



서울대학교

Seoul National University Course Registration User Manual

Please make sure to practice course registration during pre-course registration period.

If you have any problem, contact Office of Academic Affairs(02-880-5042)



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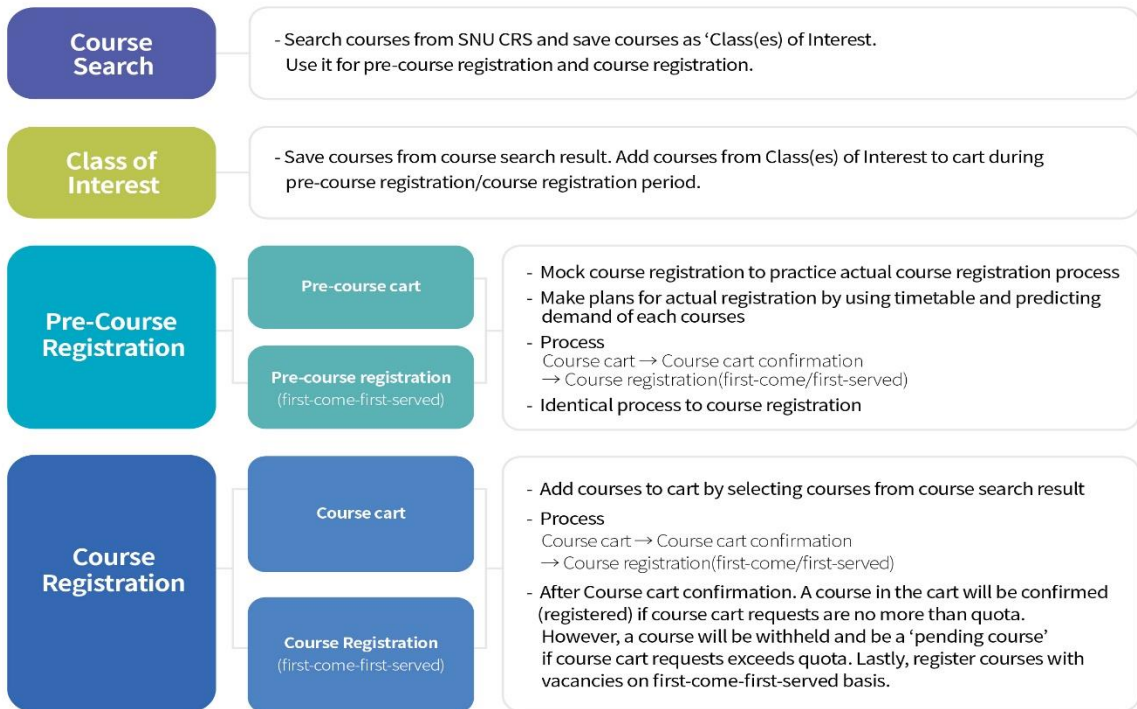
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Outline

Course Registration Services

Course Registration Major Services



1. Course Search

- If you are not logged in: course search is available (Press "Search" Button)
- If you are logged in, following functions would be available
 - Course search, Save as 'Class of Interest'
 - Pre-course registration / Course registration (depends on period)

2. Class of Interest

- Save courses as 'Class of Interest' after course search
- Use it for Time table simulation, pre-course registration, course registration

3. Pre-course Registration

- **MOCK registration** which gives students opportunities to practice registration process (It is **NOT an actual registration**)
- Process: Pre-course cart ► Pre-course cart Confirmation
 - Pre-course registration(first-come-first-served)
- Identical condition/settings compared to actual course registration

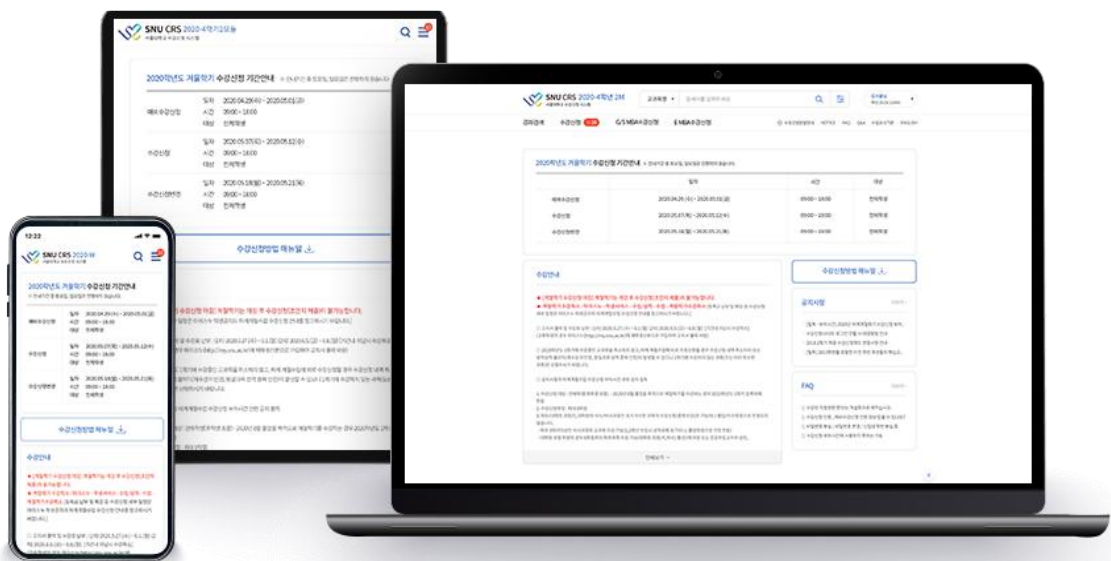
Major Changes of SNU Course Registration

4. Course Registration

- Check registration information: Limitations, Same/Alternative courses, Retaking courses, etc.
- Process:
 - Course cart shopping ▶ Course cart confirmation ▶ Course registration(First- come-first-served)
 - Course cart shopping (Day 1-2):
 - Course search, Add courses to Course cart from "Class of Interest"
 - Course Cart Confirmation (Day 3):
 - Registration will be confirmed after comparing number of course carts and course quota.
- ▶ If the number of course cart(s) is no more than course quota, all course carts will be confirmed and shown in course registration list.
- ▶ If the number of course carts exceeds course quota, all course carts will be withheld and the course will be designated as " Pending courses"
- Course registration(Day 4-6): first-come-first-served registration for vacancies
 - ※ On 1st day of First-come-first-served registration (= 4th day of course registration) Registration of "pending courses" will be limited to students added courses to cart

5. Course change

- Delete courses: Select and Delete courses in the course registration list
- Register new courses: Add courses by registration
 - ▶ 'Available quota after cancellation' mark
 - Once course quota has been reached and if vacancies are available due to cancellation, the mark would be shown under course title.
 - ▶ Register courses that marked 'Available quota after cancellation' registration is limited to 3 times in a day (In designated time)



■ Responsive web: Use CRS in various devices including PC, Mobile



1. Notes for Login & Registration

1. Notes for CRS login and Registration

SNU Course Registration System(CRS) URL

2020YearWinter Semester Course Registration Period Information
 ※ There is no Saturday or Sunday during the information period.

Categories of Course Registration	Date	Time	Target
2020 Winter Session Pre-course cart shopping	2020-10-22(THU) ~ 2020-10-22(THU)	08 : 30 ~ 16 : 00	All students(Except domestic exchange students)
2020. Winter Session Course cart Confirmation Process	2020-10-23(FRI) ~ 2020-10-23(FRI)	17 : 00 ~ 23 : 00	Course Cart Confirmation Process by Office of Academic Affairs
2020 Winter Session Pre-course shopping	2020-10-23(FRI) ~ 2020-10-23(FRI)	08 : 30 ~ 16 : 00	All students(Except domestic exchange students)
2020 Winter Session Pre-course Registration	2020-10-26(MON) ~ 2020-10-26(MON)	08 : 30 ~ 16 : 00	All students

Please log in

MySNU ID Number

Password

LOGIN

You can find your snu no. and password.
[Find ID / Find Password](#)

GUIDELINE ↓

Notice More >

- Busy time of the Registration..
- ★Course registration site logi..
- Busy time of the Registration..
- Busy time of the Registration..

■ Web site(SNU Course Registration System(CRS)) URL: <https://sugang.snu.ac.kr>

- SNU CRS: <https://sugang.snu.ac.kr>

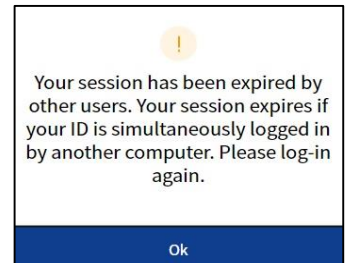
- Visit SNU portal mySNU then move to SNU CRS: <https://my.snu.ac.kr/>

1. Notes for CRS login and Registration

Notes for Course Registration

■ Prohibition of Multi Login

- Multi login through multi browsers
(with same student ID, same PC) is prohibited
- Multi login through multi PC (with same student ID) is prohibited
- Pop-up message will be shown to former login user,
if multi login trial is detected



■ Browser compatibility and Optimal Resolution

- Browser compatibility: Internet Explorer (above V. 11), Chrome, Safari, etc.
- Responsive web: CRS will be resized and displayed in all devices including PC, Mobile

■ Allow Pop up

- Tool – Internet Option – Personal Information – **Allow pop up** – Settings – **Add to Allow pop up list**
- Add website : <https://sugang.snu.ac.kr>
(There might be difference depending on browsers)

■ Limitation on double click for registration button

- You cannot double click registration button

■ Login time(Automatic logout and login extension)

- Login time: 10 minutes
- Automatic logout: Get back to CRS main page **after logging in for 10 minutes**
- Login extension
 - Login extension popup : Before **automatic logout in a minute**
 - **[Extend Login Now]**
 - ▶ Extend login for 10 minutes from present
 - ▶ location: Bottom of CRS website (PC), Bottom of right side of the menu (Mobile)



2. Process and Function(Abstract)

Course Registration Process

Course Registration Process

Pre-course registration

- Mock registration for practicing registration process
- Identical condition compared to actual course registration
- Process
Pre-course cart
Pre-course cart confirmation
Pre-course registration (First-come-first-served)

Day 1-2 Course Cart Shopping

- Shopping: Add courses to course cart
- Save as "Class of Interest"-Course cart
- Course search – Course cart
- No changes are possible after course cart shopping period.

Day 3 Course Cart Confirmation

- Systematic confirmation Conducted by Office of Academic Affairs
- Number of course carts are no more than course quota
→ **Confirmed**
= automatic course registration
- Number of course carts exceeds course quota
→ **Withheld**
= "Pending courses"
= Needs First-come-first-served registration

Day 4 First-come-first-served Course Registration (Day 1)

- First-come-first-served registration for courses with vacancies
- **"Pending courses"** can only be registered by students who add courses to course cart
- Courses that has reached their course quota will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible 3 times a day (In designated time)

Day 5-6 First-come-first-served Course registration (Day 2-3)

- First-come-first-served registration for courses with vacancies
- Courses that has reached their quota will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible 3 times a day (In designated time)

Course Registration Change & Quota Exceeding Course Registration Request

- Course change
Delete and add to course registration list
- Courses that has reached their quota will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible 3 times a day (In designated time)
- Quota exceeding course registration request
 - Request
 - Instructor's approval
 - **Registration Confirmation**

2. Function(Abstract)

2. Available Function(Abstract)

- Available functions varies due to Course registration schedule
- Classification: Ordinary time/ Pre-course registration period/
Course registration period(Course cart shopping/first-come-first-served course registration)


Classification	Function	Ordinary time	Preliminary Course Registration	Course cart Shopping period	Course registration period (First-come-first-served)
Course search	Simple search	O	O	O	O
	Advanced search	O	O	O	X
	Save as Class of Interest	O	O	O	O
	Preliminary course registration	X	O	X	X
	Course registration	X	X	O	O
Class of Interest	Class of Interest	O	O	O	O
	Preliminary course registration	X	O	X	X
	Course registration	X	X	O	O
Preliminary Course Registration	Preliminary course cart	X	O	X	X
	Preliminary course registration	X	O	X	X
	Preliminary course registration list	O	O	O	O
	Preliminary course registration change	X	O	X	X
Course Registration	Course cart	X	X	O	X
	Course registration	X	X	X	O
	Course registration list	O	O	X	O
	Course registration change	X	X	X	O



3. Function and Manual

3-1. Login

mySNU account Login



Title

Course Search | Course Registration | MBA Course Registration | E MBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

2020YearWinter Semester Course Registration Period Information

※ There is no Saturday or Sunday during the information period.

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2020 Winter Session Pre-course registration	2020-10-27(TUE) ~ 2020-10-27(TUE)	08:30 ~ 16:00	All students
2020 Winter Session Pre-course	2020-11-04(WED) ~ 2020-11-04(WED)	08:30 ~ 23:00	All students

Please log in

LOGIN

You can find your snu no. and password.
[Find ID / Find Password](#)

GUIDELINE [↓](#)

Notice

More >

- Busy time of the Registration..
- ★Course registration site logi..
- Busy time of the Registration..
- [2019.Summer] Notice for Liber..

FAQ [More >](#)

■ **Login with mySNU account** : Enter mySNU ID & Password

3-1. Login

mySNU Account Login

2020YearWinter Semester Course Registration Period Information
 ※ There is no Saturday or Sunday during the information period.

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2020 Winter Session Pre-course registration	2020-10-27(TUE) ~ 2020-10-27(TUE)	08:30 ~ 16:00	All students
2020 Winter Session Pre-course	2020-11-04(WED) ~ 2020-11-04(WED)	08:30 ~ 23:00	All students

Please log in

MySNU ID Number
 Password
LOGIN
 You can find your snu no. and password.
[Find ID / Find Password](#)

GUIDELINE ↓

Notice More >

- Busy time of the Registration..
- ★ Course registration site logi..
- Busy time of the Registration..
- [2019.Summer] Notice for Liber..

FAQ More >

Find mySNU account

- Find mySNU account by personal information (cell-phone/ private e-mail address) registered in portal mysNU (my.snu.ac.kr)

Changing Password

► Password Conditions

- length: 9~20 digits
- should contain more than 1 digit of alphabets, numbers, special characters

► Password Limitations

- should not include '+'(plus) character
- should not include more than 4 digits of same characters or numbers (EX: 0000, aaaa)
- should not include more than 4 digits of continual characters or numbers (Ex) 1234,abcd,9876, zyxw
- should not include more than 3 digits of numbers from student ID (Ex) If student ID is 2011-13579, you cannot use 201,011,111,113,135,357,579, etc)

3-1. Login

mySNU Account Login

Home

Find ID

The process of finding SNU ID varies according to the group you belong to. So choose the appropriate member group before entering your name and date of birth. You can not find SNU ID without this verification procedure.

User Type *

FACULTY&STAFF
 STUDENT&ALUMNI
 PUBLIC

Name

BIRTH-DAY

Select Auth Method *

Mobile(Verify via Mobile Phone Number)
 Digital Certificate
 SMS
 Email

Next

Home

Change Password

Enter your ID to find your password.

User Type *

SNU ID

Select Auth Method *

Mobile(Verify via Mobile Phone Number)
 Digital Certificate
 SMS
 Email

Next

■ Find ID and Change password

- Find ID

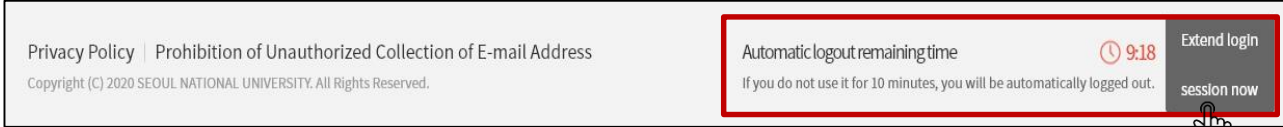
- 1) Fill in name, birthday(year-month-day Ex) 2000-01-01)
- 2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email

- Change Password

- 1) Fill in mySNU ID
 - 2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email
- ※ If you select SMS or Email, your cell phone number or email address should be registered in mySNU personal information in advance)

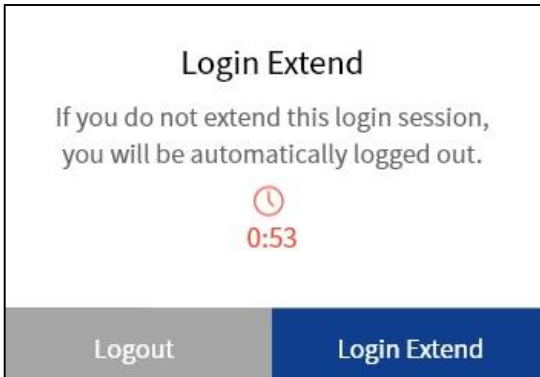
3-1. Login

Login Extension (PC)



■ Login extension (Bottom of CRS Website)

- Remaining time for automatic logout will be displayed in real time.
- [Extend Login session now] button: 10-minute log in extension after clicking button.

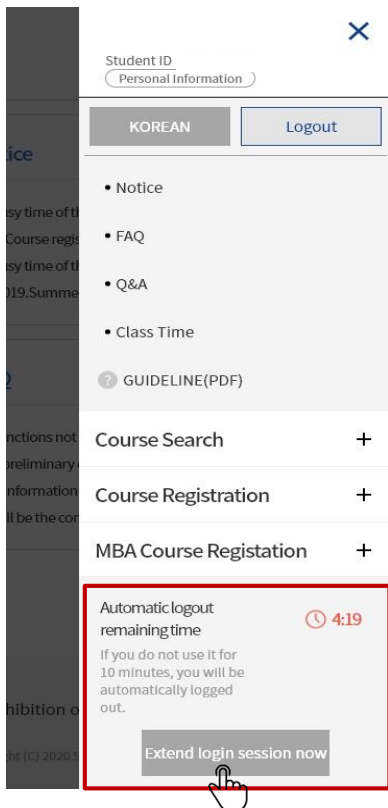


■ Automatic logout

- Login extension pop up will be shown 1 minute before automatic logout
- Logout / Login Extension
- If login is not extended, CRS main page will be shown

※ Login Extension Pop up

Login Extension (Mobile)



■ Login Extension

- Location: Click Right side > Bottom of menu
- Extend login
- Check remaining time before automatic logout

3-2. Personal Information

3-2. Personal Information

SNU CRS 2020 - Winter Semester Course Registration System

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A

Personal Information
Logout

■ Location

- Upper right side of CRS Website(Name and Student ID) → Click [Personal Information]

SNU CRS 2020 - Winter Semester Course Registration System

Course Search | Course Registration | G/S MBA Course Registration | EMBA Course Registration

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Personal Information

Personal Information	
College	Department
Student ID B111787	Name Jang, Jiwon
Program	Academic Year
Year of Entrance	No. of Registered Semesters
Major	Second Major
Double Majors	Interdisciplinary Programs
Joined Minor	Interdisciplinary Programs for Teaching Certification
Student-design major	Course Registration Schedule
Maximum Credits	Maximum Credits for change

Grades of previous year

Table of mandatory courses(major) >

Div	Previous semester	Previous two semesters
No Data		

- Students who can register up to 18 credits will have 3 additional credits if the average of all subjects(except S/U subject) of the latest 2 semesters is 3.3 or more. If you took the same subject both in the latest 2 semesters, the scores will be both added in the calculation.

- The personal info. listed here may be shown incorrectly until the preliminary course registration period and does not effect using the system at present.

■ Personal Information

- Personal Information is confirmed before preliminary course registration

- Listed Information

Degree(program), major, enrollment, registration credits, credits for changing courses, repeated courses etc.

※ Note for Personal Information

- If you are not included as "course registration subject" message "You are not course registration subject" could be shown.
- Grades of Previous 2 semesters:
 - grades of retaken courses are included
 - GPA of all courses(except S/U courses) will be calculated.

3-3. Class Time

3-3. Class Time

Class Time

Div	50-minute class(Start on the hour)	75-minute class(Start on the hour)	75-minute class(Start half past)
0 period	08:00-08:50		
1 period	09:00-09:50		09:30-10:45
2 period	10:00-10:50		
3 period	11:00-11:50	11:00-12:15	
4 period	12:00-12:50		12:30-13:45
5 period	13:00-13:50		
6 period	14:00-14:50	14:00-15:15	
7 period	15:00-15:50		15:30-16:45
8 period	16:00-16:50		
9 period	17:00-17:50		
10 period	18:00-18:50		
11 period	19:00-19:50		
12 period	20:00-20:50		

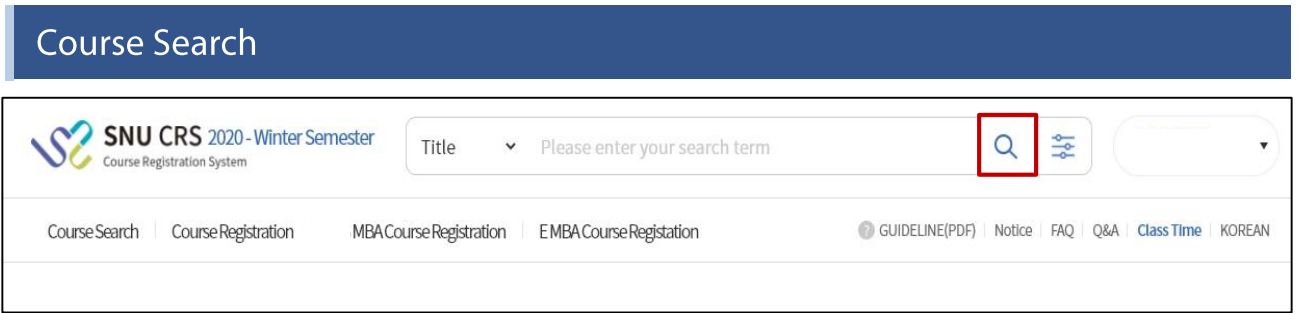
■ Class Time

- Class time show when each period stars and ends
- Class time is divided into 50-minute and 75-minute class



3-4. Course Search

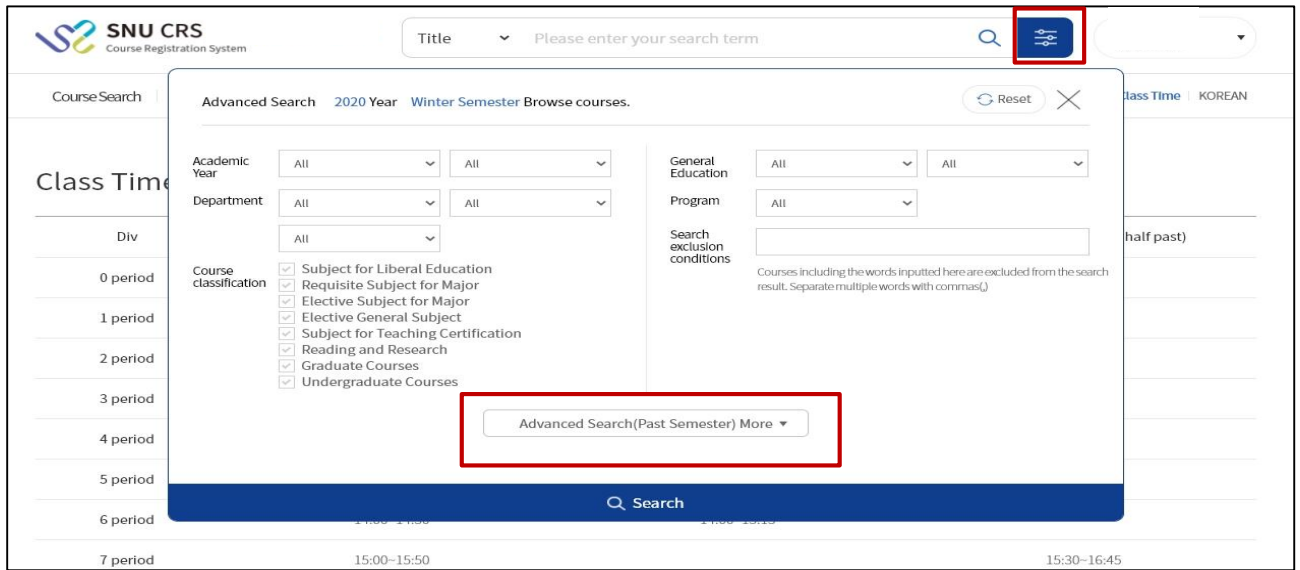
3-4. Course Search



■ Course Search (No need to log in)

- ※ Search all courses of current semester: click magnifier(Search icon)
- ※ Search specific courses of current semester: click simple/advanced search
- Location: Search engine of SNU CRS main page
- Function: search courses, use for class of interest, pre-course course cart/registration, course cart/registration
- Simple/Advanced search
- Simple search is default setting.

Search Condition



■ Simple Search

- Search condition: courses of current year and semester will be searched according to department, course classification, course number and course title.
- Reset conditions: reset all search conditions
- Advanced search: Click [advanced search(past semester)]

3-4. Course Search

Search Condition(Advanced Search)

The screenshot shows the 'Advanced Search' interface of the SNU CRS 2020 - Winter Semester Course Registration System. The search bar at the top contains the text 'Please enter your search term'. The 'Course Search' sidebar on the left lists class times from 0 to 12 periods. The main search area includes the following filters:

- Advanced Search:** 2020 (Year), Winter Semester (Year)
- Academic Year:** All (dropdown)
- Department:** All (dropdown)
- Program:** All (dropdown)
- Search exclusion conditions:** (highlighted with a red box, currently empty)
- Course classification:**
 - Subject for Liberal Education
 - Requisite Subject for Major
 - Elective Subject for Major
 - Elective General Subject
 - Subject for Teaching Certification
 - Reading and Research
 - Graduate Courses
 - Undergraduate Courses
- Credits:** [] ~ []
- Name of Instructor:** []
- Quota:** [] ~ []
- Number of registered students:** [] ~ []
- Grading Type:** All (dropdown)
- General Education:** All (dropdown)
- Location (Bid-Room):** All (dropdown), []
- Class Time:** All (dropdown), Day Choice (dropdown), [+]
- Lecture constituent:** All (dropdown)
 - English Lecture
 - Quota has not been reached
 - Grading Type Choosable

At the bottom of the search area, there is a button labeled 'Advanced Search(Past Semester) Close' and a 'Search' button.

■ Advanced Search







- Location: Course search – Simple search(세줄) – [Advanced Search(past semester)]
 - ※ function could be unavailable during special period including course registration time load
- Conditions: simple search conditions, credits, lecture room location, quota, class time, instructor(name), number of students registered courses, previous semester, etc.

3-4. Course Search

Course Search Result

■ Course search result

- Search result: instructor, department, number of students registered course/quota, credit, class time, available quota after cancellation, retaking courses, foreign language lecture, restricted mark(®)
- Click Course title then course details will be popped up.
- ☆ Star = Number of Class of Interest / Cart: Number of Course carts

Images	Function
 	Available quota after cancellation : Once course had reached quota, 'available quota after cancellation' mark will be shown if vacancies duo to cancellation.
 	Left Icon will be displayed if a lecture room is barrier-free room. Right Icon will be shown if foreign language used for the course.
 2750	This Icon shows number of students saved each course as 'Class of Interest'
 356	This icon shows number of course carts students added for each course.

3-4. Course Search

Course Details

✕

Course Details

Course DetailsCourse OutlineSyllabusCourse RestrictionGroup II CoursesAlternative

Subject for Liberal Education | Undergraduate | 1Academic Year
ki, Kye-hyeong | Dept. of Western History

Worlds of Knowledge - History and Philosophy
Course Title : Gender in Western History
L0547.002200 001
Cred.-Lec.-Lab. 3-3-0

Course Details

Quota	50	Tuition Fee per credit of Summer/Winter session	40500
Language of Instruction	Korean	Grading Type	A-F

Lecture Type

Class format per class period (Lecture room, Bldg-Room)		
---	--	--

Course Information

Grade-on-a-curve Classes	NO	Restricted Course	NO
--------------------------	----	-------------------	----

■ Course details

- Click course title in course search result > course details pop up
- Information in course details
 - Course details, syllabus, course restriction, Group II courses, same/alternative courses
 - Class time & lecture room, retaking courses
 - Remark: Specific details or explanation for taking courses



3-5. Course Registration Button

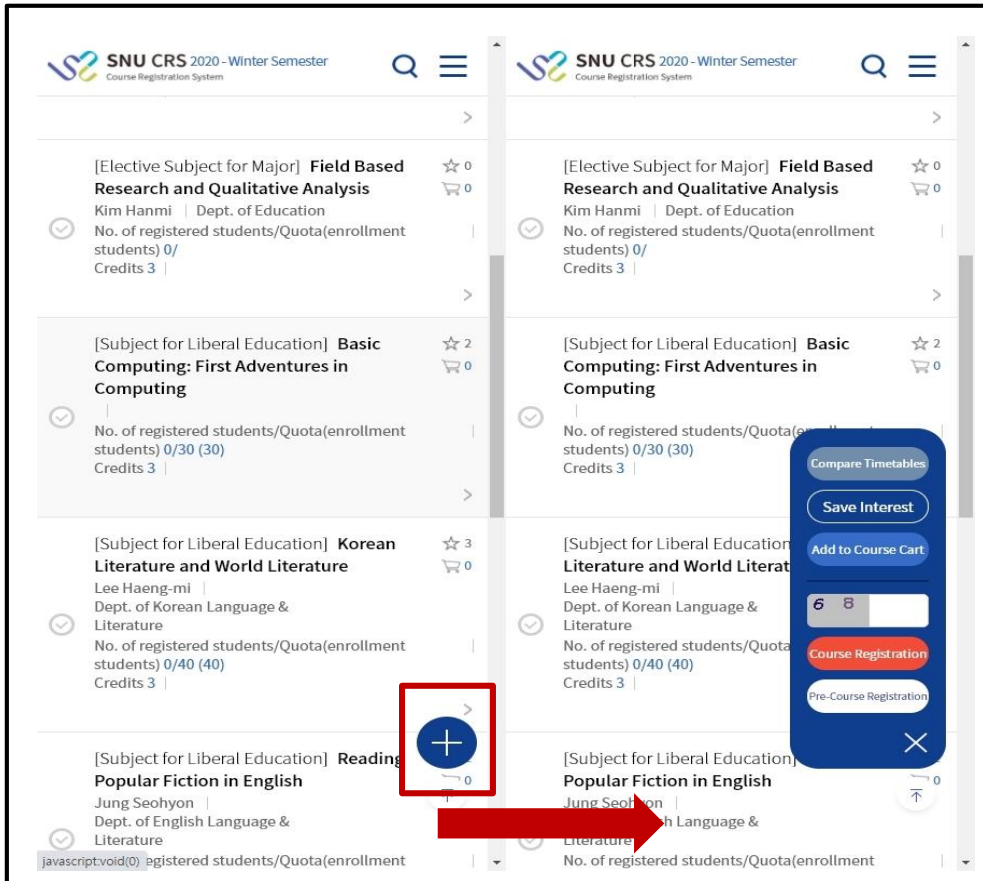
3-5. Course Registration Button

Course Registration Button(PC)



- Compare Timetables
- Select courses and compare timetables
- Save as Class of Interest
- Add to Course cart
- Day 1-2 of Course registration
- Course Registration / Pre-Course Registration
- Enter 2-digit security number and Click Button

Course Registration Button(Mobile)



■ Course Registration Button(Mobile)

- Normally: Button is compactly displayed as [+] button
- Click and tab [+] button: course registration button will be fully displayed

3-6. Class of Interest

3-6. Class of Interest

Class of Interest

SNU CRS 2020 - Winter Semester
Course Registration System

Title Please enter your search term

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

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[Subject for Liberal Education] **Basic Computing: First Adventures in Computing** ☆ 2
No. of registered students/Quota(enrollment students) 0/30 (30) | Credits 3 | 0

[Subject for Liberal Education] **Korean Literature and World Literature** ☆ 3
Lee Haeng-mi | Dept. of Korean Language & Literature
No. of registered students/Quota(enrollment students) 0/40 (40) | Credits 3 | 0

[Subject for Liberal Education] **Reading Popular Fiction in English** ☆ 2
Jung Seohyon | Dept. of English Language & Literature
No. of registered students/Quota(enrollment students) 0/40 (40) | Credits 3 | 0

Compare Timetables
Save Interest
Add to Course Cart
6 8
Course Registration
Pre-Course Registration

■ Class of Interest

- Save as Class of Interest: Select a course - [Save Class of Interest] Button

- Use for course cart/registration:

Select a course form Class of Interest list - Add to Course cart/ Course registration

※ Note for Class of Interest

- All courses can be saved as class of interest.
- Maximum 30 courses can be saved as class of interest every semester.

3-6. Class of Interest

Class of Interest

Classes Of Interest

Buttons: Delete, Excel, **Timetable**

Total Credits 34Credits / Total Classes 12Counts

[Subject for Liberal Education] **Advanced English: Presentation**
| Department of English Language and Literature

✓ No. of registered students/Quota(enrollment students) 23/24 (24) | Credits 2 | ☆ 54 >

Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

■ View Timetable

- Select courses from Class(es) of Interest list – Click [View Timetable] button
- Pop up shows timetable of selected course from Class(es) of Interest list

Timetable

- Courses of Interest are shown in the timetable
- Check if there are no course overlaps in the timetable.

	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12						
13	Advanced English: Presentation 002-104		Advanced English: Presentation 002-104		Advanced English: Presentation 002-104	
14						
15						

Time table of courses selected from Classes of Interest list



3-7. Preliminary Course Registration

3-7. Preliminary Course Registration

Preliminary Course Registration (Pre-course Registration)

Steps	Pre-course Registration Schedule	Explanation
1	Pre-course cart	- Add courses to course cart (Not First-come-first-served)
2	Pre-course cart confirmation (Office of Academic Affairs)	- If course cart requests are no more than course quota, course carts will be confirmed courses will be registered correspondingly. - If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
3	Pre-course registration (First-come-first-served) (Day 1)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked " Available quota after cancellation " - Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time) - " Pending courses " can only be registered by students who had already added courses to course cart
4	Pre-course registration (First-come-first-served) (Day 2)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked " Available quota after cancellation " - Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time)

- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search
- Pre-course registration had nothing to do with actual registration.
- Pre-course registration schedule could be shortened according to academic calendar.

3-7. Pre-course Registration

Pre-course Registration

■ Pre-course registration

- Mock course registration to practice course registration process
- Identical condition compared to course registration
(Course cart shopping – course cart confirmation – course registration(first-come-first-served))

Pre-course cart

The screenshot shows a web interface for course registration. At the top, there are navigation links: 'Course Search', 'Course Registration', 'MBA Course Registration', and 'EMBA Course Registration'. On the right, there are utility links: 'GUIDELINE(PDF)', 'Notice', 'FAQ', 'Q&A', 'Class Time', and 'KOREAN'. The main content area displays a list of courses. The first course, '[Subject for Liberal Education] Basic Computing: First Adventures in Computing', is highlighted with a red box around its selection icon (a circle with a checkmark) and a red circle with the number '1' next to it. To the right of this course, there is a red circle with the number '2' next to the 'Save Interest' button in the sidebar. The sidebar on the right contains several buttons: 'Compare Timetables', 'Save Interest', 'Add to Pre-Course Cart', a search input field with '86' entered, 'Course Registration', and 'Pre-Course Registration'. Below the first course, two other courses are listed: '[Subject for Liberal Education] Korean Literature and World Literature' and '[Subject for Liberal Education] Reading Popular Fiction in English'. Each course entry includes the instructor's name, department, and the number of registered students out of the total quota, along with the number of credits.

■ Add courses to Pre-course cart

- Course search result / List of Class(es) of Interest
- ① Select a course ② Click Add to Course cart

3-7. Pre-course Registration

Preliminary Course Cart (Pre-course Cart)

Preliminary Course Cart

※ Any changes are invalid after the deadline. The system will confirm course registration when quotas of courses are satisfied.
 ※ Any changes after the 'Add to Preliminary Course Cart' period will not be applied to the Preliminary Course Cart.

Available 6Credits / Current Course Credits 3Credits

Classes Of Interest >

Table of mandatory courses(major) >

Preliminary Course Cart Timetable

Print Timetable >

[Subject for Liberal Education] **Latin 1**

Hoyoung Yang | Interdisciplinary Program in Western Classics

☆ 120 >

No. of registered students/Quota(enrollment students) 23/35(35)

Credits 3

Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
13						
14						
15						
16						

■ Pre-course cart

- Sort order of course carts
 - Courses that cart requests exceed course quota comes first.
 - These courses will be 'pending courses'
 - Students will register them on first-come-first-served basis on Day 4.
 - Courses that cart requests are no more than course quota comes later.
 - All cart requests of these courses will be confirmed and leads to course registration.
- Comparison of course cart request and course quota
 - If cart requests exceed course quota: cart request will be marked **Red**.
 - If cart requests are no more than course quota: cart request will be marked **Blue**.
- Delete from course cart: Select a course from course cart list - Delete
- Class of Interest: Save courses from course cart as Class or interest
- Table of mandatory(major): check mandatory majors and status.
- Timetable: see and print out timetable of courses from course carts.

3-7. Pre-course Registration

Pre-course Registration (First-come-First-served)

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

1 Pre-Course Registration

Available 6Credits / Registered 6Credits / Registered 2classes

2 [Subject for Liberal Education] **Basic Computing: First Adventures in Computing** ☆ 232 >

Byun, Haesun

No. of registered students/Quota(enrollment students) 26/30(30) | Credits 3 |

Tue.(09:00-11:50) Tue.(13:00-15:50) Thur.(09:00-11:50) Thur.(13:00-15:50)

3

Steps	Pre-course Registration Schedule	Explanation
1	Pre-course cart	Add courses to course cart (Not First-come-first-served)
2	Pre-course cart confirmation (Office of Academic Affairs)	<ul style="list-style-type: none"> If course cart requests are no more than course quota, course carts will be confirmed courses will be registered correspondingly. If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
3	Pre-course registration (First-come-first-served) (Day 1)	<ul style="list-style-type: none"> Course registration(first-come-first-served) on vacancies. Courses that had reached their course quota will be marked "Available quota after cancellation" Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time) "Pending courses" can only be registered by students who had already added courses to course cart
4	Pre-course registration (First-come-first-served) (Day 2)	<ul style="list-style-type: none"> Course registration(first-come-first-served) on vacancies. Courses that had reached their course quota will be marked "Available quota after cancellation" Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time)

- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search
- Pre-course registration had nothing to do with actual registration.
- Pre-course registration schedule could be shortened according to academic calendar.

3-7. Pre-course Registration

Pre-course Registration List

Preliminary Course Registration List

Delete Excel Available 6Credits / Registered 5Credits / Registered 2classes

[Undergraduate Courses] Latin 1

Hoyoung Yang |

Interdisciplinary Program in Western Classics



No. of registered students/Quota(enrollment students) 23/35 (35)

Credits 3

Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

☆ 120 >

[Undergraduate Courses] Advanced English: Presentation

Department of English Language and Literature



No. of registered students/Quota(enrollment students) 5/24 (24)

Credits 2

Mon.(15:00~17:50) Wed.(15:00~17:50) Fri.(15:00~17:50)



☆ 45 >

Preliminary Course Timetable

Print Timetable >

Time Period	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12						
13	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
14						
15	Advanced English: Presentation 002-104		Advanced English: Presentation 002-104		Advanced English: Presentation 002-104	
16						
17						
18						

■ Pre-course registration list

- Check pre-course registration list
- See and print out timetable of pre-course registration

■ Cancel(Change) pre-course registration list

- Pre-course registration list – Select a course – Delete



3-8. Course Registration

3-8. Course Registration

Course Registration

Day	Course Registration Schedule	Explanation
1-2	Course cart (Course registration Day 1-2)	- Add courses to course cart (NOT first-come-first-served)
3	Course cart confirmation By Office of Academic Affairs (Course registration Day 3)	- If course cart requests are no more than quota, course carts will be confirmed courses will be registered correspondingly. - If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
4	Course registration (=Course registration Day 4) (=First-come-first-served course registration Day 1)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked " Available quota after cancellation " - Registration of "Available quota after cancellation" is possible 3 times a day (Click the icon and check exact time) - " Pending courses " can only be registered by students who had already added courses to course cart
5-6	Course registration (=Course registration Day 5-6) (First-come-first-served) course registration Day 2-3)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached quota will be marked " Available quota after cancellation " - Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time)
- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search		

3-8. Course Registration

Course cart (Add courses from Class of Interest)

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration | GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Classes Of Interest

Delete | Excel | Timetable | Total Credits 6Credits / Total Classes 2Counts

<input checked="" type="checkbox"/>	[Subject for Liberal Education] Understanding Popular Art Kye, Young Kyoung Dept. of Aesthetics No. of registered students/Quota(enrollment students) 0/50 (50) Credits 3	☆ 2 🛒 0	>	<input type="button" value="Compare Timetables"/> <input checked="" type="button" value="Add to Course Cart"/> 1 4 <input type="button" value="Course Registration"/> <input type="button" value="Pre-Course Registration"/>
<input checked="" type="checkbox"/>	[Subject for Liberal Education] Gender in Western History ki, Kye-hyeong Dept. of Western History No. of registered students/Quota(enrollment students) 0/50 (50) Credits 3	☆ 5 🛒 0	>	

■ Add course cart from Class of Interest

- Period: Course Registration Day 1-2
- Steps
 - ① Select a course from 'Class of Interest' list
 - ② Click "Add to Course cart"
- Success message pop up after adding a course to course cart
 - Move to Course cart
 - No, stay on the page: keep searching and adding courses to course cart.

The course is added to course cart.
Move to Course Cart now?

No, stay on the page | Go to Course Cart

Success message pop up
after adding a course to course cart

3-8. Course Registration

Course cart (Add courses from Course search)

SNU CRS Course Registration System

Title Please enter your search term

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

[Subject for Liberal Education] Great Books Reading Seminar
Lim Boo Yeon | ☆ 1 | 0 | > | Compare Timetables | Save Interest | Add to Course Cart | 54 | Course Registration | Pre-Course Registration
No. of registered students/Quota(enrollment students) 0/25 (25) | Credits 3 |

[Subject for Liberal Education] Great Books Reading Seminar
Kim, Kwangsik | ☆ 0 | 0 | > |
No. of registered students/Quota(enrollment students) 0/25 (25) | Credits 3 |

[Subject for Liberal Education] Great Books Reading Seminar
Park, Hyunhee | ☆ 1 | 0 | > |
No. of registered students/Quota(enrollment students) 0/25 (25) | Credits 3 |

■ Add courses from Course search

- Period: Course registration day 1-2
- Steps:
 - ① Course search
 - ② Select a course from search result
 - ③ Click [Add to course cart]
- Success message pop up after adding a course to course cart
 - Move to Course cart
 - No, stay on the page: keep searching and adding courses to course cart.

The course is added to course cart.

Move to Course Cart now?

No, stay on the page | Go to Course Cart

Success message pop up
after adding a course to course cart

3-8. Course Registration

Restrictions on Course Cart Shopping

■ Restrictions on adding courses to course cart

- If a course has restrictions, adding courses to cart would be impossible.

▶ Types of course restrictions

1) Course registration limit : All students cannot register the course from SNU CRS

2) Registration available only for Foreign students

3) Registration available only for students retaking courses

4) Registration available only for students retaking courses

▶ Restrictions on students (**course details > remark**)

Course would be restricted according to restriction remark
(department, entrance year, major, etc.)

▶ Exceeding available credits for course registration

3-8. Course Registration

Course Cart List

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration
GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Course Cart

※ Any changes are invalid after the deadline. The system will confirm course registration when quotas of courses are satisfied.
 ※ Any changes after the 'Add to Course Cart' period will not be applied to the Course Cart.

Available 6Credits / Current Course Credits 3Credits

Classes Of Interest >

Table of mandatory courses(major) >

[Subject for Liberal Education] **Latin 1**
 Jun Yeob Lee |
 Interdisciplinary Program in Western
 Classics ☆ 151 >
 No. of registered students/Quota(enrollment students)
 36/35(35)
 Credits 3
 Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

Course Cart Timetable

Print Timetable >

	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12	Latin 1 014-204		Latin 1 014-204		Latin 1 014-204	
13						
14						
15						
16						

■ Course Cart List

- Course cart: Add and delete courses during course registration day 1-2
 - ※ Cart shopping deadline: after deadline, all courses cannot be added or deleted from cart
- Credits available for course cart: same credits available for course registration
- Credits added for Course cart: shown only during course registration day 1-2
- Sort order of course carts
 - Courses that cart requests exceed course quota comes first.
 - These courses will be 'pending courses'
 - Students will register them on first-come-first-served basis on day 4.
 - Courses that cart requests are no more than course quota comes later.
 - All cart requests of these courses will be confirmed and leads to course registration.
- Comparison of course cart request and course quota
 - If cart requests exceed course quota: cart request will be marked **Red**.
 - If cart requests are no more than course quota: cart request will be marked **Blue**.
- Delete from course cart: Select a course from course cart list - Delete
- Class of Interest: Save courses from course cart as Class or interest
- Table of mandatory(major): check mandatory majors and status.
- Timetable: see and print out timetable of courses from course carts.

3-8. Course Registration

Course Registration (First-come-first-served) (Register from 'Pending courses')

■ Course Registration from 'Pending Courses' (Course Registration Day 4 = Course Registration(First-come-First-served) Day 1)

- Pending courses

- = Courses that cart requests exceeds course quota will be withheld for registration on course registration Day 3(Course cart confirmation)
- = Courses need to be registered in first-come-first-served basis
- = Courses will be marked in 'Pending Courses' tab(①) in course registration menu

※ On course registration Day 4(=course registration(first-come-first-served) day 1) Only student added courses to course cart can register 'pending courses'

Except pending courses, rest of the courses with vacancies can be registered on first-come-first-served basis.

- On course registration day 5-6(=course registration(first-come-first-served) day 2-3) All courses with vacancies can be registered on first-come-first-served basis.

- Available quota after cancellation(Vacancies)

- Once courses that registration number has reached their quota, and if vacancies are available due to cancellation would be marked as 'Available quota after cancellation.'

· Registration of course marked 'Available quota after cancellation'

- : available 3 times each day during course registration period(first-come-first-served)
- : click 'available quota after cancellation' icon then check out designated times.

- Course registration

Select a course – Enter security number(2-digit) – Click Course registration

- Success pop up: Continue registration/ Move to course registration list

Success pop up after course registration

3-8. Course Registration

Course Registration (Register from 'Class of Interest')

■ Course Registration from 'Class of Interest'

- Route: Course registration > Class of Interest
- Register courses without moving to 'Class of Interest' page
- Course registration(first-come-first-served): register courses with vacancies.
- Available quota after cancellation(Vacancies)
 - Once course registration number has reached course quota, vacancies available due to cancellation would be marked as 'Available quota resulting from cancellation.'
- **Registration of course marked 'Available quota after cancellation'**
 - : available 3 times a day during course registration period(first-come-first-served)
 - : click 'available quota resulting from cancellation' icon then check out designated times.
- Course registration
 - Select a course – Enter security number(2-digit) – Click Course registration
- Success pop up : Continue registration/ Move to course registration list

Your course registration has been successful.

Move to Course Registration List?

Continue with Course
Move to Course

Success pop up after course registration

3-8. Course Registration

Course Registration (First-come-First-served) (Register from Course Search)

The screenshot shows the 'Course Registration' page with navigation tabs for 'Course Search', 'Course Registration', 'MBA Course Registration', and 'EMBA Course Registration'. It includes utility links like 'GUIDELINE(PDF)', 'Notice', 'FAQ', 'Q&A', 'Class Time', and 'KOREAN'. The main content area has tabs for 'Pending courses(in course cart)', 'Classes Of Interest', 'by searching course' (selected), and 'by inputting course'. Below these is a search bar with a 'Title' dropdown and a 'Search' button. The course listings show two entries for 'College English 2: Writing' with details on instructors, department, student quotas, credits, and class times. A 'Course Registration' button with a '59' counter is visible on the right.

■ Course Registration(First-come-first-served) from Course search

- Route: Course Registration > Course search
- Steps
 1. Check classification 'Course Title'/ Course number search engines underneath
 2. Select a course from search result
 3. Enter security number(2-digit)
 4. Click Course registration
- Available quota after cancellation(Vacancies)
 - Once course registration number has reached course quota, vacancies available due to cancellation would be marked as 'Available quota after cancellation.'
 - **Registration of course marked 'Available quota after cancellation'**
 - : available 3 times each day during course registration period(first-come-first-served)
 - : click 'available quota after cancellation' icon then check out designated times.
- Success pop up : Continue registration/ Move to course registration list

The success pop-up message reads: "Your course registration has been successful. Move to Course Registration List?". It features two buttons: "Continue with Course" and "Move to Course".

Success pop up after course registration

3-8. Course Registration

Course Registration (First-come-first-served) (Register from Course Number Search)

The screenshot shows the 'Course Registration' page. At the top, there are navigation links: 'Course Search', 'Course Registration', 'MBA Course Registration', and 'EMBA Course Registration'. On the right, there are utility links: 'GUIDELINE(PDF)', 'Notice', 'FAQ', 'Q&A', 'Class Time', and 'KOREAN'. Below the navigation is the title 'Course Registration'. There are four tabs: 'Pending courses(in course cart)', 'Classes Of Interest', 'by searching course', and 'by inputting course'. The 'by inputting course' tab is selected. Below the tabs, it says 'Available 6Credits / Registered 3Credits / Registered 1classes'. There are two input fields labeled 'Number' and 'No.'. To the right of the input fields is a blue button with '3 6' and a red 'Course Registration' button.

■ Course Registration(First-come-first-served) from Course Number Search

- Route: Course Registration – Course Number Search
- Steps
 1. Enter Course number and lecture number
 2. Enter Security number(2-digit)
 3. Click [Course Registration]
- ※ Course registration will be proceeded without showing course search
- Available quota after cancellation(Vacancies)
 - Once course registration number has reached course quota, vacancies available due to cancellation would be marked as 'Available quota after cancellation.'
 - **Registration of course marked 'Available quota after cancellation'**
 - : available 3 times each day during course registration period(first-come-first-served)
 - : click 'available quota after cancellation' icon then check out designated times.
- Success pop up: Continue registration/ Move to course registration list

The success pop-up message says: 'Your course registration has been successful.' Below this, it asks 'Move to Course Registration List?'. There are two buttons: 'Continue with Course' and 'Move to Course'.

Success pop up after course registration

3-8. Course Registration

(Mobile) Course Registration (First-come-first-served)

SNU CRS 2020 - Winter Semester
Course Registration System

Course Registration ▾

Pending courses(in by searching course	Classes Of Interest by inputting course
---	--

Available 6Credits / Registered 3Credits
/Registered 1classes

[Subject for Liberal Education] **Latin 1** ☆ 151
Jun Yeob Lee |
Interdisciplinary Program in Western
Classics
No. of registered students/Quota(enrollment
students) 36/35(35)
Credits 3 |
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.
(12:00~14:50) >

1Counts

Privacy Policy
Prohibition of Unauthorized Collection of E-mail
Address

2.4

Course Registration

javascript:void(0)

■ Mobile Course Registration

- Top of Page: Course registration methods
- Bottom of Page
 - Enter Security number(2-digit) 입력
 - Click [Course Registration] (Fixed Button)

3-8. Course Registration

Restrictions on Course Registration (First-come-first-served)

■ Restrictions on registering 'pending courses'

- Pending courses

: Courses that cart requests exceeds course quota will be withheld for registration on course registration Day 3(Course cart confirmation)

: Courses need to be registered in first-come-first-served basis

: Courses will be marked in 'Pending Courses' tab in course registration menu

※ On course registration Day 4(=course registration(first-come-first-served) day 1)
Only student added courses to course cart can register pending courses

On course registration day 5-6(=course registration(first-come-first-served) day 2-3)
courses with vacancies can be registered on first-come-first-served basis.

■ Restrictions on adding courses to course cart

- If a course has restrictions, adding courses to cart would be impossible.

▶ Types of course restrictions

1) Course registration limit: All students cannot register the course from SNU CRS

2) Registration available only for Foreign students

3) Registration available only for students retaking courses

4) Registration available only for students retaking courses

▶ Restrictions on students ([course details](#) > [remark](#))

Course would be restricted according to restriction remark
(department, entrance year, major, etc.)

▶ Exceeding available credits for course registration

3-8. Course Registration

Course Registration List

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration | [GUIDELINE\(PDF\)](#) | [Notice](#) | [FAQ](#) | [Q&A](#) | [Class Time](#) | [KOREAN](#)

Course Registration List

Available 6Credits / Registered 3Credits / Registered 1classes

[Undergraduate Courses] **Latin 1**
 Hoyoung Yang |
 Interdisciplinary Program in Western
 Classics | ☆ 120 >
 No. of registered students/Quota(enrollment students)
 36/35 (35)
 Credits |
 Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

Course Timetable

Time Period	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12						
13	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
14						
15						
16						

■ Course Registration list

- Check registered courses
- See and print out timetable of registered courses

■ Cancel(Change) courses

- Select a course from Course Registration List – Delete



3-9. Quota Exceeding Course Registration Request

3-9. Quota Exceeding Course Registration Request

Quota Exceeding Course Registration Request

The screenshot shows a web interface for course registration. At the top, there are navigation links: Course Search, Course Registration (underlined), MBA Course Registration, and E MBA Course Registration. On the right, there are links for GUIDELINE(PDF), Notice, FAQ, Q&A, Class Time, and KOREAN. The main heading is 'Quota Exceeding Course Registration Request'. Below this, there are dropdown menus for '2020' and 'Winter', followed by a 'Search' button. A note says '※ Click Confirm registration after instructor's approval.' To the right are buttons for 'Browse Course List >', 'Fill out form >', 'Confirm', and 'Cancel Confirmation'. Below this is a table with columns: Select, Order, Title, Number, No., Professor Name, Request Date, and Status. The table contains one row: a checked checkbox, '1', 'Latin 1', '032.079', '002', 'Hoyoung Yang', '2020-11-21', and 'Approval'. At the bottom left, there is a 'Counts' link.

Select	Order	Title	Number	No.	Professor Name	Request Date	Status
<input checked="" type="checkbox"/>	1	Latin 1	032.079	002	Hoyoung Yang	2020-11-21	Approval

■ Quota Exceeding Course Registration Request (Previous 'Override Form')

- If registration number has reached course quota
- If course registration is unavailable due to course restrictions
- Process
 1. Fill out 'Quota exceeding course registration request' form
 2. Get Instructor's approval (Online approval/rejection)
 3. [Confirm course registration](#)
 4. Course registration (Check Course registration list)

- **Status:** Writing, Applied, Approved, Rejected, Confirmed Registration, Canceled Confirmation

- Fill out form: Click [Fill out form] – Move to request page

- Registration Confirmation: If you click [Registration Confirmation] after instructor's approval, the course will be registered and included in course registration list

- **Cancel Confirmation:** Click when you reverse registration confirmation

※ Changing from Confirmation ↔ Cancellation and vice versa is possible during request period

※ Same course number, different lecture number can be requested in this menu.

※ Available request credits:

Available credits for course registration-current registered credits + 6 credits

※ Available credits for 'Confirmation'= Available credits for course registration

[If you are able to request for quota exceeding course registration, you cannot register courses](#)

[a\) if maximum credits for course registration is exceeded](#)

[b\) if class time of requested course overlaps registered courses.](#)

3-9. Quota Exceeding Course Registration Request

Fill out Request Form

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Fill out form

Quota Exceeding Course Registration Request [Register Quota Exceeding Course Registration Request](#)

[Subject for Liberal Education] **North Korean Studies**
Crs. No.-Lec. No. 044.023-002
Bae young-ae | Dept. of Ethics Education | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

Request Reason 0/300

Please enter the reasons for wishing to take the course./Please enter why you wish to take the course.(MAX 300 characters)

[Go list](#) [SAVE](#)

■ Fill out form

0. Save courses as Classes of Interest.

1. Click [Register Quota Exceeding Course Registration Request]

2. Select a course from List of Class of Interest pop up

※ Save a course as 'Class of Interest'

before quota exceeding course registration request

3. Fill out request reason – Save – Apply

※ If you want to change request reason after submitting application,

click [Cancel] – fill out request reason – click [Apply]

before instructor's approval/rejection

3-9. Quota Exceeding Course Registration Request

Quota Exceeding Course Registration Request Result

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration | GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Quota Exceeding Course Registration Request Results

Quota Exceeding Course Registration Request Results

Year	2020	Semester	Seasonal 2nd Semester
Processed Date	2020-11-25 19:11:54.0	Status	Approval

Quota Exceeding Course Registration Request

[Subject for Liberal Education] **North Korean Studies**
 Crs. No.-Lec. No. | 044.023-002
 Bae young-ae | Dept. of Ethics Education | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

Request Reason

I want to take this course for graduation

Go list

■ Quota Exceeding Course Registration Request Result: Instructor’s approval/rejection

Registration Confirmation / Cancel Confirmation

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration | GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Quota Exceeding Course Registration Request

2020 | Winter | Search ※ Click Confirm registration after instructor's approval. Browse Course List > Fill out form > **Confirm** Cancel Confirmation

Select	Order	Title	Number	No.	Professor Name	Request Date	Status
<input checked="" type="checkbox"/>	1	North Korean Studies	044.023	002	Bae young-ae	2020-11-25	Approval

Counts

■ Registration Confirmation/Cancel Confirmation

- If you click [registration confirmation] after instructor’s approval, the course will be registered and included in Course registration list.
- If you click [Cancel Confirmation], the course will be deleted in Course registration list.



3-10. Course Counselling

3-10. Counselling

Counselling

Counselling

Course registration advising is only for courses of your interest. So, please register courses of your interest first

[Table of mandatory courses\(major\) >](#)

[Course registration advising policy >](#)

[Application](#)

Year Sem.	Request Date	Major	Professor Name	Academic advisor Affiliation	Status
2020-2nd Semester(Regular)	2020-07-20	Aerospace Engineering Major	Park, Chan Gook	Aerospace Engineering Major	Approval

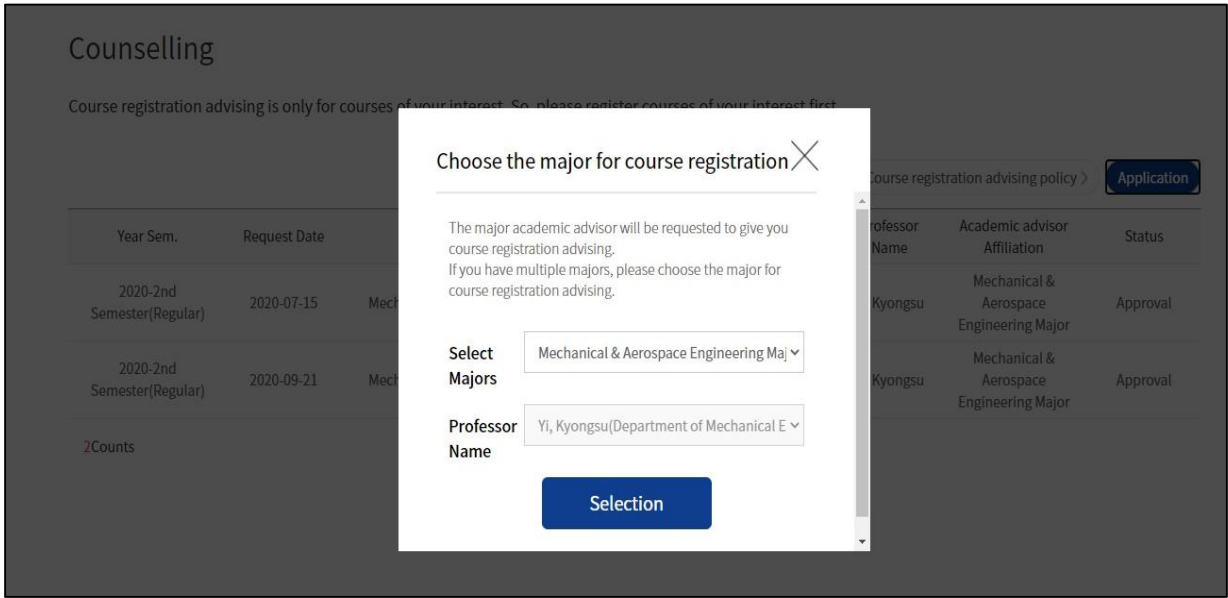
1Counts

■ Counselling (※ Only applied to students of specific college and department)

- Apply(request) counselling from list of 'Class of Interest'
 - ※ Save Class of Interest before applying for counselling
- List of counselling: Application status will be marked
- Status: Application/Approval/Rejection/Application Cancellation
- Course registration advising policy: Pop up shows major advisor's policy
- Table of mandatory(major): Pop up shows list of mandatory major and status

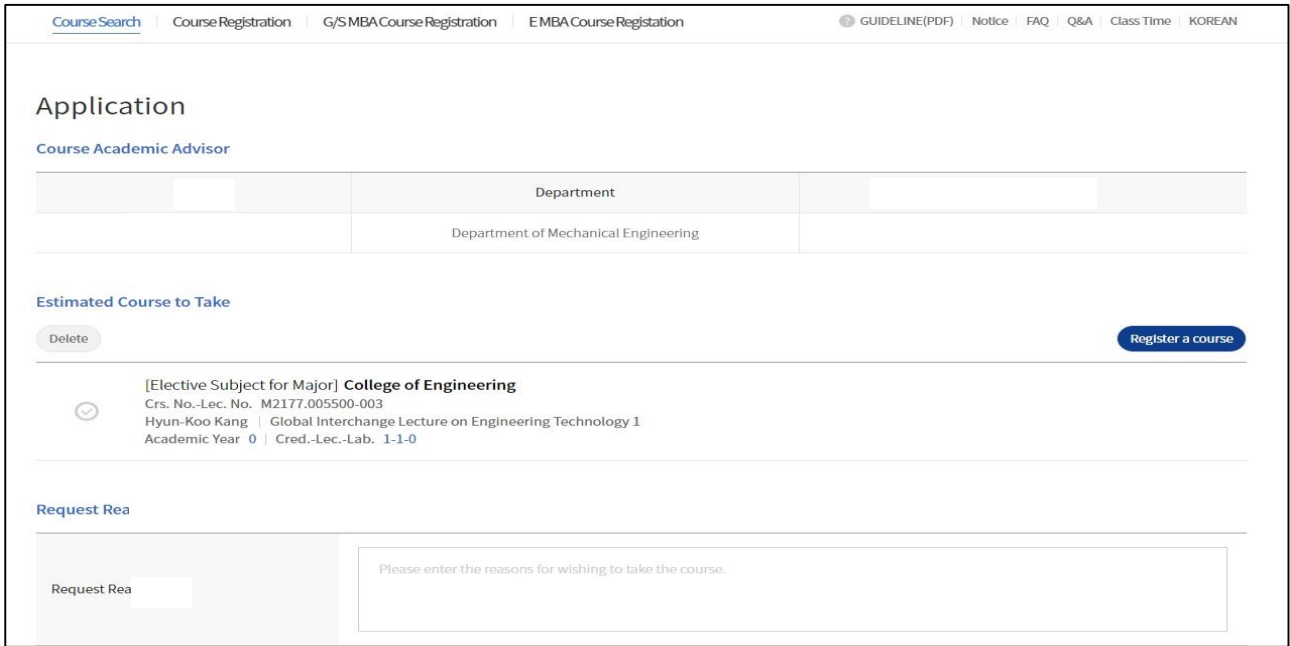
3-10. Counselling

Choosing Major for Course Registration



- **Choose the major course registration:** Select major and professor(instructor)

Register a course for Counselling



- **Register a course:** Click [Register a course] – List of 'Class of Interest'- Select courses
 ※ Save Class of Interest before applying for counselling

3-10. Counselling

Counselling Application

Request Reason: For graduation, I have to take this course this semester

Attachments (Extension (hwp, pdf, doc, ppt) only):

Acquired Credits Details

Major Category		Major Name	
Major-Mandatory Credit/Required Credit	/28	Major Elective Credit/Required Credit	/34
Acquired Credits/Min. Graduation Req	16/130		

Expected Credit Acquisition Details

Major Category		Major Name	
Major-Mandatory Credit/Required Credit	0/28	Major Elective Credit/Required Credit	0/34
Acquired Credits/Min. Graduation Req	16/130		

- **Counselling Application :** Fill out request reason - Save – Apply
 ※ Move to Counselling application list page after submission

Counselling Request Result

Course Guidance Result Confirmation

Course Guidance Result

Year	2020	Semester	2nd Semester
Time/date of course registration advising	2020-11-30 16:52:00.0	Status	Approval
Advise			

Course Academic Advisor

Name	Department	Extension no/E-mail
	Department of Mechanical Engineering	

- **Counselling request result:** Instructor’s approval/rejection



3-11. Course drop (Withdrawal)

3-11. Course Drop(Withdrawal)

Course Drop (Withdrawal)

Student Service > Class/Grade > Class > Course Drop(Regular Semester)

Course Drop(Regular Sem.) Note Help

Year: 2020 Semester: 2nd Semester Search

Save Apply Cancel Application

Reg. Credits	3	Cancelled	0	Total Credits	3																
Current Status	Valid	Application Date		Crs. Reg. Status		Crs. No.	044.023	Lec. No.	002	Course Name	North Korean Studies	Course Type	Subject for Liberal Education	Grades	3-3-0	Instructor	Bae young-ae	Cancellation Reason	ue to health problem	Note	

(Number of cases:1 Counts) Found

Note

1. Period for withdrawal from courses : 2020-11-11 - 2020-11-25
2. Process of withdrawal from courses : (Online applying) → (approval of the Professor)
3. A class you withdrawal is recorded on your report card and not added to GP&Total credits.
4. In an extra semester, at least one course must be taken. Otherwise, you will be expelled.

■ Course Drop (Withdrawal)

- **Spring/Fall (Regular) Semester: After course registration change period ~ ½ of class days**
- **Summer/Winter Session: 1 week before first date of class ~ ½ of class days**

※ cf.) Course registration change: Delete(cancel) courses from course registration list during course registration period and course registration change period

▶ Process: Course drop → save → submit → Instructors' approval/rejection

- Course drop request
- **Login mySNU – Information Systems of SNU – Class/Grade Class – Course drop(Regular Semester)/ Course Drop(Summer/Winter Session)**
- Steps: Write course drop reason in a course - Save - Submit
- After submission. Notice SMS and E-mail will be sent automatically to Instructor.
- Cancellation of course drop(continue to register course) is possible only before instructor's approval.

※ Notice

- **Course drop is completed after instructor's approval within course withdrawal period.**
- **Course drop cannot be reversed after instructor's approval.**
- If instructor rejects course drop request, reason will be written in 'Note.'



4. MBA Course Registration

4. MBA Course Registration(Bidding)

Course Search & Course Registration

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

MBA Course Registration

1 2 3 4 5 6 7

Date and Time: ~
Round Title:
※

Bidding Points | Used Points | Remaining Points

Courses Opened | Course Registration List

Available Credits / Registered Credits / Registered classes

MBA Foreign Language Course

Counts Course Registration

■ Course registration in opened courses

- Round Information: Check information on each rounds(period, explanation)
- Select another round and search each round's period and explanation
- Points: Bidding points, used points, remaining points
- Opened courses / Course registration list
Bidding course registration page and course registration list is differentiated by tab.
- Select G/S MBA
- Course registration by bidding : Enter Bidding points > click Course registration

4. MBA Course Registration(Bidding)

Course Registration List

Course Search | Course Registration | MBA Course Registration | EMBA Course Registration | GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

G/S MBA Course Registration

1 2 3 4 5 6 7

7라운드 - 라운드마감완료

Date and Time: 2020-11-24 18:45 ~ 2020-11-24 18:46
Round Title: 폐강자선착순추가신청
※

Bidding Points **1000** Used Points **0** Remaining Points **1000**

Courses Opened | **Course Registration List**

Available 6Credits / Registered 4Credits / Registered 2classes

Delete Foreign Language Course

<input checked="" type="checkbox"/>	[Requisite Subject for Major] Financial Management Chae, Joon 경영학과(SNU Global MBA) 수강상태 Valid Credits 2 Clearing Points 0 Bid Points 340 Returned Points 340 Bidding Course Y/N Y 월(09:00-12:50) 수(09:00-12:50)	>
<input checked="" type="checkbox"/>	[Requisite Subject for Major] Marketing Kyoungmi Lee 경영학과(SNU Global MBA) 수강상태 Valid Credits 2 Clearing Points 0 Bid Points 330 Returned Points 330 Bidding Course Y/N Y 월(14:00-17:50) 수(14:00-17:50)	>

■ Course Registration List

- Course registration tab

: List of bidding attempted courses will be shown after round closed

: Check clearing points/bidding balance point/ returned points

- Deleting Course registration

: Select a course - Delete

※ Courses succeeded bidding cannot be deleted

※ Only courses failed bidding can be deleted

※ Course withdrawals are available on Round 4



5. Error Message & Solutions

5. Error Messages & Solutions

Error Messages	Solutions
Login is disconnected by another user.	Multi login with same student ID is prohibited.
Session has expired. Please re-login.	SNU CRS user will be automatically logged out 10minutes after logging in due to security reason.
This function can be used after log-in.	Class of Interest, Pre-course registration, Course registration are accessible after login.
You are not eligible for course registration.	This message pops up because there is no identified user information currently for 2 possible reasons. 1. User information for course registration is not created yet. 2. User is not eligible for this semester's course registration(leave of absence in Spring or Fall semester, etc.)
It's not course registration period.	Check course registration period on main page of SNU CRS.
It's not pre-course registration period.	Check course registration period on main page of SNU CRS.
This function cannot be used during time load.	During Time load, advanced search, save as excel file, course title search is restricted.
The course cannot be saved in "Class of Interest"	Course has already saved as 'Class of Interest' or Number of courses saved in 'Class of Interest' is over 30(Maximum)
Double click is not available.	Course registration button cannot be double-clicked.
It's not quota exceeding course registration request period.	Check course registration period on main page of SNU CRS.
Course Instructor is missing. Please contact administrator.	This message pops up if a course doesn't have Instructor information in Quota exceeding course registration request. Inquire department about this matter.
Course registration is unavailable since maximum credits for course registration has exceeded.	Available credits for quota exceeding course registration request = Available credits for course registration – current registered credits + additional 6 credits. Check credits available for course registration and registered credits, remaining credits.