Fall Semester 2022 Course Registration Guidelines

Jul 2022

Office of Academic Affairs

Seoul National University

■ Course Registration Schedule

Classification		Schedule	Date	Time
Pre-Course Registration **(Mock Registration)**	Day 1	Course Cart	Aug 2(Tue)	09:00 ~ 16:00
	Day 2	Course Cart Confirmation	Aug 3(Wed)	By Office of Academic Affairs
	Day 3-4	First-come-first-served Course Registration	Aug 4 – Aug 5 (Thu-Fri)	08:30 ~ 16:00
Course Registration	Day 1	Course Cart	Aug 9(Tue)	09:00 ~ 23:59 (Except domestic exchange students)
	Day 2	Course Cart	Aug 10(Wed)	00:00 ~ 16:00
	Day 3	Course Cart Confirmation	Aug 11(Thu)	By Office of Academic Affairs
	Day 4-6	First-come-first-served Course Registration	Aug 12, Aug 16-17 (Fri, Tue-Wed)	08:30 ~ 16:00
Course Change		Delete/Register courses	Sept 1 ~ Sept 7 (Thu – Wed) (Except weekends)	09:00 ~ 18:00
Quota Exceeding Course Registration Request		[Students] Request	Sept 1 -Sept 7 (Thu – Wed)	24 hours (On Sept 1, Schedule starts at 08:30)
		[Instructors] Approval	Sept 1 ~ Sept 8 (Thu – Thu)	
		[Students] Confirm Registration	Sept 1 ~ Sept 13 (Thu – Tue)	
Course Drop (Withdrawal)		[Students] Request [Instructors]Approval	Sept 8 ~ Oct 25 (Thu – Tue)	24 hours In mySNU

■ Notes for Changes of Course Registration

Reading manual and trying out pre-course registration is highly recommended.

1) Time: Course cart shopping starts at 09:00 AM

First-come-first-served course registration starts at 08:30 AM

2) Course registration based on student ID(odd/even number) is no longer in use.

3) Course registration system

a) Course cart ※ Course cart is not first-come-first-served basis.

b) Course cart confirmation (by Office of Academic Affairs)

c) First-come-first-served course registration

4) Available after cancellation(vacancies) registration

a) If a course is marked 'Available after cancellation',
registration is available 3 times each day in designated times.

b) It is applied during course registration (Day 4-6) & course registration change period
Course Registration Day 4-6: 10-11 AM/ 1-2 PM / 3-4 PM
Course Change Period: 10-11 AM/ 1-2 PM/ 5-6 PM

5) Quota exceeding course registration request (Previous 'Override form')

a) Student's online request in CRS

b) Instructor's approval

c) Student's registration confirmation in CRS

※ If students don't confirm registration, courses will not be registered.

6) Freshmen

a) All students who entered SNU Sept 2022

b) Students who entered SNU before Sept 2022,
but have no grades of spring or fall semester due to leave of absence, etc.

■ CRS(Course Registration System) User Guide

1. CRS(Course Registration System) URL

○ Address: http://sugang.snu.ac.kr

○ Login(ID & Password): mySNU ID & Password

2. How to Find CRS ID & Password

<table>
<tr>
<td>

Please log in

MySNU ID

Password

LOGIN

You can find your snu no. and password.

Find ID / Find Password
</td>
<td>

<CRS Main Page>

○ Click [Find ID/Passowrd]

○ Find ID

‣ Enter Name & Birthday(8-digit)

  (Ex) 20000101)

‣ Authentication

  Mobile/authentication certificate/

  SMS/ E-mail(Registered in mySNU)

○ Find password

‣ Enter mysnu ID

‣ Authentication

  Mobile/authentication certificate/

  SMS/ E-mail(Registered in mySNU)
</td>
</tr>
</table>

* Please register cell phone number and private e-mail address for authentication

 Visit mySNU > Information Systems of SNU > my information> change personal information

3. Preliminary Course Registration (Pre-course Registration = Mock Registration)

‣ Opportunity for students to practice and get used to course registration

‣ Chance for students to predict demands for each courses

※ Registered courses in preliminary course registration are invalid

Only courses registered in actual course registration are valid

4. Course Registration

○ Register courses in CRS(http://sugang.snu.ac.kr) during given period in each semester.

○ Check your result in *Course Registration* or *Course Registration List.*

5. User's Personal Information for Course Registration

○ Log in CRS > Click 'User Information' on the right top

○ Information: Personal Information(College and Department), Academic year*, Maximum credits, Grades of previous 2 semesters

* Academic year in course registration is counted after every 2 semesters (with grades).

(Ex) Students with no grades = Freshmen = Academic year "1"

6. Credits for Course Registration

○ Log in CRS > Click 'User Information' on the right top

○ Maximum Credits for Course Registration follows *Academic Rules* of each department

○ **Conditions for 21-credit-course registration**

1) Departments where Maximum credits are 18 credits

2) If students' average GPA of previous 2 semesters are 3.3 and over

* Grades of Summer/Winter Sessions are excluded.

* Average GPA of 'Grades of previous 2 semesters' includes first grade of retaken courses

○ **Freshmen taking following courses can register over 18 credits(Up to 2 semesters)**

Freshman Seminars (053.001), Basic Calculus 1(033.016), Basic Physics 1(034.012),

Basic Chemistry 1(034.025), Basic Biology 1(034.034)

○ **Exchange students**

(Domestic) Total credits registered in students' university and exchange university should not exceed maximum credits

○ **Remote learning(Course marked '◎')** Maximum 6 credits for each semester

○ **Minimum Credits for Course Registration**

▸ Spring and Fall semester: 0 Credit (Enrollment without registration is possible)

▸ Exceeding Semester (Exceeding Length of Studentship): Minimum 1 credit

※ students who don't register any course or withdraw all courses will be expelled.

7. Course Counselling

○ Department: College of Engineering & Graduate School for Engineering Practice

○ Subjects: Undergraduates and Graduates who are enrolled or are going to get back to school

   ▸ Undergraduates: Undergraduates of College of Engineering

   ▸ Graduates: Graduates of Industrial Engineering

                  (Except TEMEP (Technology Management, Economics, Policy Program),

                  All Graduates in Graduate School for Engineering Practice

○ Students should apply for course counselling following instructions from each department. (Without counselling, registrations are restricted.)

8. Cheating Course Registration

○ Inappropriate course registration such as using MACRO will be punished.
  (According to Article 107 of *Academic Rule, Student Disciplinary Procedures*)

○ Students who trade or hand over courses will be also punished as well.

9. Course Information

○ CRS > Course Search > Click a course title > Course Details (Login is not necessary)

   ▸ Search all courses: click magnifier(search) button

   ▸ Search courses with conditions: simple/advanced search (next to search button)

   ▸ Save as excel file: Click [Excel] and save search result as a file.

○ Information for Course Registration: Check Course Restriction, Alternatives, etc.

■ Notes for Course Registration

1. Cross-Registering courses among Undergraduates and Graduates

○ Juniors and seniors of undergraduates can register graduate courses.

  Graduate courses can be acknowledged as major.

▸ If Freshmen and sophomores register graduate courses, grades will be marked in transcript

  but will not be calculated as valid credits for undergraduate graduation.

○ Graduates can register undergraduate courses.

▸ Maximum 6 credits can be acknowledged for Masters and Doctors students.

* Students should inquire their college and department and get approval of dean of the

  department or Head of major.

○ Repeating Courses

▸ Masters students can repeat courses they took previously as undergraduates.

▸ PhD students can repeat courses they took previously as Masters students.

▸ However, repeated courses cannot be acknowledged as graduation credits.

2. Retaking Courses

○ Standard for retaking courses(For undergraduates): courses graded C+ and below (C+~F)

○ Retaken course grade limitation(For undergraduates): Maximum "A0"

  (However, if a course is first taken before 2015,

  students can get "A+" as retaken course grade for only once.

  ※Graduate can retake graduate courses regardless of first grade.

○ Retaking 2022 Summer session courses

▸ If students retake same courses that they had taken in Summer session,

  students should register courses within course change period(Sept 1 ~ Sept 7 (Thu – Wed))

  in order to get acknowledgement for retaken courses.

▸ If courses are not acknowledged as retaken,

  students' department can correct course classification and get acknowledgment of

  retaken course during Sept 1(First day of class) ~ Sept 28 (1/4 of Class days)

3. Course Overlap Requirements

○ In principle, students cannot overlap courses in registration.

○ However, if students inevitably have to overlap courses, follow this guideline.

1) Register a course (which will be overlapped with the other course)

2) Get approval from all instructors of overlapped courses(by email/SMS/Kakaotalk, etc.)

3) Visit request link → Fill out information → Attach supporting documents → Submit

(Request Link)

▶ https://docs.google.com/forms/d/e/1FAIpQLSfSnCvERub4fuff6SI5QBRBpUDO_t9JRDGz_fDJhMJ3Lopgew/viewform?usp=sf_link

 (Request Period) (1st) Aug 18(Thu) ~ Aug 29(Mon)/ (2nd) Sept 1(Thu) ~ Sept 13(Tue)

- Fill out student information and details of overlapping courses

  (course number-lecture number-course title)

- Attachment: attach supporting documents which shows instructor's approval of each overlapping courses (e-mail/SMS/kakaotalk, etc.)

- If students couldn't register any of courses or course quota is full, get instructors approval for quota-exceeding registration in email and attach the file in the request link

※ Office of Academic Affairs will send e-mail to each students after course overlap is finished. (Aug 30~ Aug 31(Tue-Wed)/ Sept 14(Wed)

4. Course Registration Change Period (Sept 1 ~ Sept 7 (Thu-Wed))

○ Course registration change:
   students can change (register and delete) courses from registration list in CRS.

○ 'Available after cancellation' course registration:
   vacancies can be registered 3 designated times each day
   (Click the icon 'Available after cancellation' and check designated times)
    Course Registration Day 4-6: 10-11 AM/ 1-2 PM / 3-4 PM
    Course Change Period: 10-11 AM/ 1-2 PM/ 5-6 PM

5. Quota Exceeding Course Registration Request(QECRR)

Schedule	Process	Date	Time	Object
Quota exceeding course registration request	Student's request	Sept 1 – Sept 7 (Thu - Wed)	24 hours (On Sept 1, schedule starts at 08:30)	All students
	Instructor's approval	Sept 1– Sept 8 (Thu – Thu)		
	Student's registration confirmation	Sept 1 – Sept 13 (Thu – Tue)		

○ 3-step process (Previous 'Over-ride' form, Course registration adjustment')

1) Student's request - 2) Instructor's approval - 3) Student's registration confirmation

○ CRS – Course registration menu – Quota exceeding course registration request

○ Please save courses of Interest before requesting for quota exceeding registration

○ <u>If students don't confirm registration, course will not be registered.</u>

6. Course Registration for Students with Disabilities

○ Student with disabilities are able to register courses even the course quota is exceeded.

■ Major Courses with Extra conditions for Registration

□ Courses with Extra Registration Schedule

○ Registration will be deleted in following cases

‣ Students who are double major in, minor in following majors, or interdisciplinary program students register courses apart from designated date

‣ Students with other major register 'major requisite' courses of Business/Psychology as 'elective general'.

Department	Course Number	Course Title	Registration Schedule
Business School Department of Business	251.101 251.205 251.207A 251.209 251.301 251.326 251.303 251.306 251.321 251.424 M1338.003000 M2171.001900	Principles of Management Principles of Accounting Management Science Organizational Behavior Financial Management Management Information System Human Resource Management Managerial Accounting Marketing Management Strategic Management Operations Management Economics for Business	① Aug 9 ~ Aug 12(Tue-Fri) ‣ students whose major is business, students of College of liberal studies (business major) ② Aug 16(Tue) ‣ students double major in business students of interdisciplinary program (Technology/Venture management) ③ Aug 17(Wed) ‣ students whose major is business, students whose double major, minor is business students of College of liberal studies (business major) students of interdisciplinary program (technology/venture management) international exchange/visiting students (business major) domestic exchange students (business major) ※ Students with other major can register courses in course change period

Department	Course Number	Course Title	Registration Schedule
College of Social Sciences Department of Psychology	207.203 207.209 207.214 207.230 207.313 207.315 207.320A 207.422 M0000.020100 M1308.001800	Psychology of Personality Abnormal Psychology Introduction to Experimental Psychology & Lab. Social Psychology and Lab. Psychology of Language and Lab. Counseling Psychology Organizational Psychology Applied Experimental Psychology Psychological Science of Addiction Data Science in Human	① Aug 12(Fri) ‣ students whose first major is psychology (students of department of psychology, students of College of liberal studies) ‣ international/domestic exchange students of Department of Psychology ② Aug 16(Tue) ‣ students whose second major is psychology ③ Aug 17(Wed) ‣ All students