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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Outline
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
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

- 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

<table>
<thead>
<tr>
<th>Pre-course registration</th>
<th>Day 1-2 Course Cart Shopping</th>
<th>Day 3 Course Cart Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Mock registration for practicing registration process</td>
<td>- Shopping: Add courses to course cart</td>
<td>- Systematic confirmation Conducted by Office of Academic Affairs</td>
</tr>
<tr>
<td>- Identical condition compared to actual course registration</td>
<td>- Save as “Class of Interest”-Course cart</td>
<td>- Number of course carts are no more than course quota → <strong>Confirmed</strong> = automatic course registration</td>
</tr>
<tr>
<td>- Process Pre-course cart Pre-course cart confirmation Pre-course registration (First-come-first-served)</td>
<td>- Course search – Course cart</td>
<td>- Number of course carts exceeds course quota → <strong>Withheld</strong> = “Pending courses” = Needs First-come-first-served registration</td>
</tr>
</tbody>
</table>

### 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. Available Function (Abstract)

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Function</th>
<th>Ordinary time</th>
<th>Preliminary Course Registration</th>
<th>Course cart Shopping period</th>
<th>Course registration period (First-come-first-served)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course search</td>
<td>Simple search</td>
<td>O</td>
<td>O</td>
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<td>0</td>
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<tr>
<td></td>
<td>Advanced search</td>
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<td>O</td>
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<td>X</td>
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<tr>
<td></td>
<td>Save as Class of Interest</td>
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<td>O</td>
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<td>0</td>
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<tr>
<td></td>
<td>Preliminary course registration</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
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<td>O</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Preliminary course registration</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Course registration</td>
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<tr>
<td>Preliminary Course Registration</td>
<td>Preliminary course cart</td>
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<td>Preliminary course registration change</td>
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<tr>
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<tr>
<td></td>
<td>Course registration</td>
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<tr>
<td></td>
<td>Course registration change</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>
3. Function and Manual
3-1. Login

mySNU account Login

[Image of login page]

- **Login with mySNU account**: Enter mySNU ID & Password
3-1. Login

mySNU Account Login

<table>
<thead>
<tr>
<th>2020Year</th>
<th>Winter Semester</th>
<th>Course Registration Period Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>2020 Winter Session Pre-course cart shopping</td>
<td>2020-10-22(THU) – 2020-10-22(THU)</td>
<td>08:30 – 16:00 All students (except domestic exchange students)</td>
</tr>
<tr>
<td>2020 Winter Session Pre-course shopping</td>
<td>2020-10-23(FRI) – 2020-10-23(FRI)</td>
<td>08:30 – 16:00 All students (except domestic exchange students)</td>
</tr>
<tr>
<td>2020. Winter Session Course cart Confirmation Process</td>
<td>2020-10-23(FRI) – 2020-10-23(FRI)</td>
<td>17:00 – 23:00 Course Cart Confirmation Process by Office of Academic Affairs</td>
</tr>
<tr>
<td>2020 Winter Session Pre-course registration</td>
<td>2020-10-27(TUE) – 2020-10-27(TUE)</td>
<td>08:30 – 16:00 All students</td>
</tr>
<tr>
<td>2020 Winter Session Pre-course</td>
<td>2020-11-04(WED) – 2020-11-04(WED)</td>
<td>08:30 – 23:00 All students</td>
</tr>
</tbody>
</table>

**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

**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 cannot find SNU ID without this verification procedure.

<table>
<thead>
<tr>
<th>User Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY&amp;STAFF</td>
</tr>
<tr>
<td>STUDENT&amp;ALUMNI</td>
</tr>
<tr>
<td>PUBLIC</td>
</tr>
</tbody>
</table>

**Name**

**BIRTH-DAY**

**Select Auth Method * **

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

[Next]

**Change Password**

Enter your ID to find your password.

<table>
<thead>
<tr>
<th>User Type *</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNU ID</td>
</tr>
</tbody>
</table>

**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)

Log in 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.

Login Extend
If you do not extend this login session, you will be automatically logged out.

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

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

■ 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

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

- **Class Time**
  - Class time show when each period starts and ends
  - Class time is divided into 50-minute and 75-minute class
3-4. Course Search
3-4. Course Search

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)

- **Advanced Search**
  - Location: Course search – Simple search(세션) – [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

- 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

<table>
<thead>
<tr>
<th>Images</th>
<th>Function</th>
</tr>
</thead>
</table>
| ![Available quota after cancellation](image) | **Available quota after cancellation:**
  Once course had reached quota, 'available quota after cancellation' mark will be shown if vacancies due to cancellation. |
| ![Wheelchair access](image) | Left Icon will be displayed if wheelchair access is available in lecture room. Right Icon will be shown if foreign language used for the course. |
| ![2750](image) | This icon shows number of students saved each course as 'Class of Interest' |
| ![356](image) | This icon shows number of course carts students added for each course. |
### 3-4. Course Search

#### 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

- Save as Class of Interest: Select a course - [Save Class of Interest] Button
- Use for course cart/registration:
  Select a course from 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

Delete  Excel  Timetable  

[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
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.

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)

<table>
<thead>
<tr>
<th>Steps</th>
<th>Pre-course Registration Schedule</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-course cart</td>
<td>- Add courses to course cart <em>(Not First-come-first-served)</em></td>
</tr>
</tbody>
</table>
| 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

- **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 Credits / current Course Credits: 3 Credits

Preliminary Course Cart Timetable

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
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<td></td>
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<tr>
<td>12</td>
<td>Latin 1 08:00-09:30</td>
<td>Latin 1 08:00-09:30</td>
<td>Latin 1 08:00-09:30</td>
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<td>16</td>
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</tr>
</tbody>
</table>

Preliminary Course Cart

■ Pre-coursecart
- 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.
### Pre-course Registration (First-come-First-served)

#### Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Pre-course Registration Schedule</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-coursecart</td>
<td>Add courses to course cart <em>(Not First-come-first-served)</em></td>
</tr>
</tbody>
</table>
| 2    | Pre-coursecart 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 List

Preliminary Course Registration List

- 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
### Course Registration

<table>
<thead>
<tr>
<th>Day</th>
<th>Course Registration Schedule</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Course cart</td>
<td>- Add courses to course cart <em>(NOT first-come-first-served)</em></td>
</tr>
<tr>
<td></td>
<td>(Course registration Day 1-2)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Course cart confirmation</td>
<td>- If course cart requests are no more than quota, course carts will be confirmed courses will be registered correspondingly.</td>
</tr>
<tr>
<td></td>
<td>By Office of Academic Affairs</td>
<td>- If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'</td>
</tr>
<tr>
<td></td>
<td>(Course registration Day 3)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Course registration</td>
<td>- Course registration <em>(first-come-first-served)</em> on vacancies.</td>
</tr>
<tr>
<td></td>
<td>(=Course registration Day 4)</td>
<td>- Courses that had reached their course quota will be marked &quot;Available quota after cancellation&quot;</td>
</tr>
<tr>
<td></td>
<td>(=First-come-first-served course registration Day 1)</td>
<td>- Registration of &quot;Available quota after cancellation&quot; is possible 3 times a day (Click the icon and check exact time)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- &quot;Pending courses&quot; can only be registered by students who had already added courses to course cart</td>
</tr>
<tr>
<td>5-6</td>
<td>Course registration</td>
<td>- Course registration <em>(first-come-first-served)</em> on vacancies.</td>
</tr>
<tr>
<td></td>
<td>(=Course registration Day 5-6)</td>
<td>- Courses that had reached quota will be marked &quot;Available quota after cancellation&quot;</td>
</tr>
<tr>
<td></td>
<td>(First-come-first-served)</td>
<td>- Registration of &quot;Available quota after cancellation&quot; is possible for 3 times a day (Click the icon and check exact time)</td>
</tr>
<tr>
<td></td>
<td>course registration Day 2-3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search</td>
</tr>
</tbody>
</table>
3-8. Course Registration

Course cart (Add courses from Class of Interest)

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.

Success message pop up after adding a course to course cart
3-8. Course Registration

Course cart (Add courses from Course search)

■ 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?

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**
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

Pending courses(in course cart) Classes Of Interest by searching course by inputting course

Available 6 Credits / Registered 3 Credits / Registered 1 classes

[Subject for Liberal Education] Latin 1
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)

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
Course Registration (Register from ‘Class of Interest’)

Course Registration

Pending courses(in course cart) Classes Of Interest by searching course by inputting course

Available 6 Credits / Registered 3 Credits / Registered 1 classes

[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
Mon. (12:00-14:50) Wed. (12:00-14:50) Fri. (12:00-14:50)
Available Quota resulting from cancellations

Course Registration

■ 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

Success pop up after course registration
Course Registration (First-come-First-served) (Register from Course Search)

Course Registration

Pending courses (in course cart) | Classes Of Interest | by searching course | by inputting course

Available Credits / Registered Credits / Registered Classes

- 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

Your course registration has been successful.

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 Number Search)

Course Registration

Pending courses(in course cart) Classes Of Interest by searching course by Inputting course

Available 6 Credits / Registered 3 Credits / Registered 1 Classes

- 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

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**

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

- 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 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

- 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

Fill out form

Quota Exceeding Course Registration Request

[Subject for Liberal Education] North Korean Studies
Crs. No.-Lec. No. 044.023-002
Bae.youngae | Dept. of Ethics Education | Academic Year 1 | CRD.-Loc.-Lab. 3-3-0

Request Reason

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

<table>
<thead>
<tr>
<th>Year</th>
<th>2020</th>
<th>Semester</th>
<th>Seasonal 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processed Date</td>
<td>2020-11-25 19:11:54.0</td>
<td>Status</td>
<td>Approval</td>
</tr>
</tbody>
</table>

Quota Exceeding Course Registration Request

[Subject for Liberal Education] North Korean Studies
Crs. No.: Lec. No.: 654.035.002
Bae young-ae | Dept. of Ethics Education | Academic Year 1 | Credit: Lec.-Lab. 3.3.0

Request Reason
I want to take this course for graduation

Registration Confirmation / Cancel Confirmation

Quota Exceeding Course Registration Request

<table>
<thead>
<tr>
<th>Select</th>
<th>Order</th>
<th>Title</th>
<th>Number</th>
<th>No.</th>
<th>Professor Name</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>North Korean Studies</td>
<td>044.023</td>
<td>002</td>
<td>Bae young-ae</td>
<td>2020-11-25</td>
<td>Approval</td>
</tr>
</tbody>
</table>

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
Counselling

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

<table>
<thead>
<tr>
<th>Year Sem.</th>
<th>Request Date</th>
<th>Major</th>
<th>Professor Name</th>
<th>Academic Advisor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-2nd Semester (Regular)</td>
<td>2020-07-20</td>
<td>Aerospace Engineering Major</td>
<td>Park, Chan Gook</td>
<td>Aerospace Engineering Major</td>
<td>Approval</td>
</tr>
</tbody>
</table>

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
### Counselling Application

**Request Reason**

For graduation, I have to take this course this semester.

**Attachments**

(Extension (wep, pdf, doc., ppt) only)

- Select File

**Acquired Credits Details**

<table>
<thead>
<tr>
<th>Major Category</th>
<th>Major Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major-Mandatory Credit/Required Credit</td>
<td>7/28</td>
</tr>
<tr>
<td>Major Elective Credit/Required Credit</td>
<td>/34</td>
</tr>
<tr>
<td>Acquired Credits/Min. Graduation Req</td>
<td>16/130</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expected Credit Acquisition Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Category</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Major-Mandatory Credit/Required Credit</td>
</tr>
<tr>
<td>Major Elective Credit/Required Credit</td>
</tr>
<tr>
<td>Acquired Credits/Min. Graduation Req</td>
</tr>
</tbody>
</table>

- **APPLY**

- **Previous**

**Counselling Application:** Fill out request reason - Save – Apply

※ Move to Counselling application list page after submission

### Counselling Request Result

#### Course Guidance Result Confirmation

<table>
<thead>
<tr>
<th>Year</th>
<th>2020</th>
<th>Semester</th>
<th>2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time/desire course registration advising</td>
<td>2020-11-30 16:52:00.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Approval</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Extension no/E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department of Mechanical Engineering</td>
<td></td>
</tr>
</tbody>
</table>

**Counselling requestresult:** Instructor’s approval/rejection
3-11. Course drop (Withdrawal)
3-11. Course Drop (Withdrawal)

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

G/S MBA Course Registration

- **Courses Opened**
- **Course Registration List**

Available Credits / Registered Credits / Registered classes

- **GMBA**
- **Foreign Language Course**

Counts

**Course registration in opened courses**

- Round Information: Check information on each round (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 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 Messages & Solutions

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