

Course Registration System Renewal

Introduction of the Pre-registration System

Office of Academic Affairs



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Introduction of the New System

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Background for Pre-registration System Implementation

What is Pre-registration?

A system where, before the regular first-come, first-served registration period begins, enrollment is confirmed early, for as many students as possible

* Not first-come, first-served / Registration and cancellation possible 24 hours within the period / Competition rate provided / Early round of class size adjustments

AS-IS

Student

Complaints about the late confirmation of courses and timetable due to the late course registration schedule

Faculty

Difficulty in operating classes due to the volatility in the number of students, which arises from the adjustment in class size even in the first week of the semester

Pre-registration system implementation

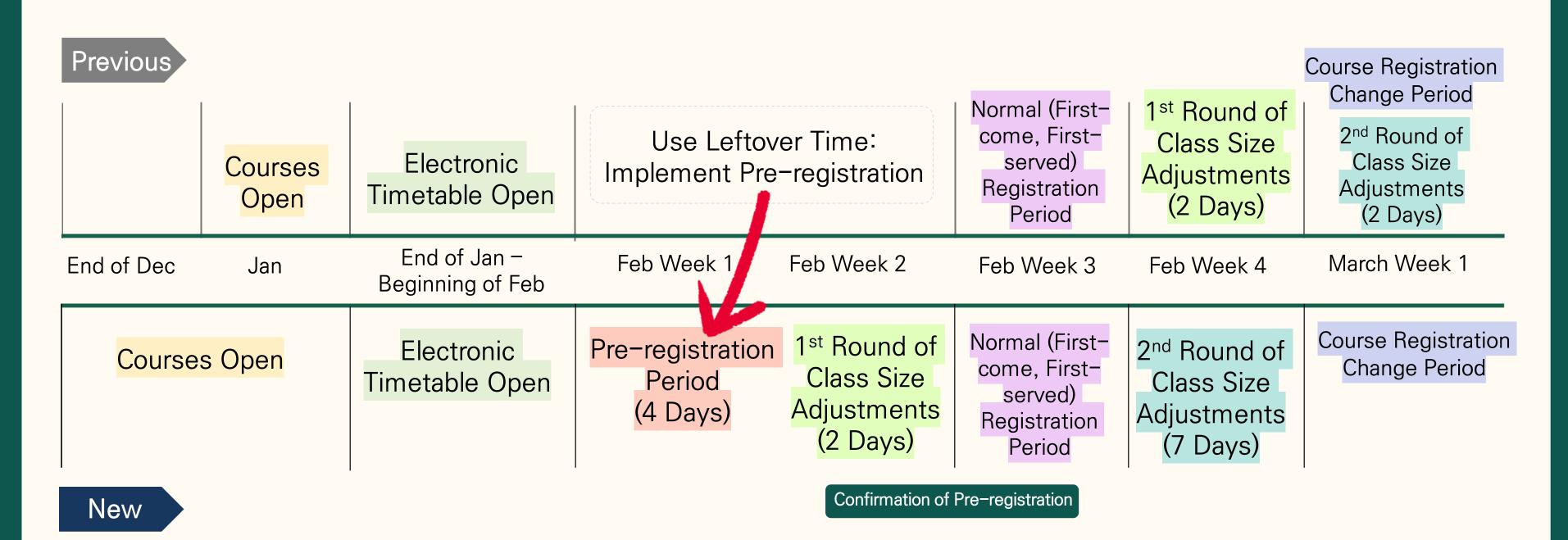
TO-BE

Reflect student demand for early confirmation of course registration

Reduce volatility in the number of students at the beginning of the semester through early round of class size adjustments → Stable operation in the first week

Reduce the burden on the course registration server

Pre-registration Schedule Outline



Course Registration Process

Pre-Registration Within the given period (registration available 24 hours within the period) May apply for an increase in class size for subjects with a competition rate of 1:1 or more 1st Round of Class Size Adjustments Proceed with class size adjustment Faculty 1st round of class size adjustments is applied to course T/O Case A Case B Course T/O ≥ Number of Applicants: Registration Confirmed Course T/O \ Number of Applicants: Complete Deletion Remaining available spots are opened for first-come, first-served registration First-come, Firstserved Registration (Dates are separated by grade as it is done now) Last Class Size Adjustment Before Semester Starts 2nd Round of Class * T/O separated by grade is combined Size Adjustments * Half of the remaining micro-degree non-major T/O & transfer student T/O are returned After 2nd round of class size adjustments is applied, Course Registration Change Period additional registration and registration change are available (1st Week of the Semester) * During the course registration unavailable period, all of the remaining micro-degree non-major T/O & transfer student T/O are returned

Details about Pre-registration

Courses

All Undergraduate / General Graduate Courses

- Courses that are not subject to pre-registration
 - 1 Courses in special/professional graduate programs 3 Transfer Student T/O

2 "CFTD" courses

- 4 Undergraduate 1st & 2nd Semester T/O
- Prerequisite credits for graduate students (However, "Academic Writing and Research Ethics" is subject to pre-registration)

Course T/O

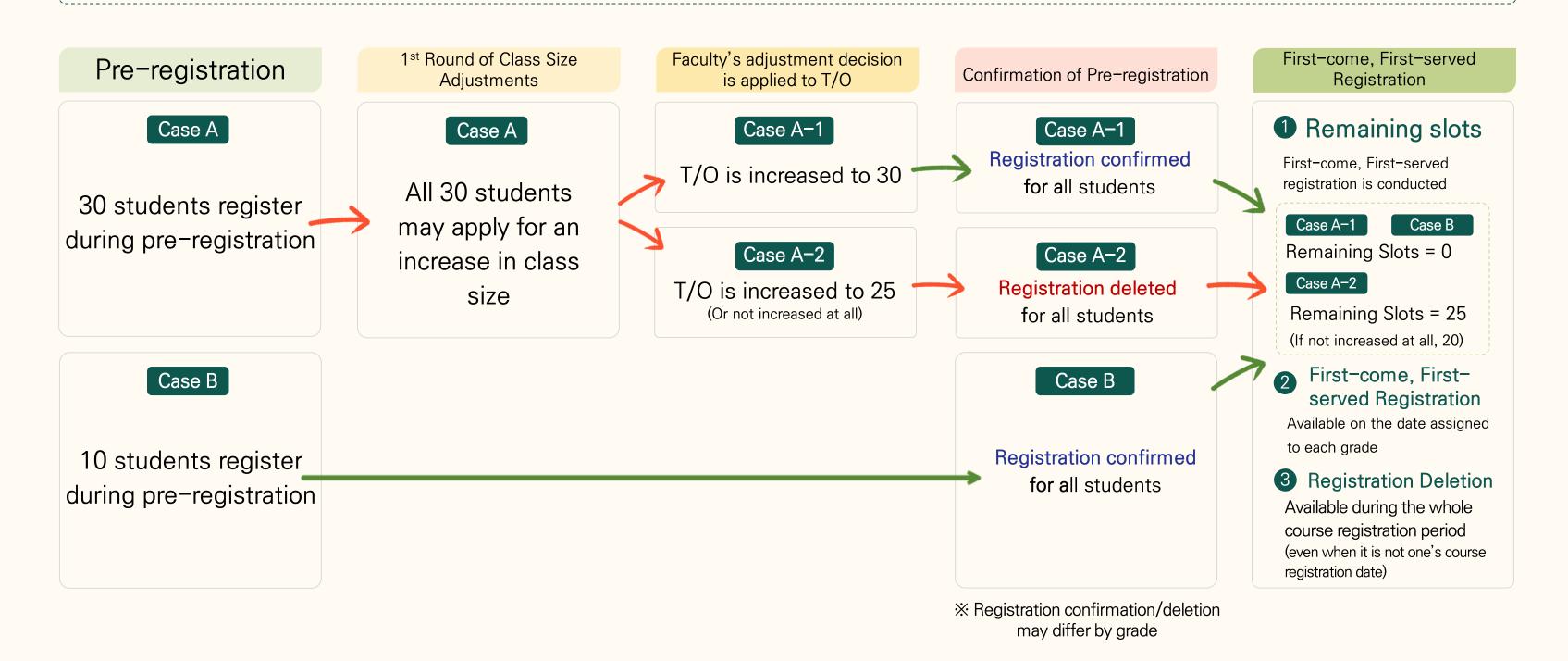
- Course T/O is divided by grade
- Competition rate can be viewed at all times

Pre-registration Period

- Conducted simultaneously for all grades
- Access available 24 hours within the period

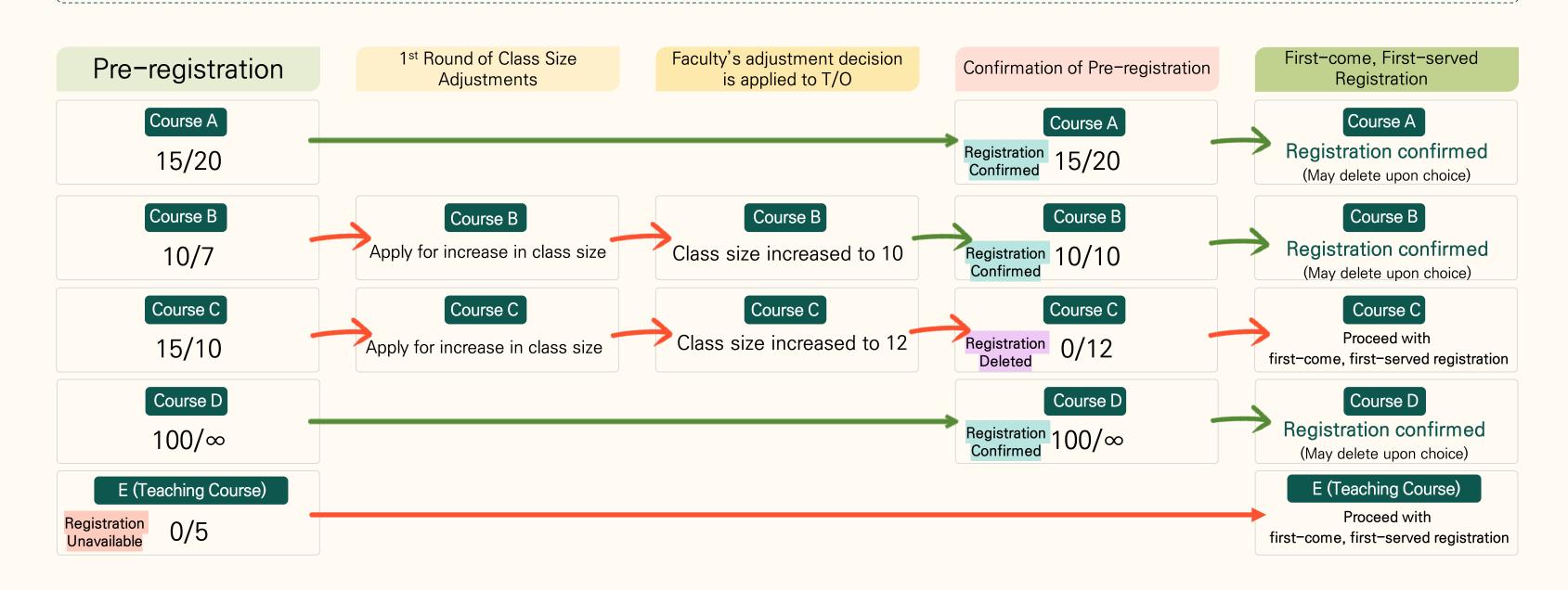
Example of Pre-registration

Course Registration Process for a Course with a T/O of 20 for 3rd & 4th Semester Students (Sophomores)



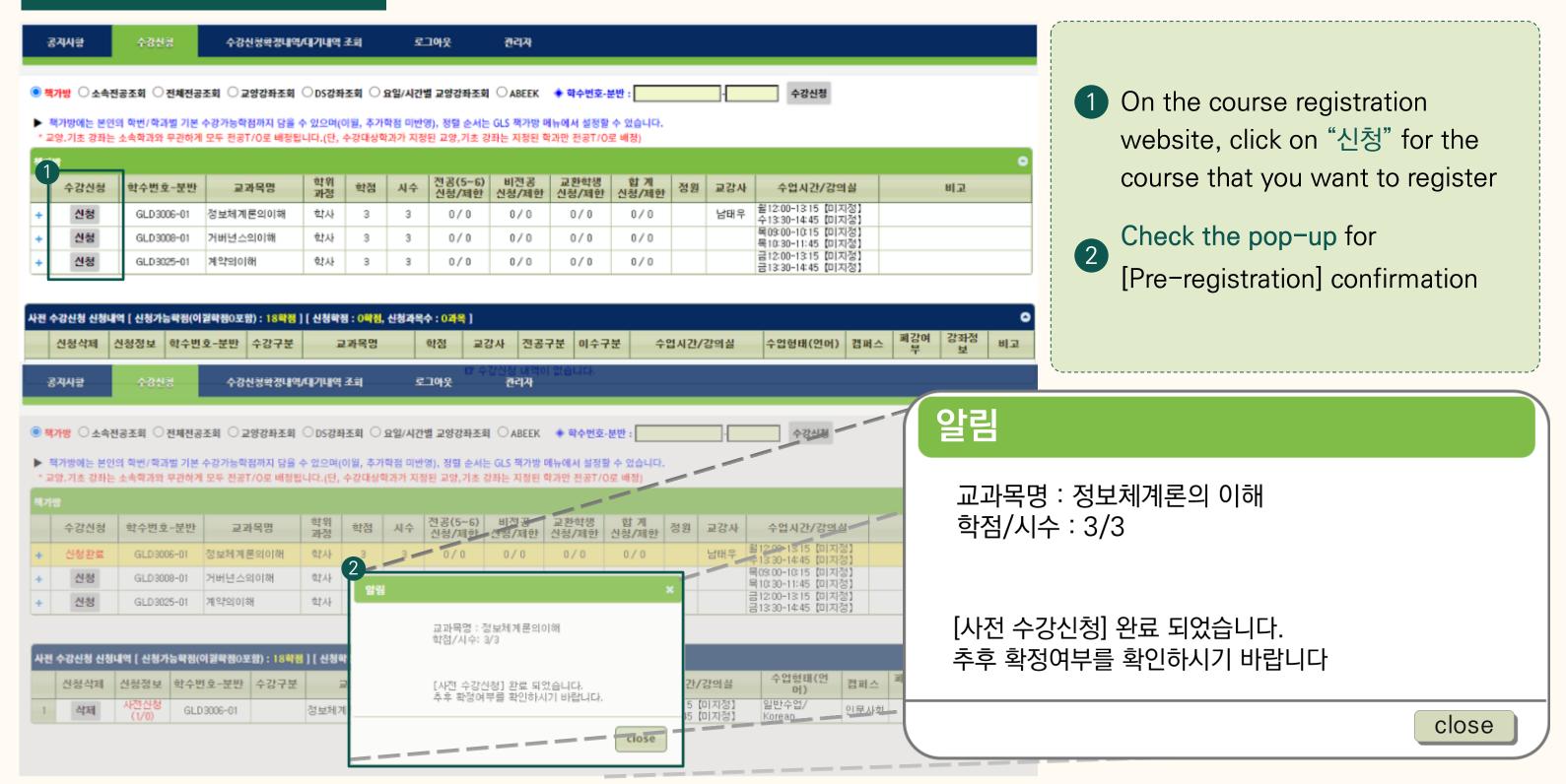
Example of Pre-registration

A student that needs to register for 5 courses





Undergraduates-PC





Undergraduates-PC





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GLD3006-01

- 1 [Pre-registration List]: Check the list of courses that you pre-registered
- 2 During the period, registration deletion and change is available

	신청삭제	신청정보	학수번호-분반	교과목명
1	삭제	사전신청 (10 / 5)		

- (3) [Registration Information]: Registered students and T/O is shown
 - Ex In the case of (10/5), out of the 5 T/O slots, 10 students registered
- 4 Final registration confirmation after 1st round of class size adjustments is applied
 - Confirmed courses: Registration information changes to"확정"
 - Other courses that are not confirmed are deleted

	신청삭제	신청정보	학수번호-분반	
1	삭제	확정		



Undergraduates-Mobile



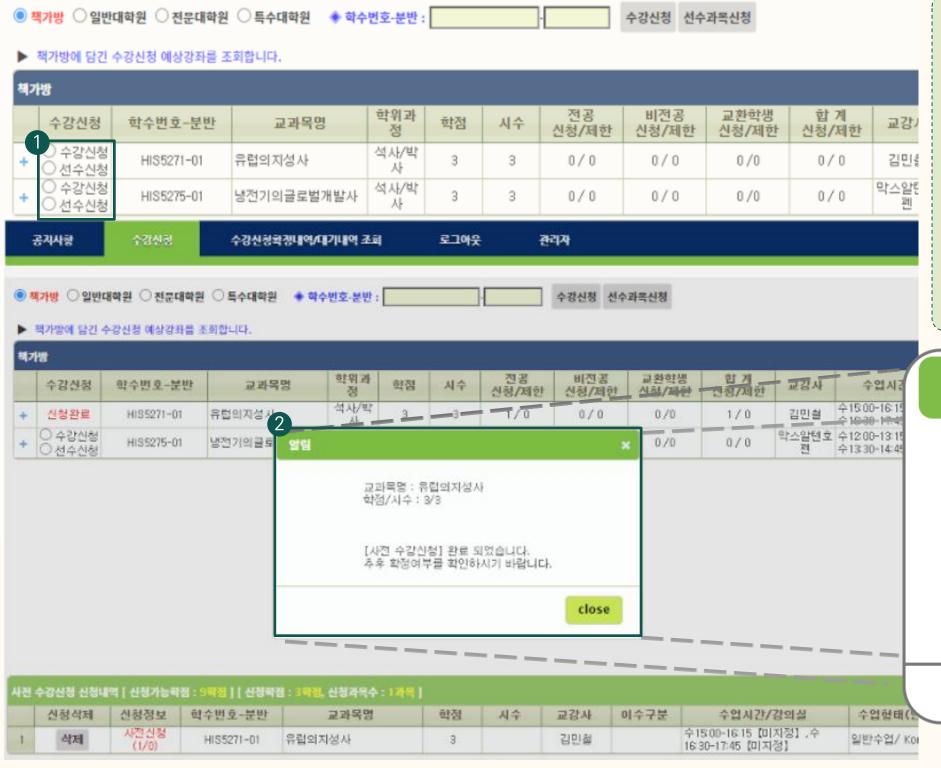


- [Course Registration(Confirmation)] Tab: Check pre-registration list
 - Pre-registered students and T/O are shown in the format of [Pre-registration n/N]
- 2 Registration deletion and change is available within the period

- Final registration confirmation after 1st round of class size adjustments is applied
 - Confirmed courses: shown as [확정]
 - Other courses that are not confirmed are deleted



General Graduate Students-PC



- 1 On the course registration website, click on "신청" for the course that you want to register
- Check the pop-up for [Pre-registration] confirmation

알림

교과목명 : 유럽의 지성사 학점/시수 : 3/3

[사전 수강신청] 완료 되었습니다. 추후 확정여부를 확인하시기 바랍니다

close



General Graduate Students-PC



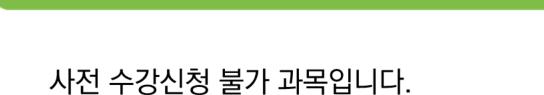
Notice

알림

- Prerequisite courses unavailable

 : If you click on "Prerequisite", a pop-up that says

 'Course unavailable for pre-registration' appears
- 2 [Exception] Academic Writing and Research Ethics: Available for pre-registration



(사전수강신청시 선수 수강신청 불가)

close



General Graduate Students-PC



- 1 [Pre-registration List]: Check the list of courses that you pre-registered
- 2 During the period, registration deletion and change is available

	신청삭제	신청정보	학수번호-분반	교과목명
1	삭제	사전신청 (10 / 5)		

- 3 [Registration Information]: Registered students and T/O is shown

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	신청삭제	신청정보	학수번호-분반	
1	삭제	확정		



General Graduate Students-Mobile





- [Course Registration(Confirmation)] Tab: Check pre-registration list
 - Pre-registered students and T/O are shown in the format of [Pre-registration n/N]
- 2 Registration deletion and change is available within the period

- 3 Final registration confirmation after 1st round of class size adjustments is applied
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Course Registration Schedule





Course Registration Schedule



3 March 2025





Course Registration Schedule

2025 Course Registration Schedule

- 1. Electronic Timetable Open: 2025. 1. 27.(Mon)
- 2. Pre-registration Schedule

* Registration Time: First day 10:00 ~ Last day 22:59

Classification	1 st Semester	2 nd Semester
Period	2.7.(Fri)~2.10.(Mon)	8.1.(Fri)~8.5.(Tues)

3. First-come, First-served Registration Schedule

	Number of	Registration Schedule		
Degree	Semester to be Enrolled	1 st Semester	2 nd Semester	
	3 rd ~ 4 th	2.19.(Wed)	8.18.(Mon)	
Under-	5 th - 6 th	2.20.(Thur)	8.19.(Tues)	
Graduate Students	Above 7 th	2.21.(Fri)	8.20.(Wed)	
	Freshmen / Transfer Students 1 st – 2 nd	2.22.(Sat)	8.21.(Thur)	
Inbound Transfer Students		2.18.(Tues)~2.22.(Sat)	8.14.(Thur)~8.21.(Thur) ※8.15.(Fri)~8.17.(Sun)	
Graduate Students			Excluded	

^{*} Registration Time: Every day 10:00 ~ 22:59

4. Class Size Adjustments

Classification		Student Registration Period	Faculty Input Period	Adjustment Confirmation and Announcement
1 st Round	1 st Semester	2.11.(Tues) ~2.12.(Wed)	2.12.(Wed) ~ 2.16.(Sun)	2.17.(Mon) 18:00
	2 nd Semester	8.6.(Wed) ~ 8.7.(Thur)	8.8.(Fri) ~ 8.12.(Tues)	8.13.(Wed) 18:00
2 nd Round	1 st Semester	2.18.(Tues) ~ 2.24.(Mon)	2.24.(Mon) ~ 2.27.(Thur)	2.28.(Fri) 18:00
	2 nd Semester	8.14.(Thur) ~ 8.22.(Fri)	8.22.(Fri) ~ 8.27.(Wed)	8.28.(Thur) 18:00

5. Registration Change Period

* Registration Time: 24 hours within the period

Classification	Course	Registration Change and Confirmation Period		
Classification	Course	1 st Semester	2 nd Semester	
Under– graduates and graduates alike	All Courses	3.4.(Tues) 08:00 ~ 3.10.(Mon) 22:59	9.1.(Mon) 08:00 ~ 9.6.(Sat) 22:59	
	Registration Unavailable	3.6.(Thur) 17:00 – 3.7.(Fri) 07:59	9.3.(Wed) 17:00 - 9.4.(Thur) 07:59	
	Class Close Confirmation	3.11.(Tues)	9.8.(Mon)	
	Extra Registration for Students in Closed Classes	3.12.(Wed) 10:00 ~ 22:59	9.9.(Tues) 10:00 ~ 22:59	

6. Assigned Registration Schedule for Soon-to-be Graduated Students

Classification	1 st Semester	2 nd Semester
Schedule	3.5.(Wed) ~ 3.8.(Sat)	9.2.(Tues) ~ 9.5.(Fri)