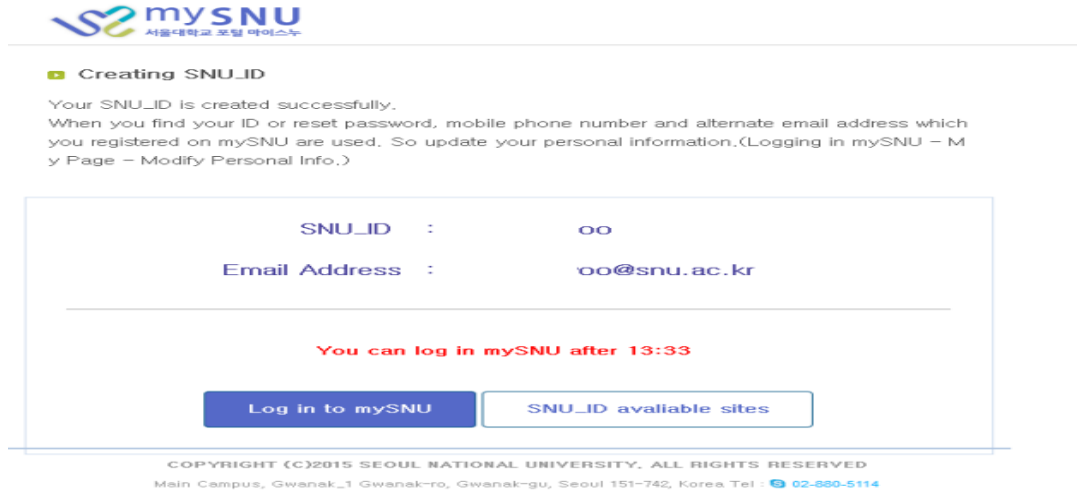
Main Campus, Gwanak_1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea Tel : ☎ 02-880-5114

Joining mySNU Portal

STEP 7

Congratulations! You are registered at the mySNU Portal!

It will take about 10-15 minutes to log in to mySNU Portal because of user information processing.



The screenshot shows the mySNU portal interface. At the top, there's a logo for mySNU (서울대학교 포털 마이스누). Below it, a message states: "Creating SNU_ID" and "Your SNU_ID is created successfully. When you find your ID or reset password, mobile phone number and alternate email address which you registered on mySNU are used. So update your personal information.(Logging in mySNU - My Page - Modify Personal Info.)". A box displays the created SNU_ID as "oo" and the email address as "oo@snu.ac.kr". A red message says "You can log in mySNU after 13:33". There are two buttons: "Log in to mySNU" and "SNU_ID available sites". At the bottom, a copyright notice for Seoul National University is visible.

In case of difficulties

1) In case of Error Message shown below:

Apply for SNU_ID

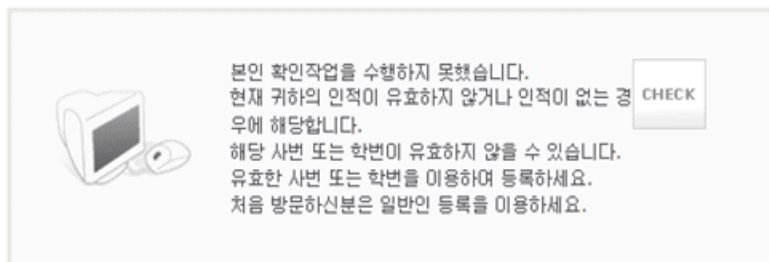
Home > IT Resources > SNU_ID > Apply for SNU_ID

Member Identification

Seoul National University endeavors to protect any personal information provided to us online when users use our information-oriented services.

Your information will not be made public without consent and is held under legal protections according to our Privacy Policy.

To effectively use our services, to prevent any damage caused by anonymous users, and to observe the principle of one ID per person, identification processes for User IDs are in progress.



The screenshot shows an error message box with a computer icon. The text reads: "본인 확인작업을 수행하지 못했습니다. 현재 귀하의 인적이 유효하지 않거나 인적이 없는 경우에 해당합니다. 해당 사번 또는 학번이 유효하지 않을 수 있습니다. 유효한 사번 또는 학번을 이용하여 등록하세요. 처음 방문하신분은 일반인 등록을 이용하세요." There is a "CHECK" button next to the message.

This is shown when your information is not entered correctly with the information we sent you. Please double-check if you have entered all information as given by SNU ISI and try again.

2) If the problems persists even when you input the information correctly or in case of any other problems, please email applyisi@snu.ac.kr.

Step2: Course Registration



Course Registration

Complete Course Registration immediately!!

- ❖ Course registration can be done through the mySNU Portal.
 - 1) Login to mySNU Portal (<http://my.snu.ac.kr>) using the ID/PW you created.
 - 2) After logging in to mySNU portal, click on 'Academic Affairs' menu- 'Class/Grade' sub menu to go to the registration page.



****Important****

1) When choosing courses:

- Please make sure that course timetables do not overlap.
- Once payment invoice is issued, students are not to change course on mySNU portal without permission from SNU ISI.
- There is a course change period at the beginning of the program (June 30 – July 4) so you need not worry even if you change your mind about which course you want to take.
- Course waiting list: If you wish to add a class that is already full, please email SNU ISI applyisi@snu.ac.kr the following information: Name, Student Number, Course Name.
- 'Entrepreneurship in Asia' course has not been set up in our system. Student who wish to enroll, please email applyisi@snu.ac.kr.

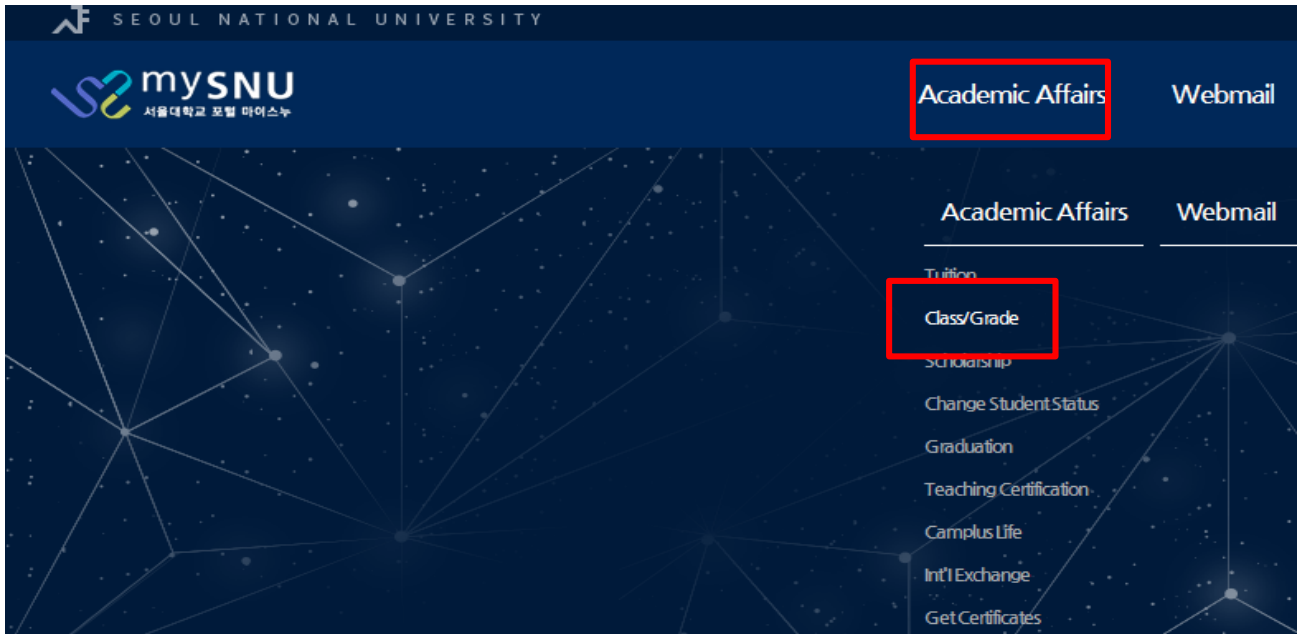
2) Course Materials

- Most course materials will be provided in electronic form or as hand-outs, or be available at the SNU ISI Office to peruse. However, some courses will require you to purchase course textbooks when absolutely necessary (e.g. Korean language).
- Information on course materials will be communicated with you directly by the class TAs via email in June.

Course Registration

STEP 1

Click 'Academic Affairs' – 'Class/Grade'



STEP 2

1. Click Int'l Exchange- Int'l Summer Institute Crs. Reg.
2. Click the boxes next to the courses you want to take. (Maximum 8 credits)

Dept. of Undefined Major for daewaihakssa [Enrollment]

Students of International

Int'l Summer Institute Crs. Reg.

My Info

Int'l Exchange

International Summer Institute

Int'l Summer Institute Crs. Reg.

See Int'l Summer Institute

Grades

Get Certificates

Int'l Summer Institute Course Registration

Application Form

Submit

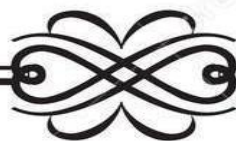
| | |
|---------------|-------------|
| Name | Korean name |
| Email address | Nationality |

Please make sure the timetable for the courses you choose does not overlap.

| Subject | Time | Credits | Quota (Current Count) |
|---|-------------------------------|---------|-----------------------|
| <input type="checkbox"/> Chemistry | Mon., Wed., Thur. 13:00-15:50 | 3 | 40(0) |
| <input type="checkbox"/> Biology I | Mon., Wed., Thur. 09:00-11:50 | 3 | 40(3) |
| <input checked="" type="checkbox"/> Korean Language | Mon., Wed., Thur. 16:00-17:50 | 2 | 40(17) |
| <input checked="" type="checkbox"/> Two Koreas: Modern Korean History and Society | Mon., Wed., Thur. 13:00-15:50 | 3 | 40(4) |



Thank you!



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