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

## 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)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Function</th>
<th>Ordinary time</th>
<th>PreliminaryCourse 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>Simplesearch</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Advanced search</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Save as Class of Interest</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Preliminary course registration</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Course registration</td>
<td>X</td>
<td>X</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Class of Interest</td>
<td>Class of Interest</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Preliminary course registration</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Course registration</td>
<td>X</td>
<td>X</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Preliminary Course Registration</td>
<td>Preliminary course cart</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Preliminary course registration</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Preliminary course registration list</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Preliminary course registration change</td>
<td>X</td>
<td>O</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Registration</td>
<td>Course cart</td>
<td>X</td>
<td>X</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Course registration</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Course registration list</td>
<td>O</td>
<td>O</td>
<td>X</td>
<td>O</td>
</tr>
<tr>
<td></td>
<td>Course registration change</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>O</td>
</tr>
</tbody>
</table>
3. Function and Manual
3-1. Login

mySNU account Login

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Winter Semester Course Registration Period Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>※ There is no Saturday or Sunday during the information period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Categories of Course Registration</th>
<th>Date</th>
<th>Time</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Winter Session Pre-course shopping</td>
<td>2020-10-22(THU) ~ 2020-10-23(THU)</td>
<td>08:30 ~ 16:00</td>
<td>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</td>
<td>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</td>
<td>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</td>
<td>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</td>
<td>All students</td>
</tr>
</tbody>
</table>

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

mySNU Account Login

**Find mySNU account**
- Find mySNU account by personal information (cell-phone/private e-mail address) registered in portal mysNU (mysnu.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, zyxx
  - 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**

**Face 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**

**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

Personal Information

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

Personal Information

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Name</td>
</tr>
<tr>
<td>Program</td>
<td>Academic Year</td>
</tr>
<tr>
<td>Year of Entrance</td>
<td>No. of Registered Semesters</td>
</tr>
<tr>
<td>Major</td>
<td>Second Major</td>
</tr>
<tr>
<td>Double Majors</td>
<td>Interdisciplinary Programs</td>
</tr>
<tr>
<td>Joined Minor</td>
<td>Interdisciplinary Programs for Teaching Certification</td>
</tr>
<tr>
<td>Student design major</td>
<td>Course Registration Schedule</td>
</tr>
<tr>
<td>Maximum Credits</td>
<td>Maximum Credits for change</td>
</tr>
</tbody>
</table>

Grades of previous year
- Table of mandatory courses (major)

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 affect 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
## Class Time

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

<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></td>
<td></td>
</tr>
<tr>
<td>1 period</td>
<td>09:00-09:50</td>
<td>09:30-10:45</td>
<td></td>
</tr>
<tr>
<td>2 period</td>
<td>10:00-10:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 period</td>
<td>11:00-11:50</td>
<td>11:00-12:15</td>
<td></td>
</tr>
<tr>
<td>4 period</td>
<td>12:00-12:50</td>
<td>12:30-13:45</td>
<td></td>
</tr>
<tr>
<td>5 period</td>
<td>13:00-13:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 period</td>
<td>14:00-14:50</td>
<td>14:00-15:15</td>
<td></td>
</tr>
<tr>
<td>7 period</td>
<td>15:00-15:50</td>
<td></td>
<td>15:30-16:45</td>
</tr>
<tr>
<td>8 period</td>
<td>16:00-16:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 period</td>
<td>17:00-17:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 period</td>
<td>18:00-18:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 period</td>
<td>19:00-19:50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 period</td>
<td>20:00-20:50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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)]
### 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

- 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>
<tbody>
<tr>
<td>![Available quota after cancellation]</td>
<td><strong>Available quota after cancellation</strong>: Once course had reached quota, 'available quota after cancellation' mark will be shown if vacancies duo to cancellation.</td>
</tr>
<tr>
<td>![Accessibility Icon]</td>
<td>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.</td>
</tr>
<tr>
<td>![Star Icon] 2750</td>
<td>This Icon shows number of students saved each course as 'Class of Interest'</td>
</tr>
<tr>
<td>![Cart Icon] 356</td>
<td>This icon shows number of course carts students added for each course.</td>
</tr>
</tbody>
</table>
### 3-4. Course Search

#### Course Details

- **Course Details**
  - **Subject for Liberal Education**: Undergraduate | Academic Year
  - **Dept.**: Kye-hyeong | Dept. of Western History
  - **Worlds of Knowledge - History and Philosophy**
  - **Course Title**: Gender in Western History
  - **Course Code**: L0547.002020.001
  - **Credit/Lecture/Lab**: 3-3-0

<table>
<thead>
<tr>
<th>Quota</th>
<th>Tuition Fee per credit of Summer/Winter session</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>40500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language of Instruction</th>
<th>Grading Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korean</td>
<td>A-F</td>
</tr>
</tbody>
</table>

#### Lecture Type

- **Class format per class period**

<table>
<thead>
<tr>
<th>Grade-on-a-curve Classes</th>
<th>Restricted Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

- **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)

- 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

- 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

Delete  Excel  Timetable

Total Credits 34 / Credits / Total Classes 12 / Counts

[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)

- **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)

<table>
<thead>
<tr>
<th>Steps</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 (Not First-come-first-served)</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

<table>
<thead>
<tr>
<th>Course</th>
<th>Department/Program</th>
<th>Instructor</th>
<th>Credits</th>
<th>Time Period</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin 1</td>
<td>Interdisciplinary Program in Western Classics</td>
<td>Hoyoung Yang</td>
<td>3</td>
<td>23/35 (33)</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced English Presentation</td>
<td>Department of English Language and Literature</td>
<td>No. of registered students/Quota (enrollment students)</td>
<td>2</td>
<td>5/24 (24)</td>
<td>45</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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

<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&lt;br&gt;(Course registration Day 1-2)</td>
<td>- Add courses to course cart <em>(NOT first-come-first-served)</em></td>
</tr>
</tbody>
</table>
| 3    | Course cart confirmation<br>By Office of Academic Affairs<br>(Course registration Day 3)        | - If course cart requests are no more than quota, course carts<br>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<br>(=Course registration Day 4)<br>(=First-come-first-served course<br>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<br>(=Course registration Day 5-6)<br>(First-come-first-served<br>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)

- **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.
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 (*coursedetails* > *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

- 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.

Delete
Available Credits / Current Course Credits: 3 credits
Table of mandatory courses (major)

[Subject for Liberal Education] Latin 1
Jun Yeob Lee
Interdisciplinary Program in Western Classics
No. of registered students: 151
58/58 (58%)
Credits: 3
Mon. 12:00-14:50, Wed. 12:00-14:50, Fri. 12:00-14:50

Course Cart Timetable

- 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: Select a course 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 Yoob 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
3-8. Course Registration

Course Registration (Register from ‘Class of Interest’)

Course Search  Course Registration  MBA Course Registration  E MBA Course Registration

Course Registration

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

Available 6Credits / Registered 3Credits / Registered 1classes

<table>
<thead>
<tr>
<th>Subject for Liberal Education</th>
<th>Advanced English: Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of English Language and Literature</td>
<td></td>
</tr>
<tr>
<td>No. of registered students/Quota(enrollment students) 23/24 (24)</td>
<td>Credits 2</td>
</tr>
<tr>
<td>Mon.(12:00-14:50) Wed.(12:00-14:50) Fri.(12:00-14:50)</td>
<td></td>
</tr>
<tr>
<td>Available Quota resulting from cancellations</td>
<td></td>
</tr>
</tbody>
</table>

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)

- 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
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 6Credits / Registered 3Credits / Registered 1classes

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
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

<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></td>
<td>1</td>
<td>Latin 1</td>
<td>032.079</td>
<td>002</td>
<td>Hoyoung Yang</td>
<td>2020-11-21</td>
<td>Approval</td>
</tr>
</tbody>
</table>

- **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 yang.ae | Dept. of Ethics Education | Academic Year 1 | Cred.-Loc.-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

Quota Exceeding Course Registration Request Results

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Seasonal 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.: 644.023.002
- Bae young ae: Dept. of Ethics Education: Academic Year 1: Cred. Lec. Lab. 3-3-8

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>

- 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 Affiliation</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
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 (jpg, pdf, doc, ppt) only)

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>2/8</td>
</tr>
<tr>
<td>Major Elective Credit/Required Credit</td>
<td>3/4</td>
</tr>
<tr>
<td>Acquired Credits/Min. Graduation Req</td>
<td>16/130</td>
</tr>
</tbody>
</table>

Expected Credit Acquisition Details

<table>
<thead>
<tr>
<th>Major Category</th>
<th>Major Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major-Mandatory Credit/Required Credit</td>
<td>0/28</td>
</tr>
<tr>
<td>Major Elective Credit/Required Credit</td>
<td>0/34</td>
</tr>
<tr>
<td>Acquired Credits/Min. Graduation Req</td>
<td>16/130</td>
</tr>
</tbody>
</table>

Apply

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/Date of course registration advising</td>
<td>2020-11-30 16:52:00.0</td>
<td>Status</td>
<td>Approval</td>
</tr>
<tr>
<td>Advise</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Academic Advisor

<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 request result: Instructor's approval/rejection
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

![Course registration interface](image)

### Course registration in opened courses

- **Round Information**: Check information on each round (period, explanation)
- **Select another round**: 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

<table>
<thead>
<tr>
<th>Course Search</th>
<th>Course Registration</th>
<th>MBA Course Registration</th>
<th>E MBA Course Registration</th>
<th>Guideline(PDF)</th>
<th>Notice</th>
<th>FAQ</th>
<th>Q&amp;A</th>
<th>Class Time</th>
<th>KOREAN</th>
</tr>
</thead>
</table>

**G/S MBA Course Registration**

1. **7th Round - Round of Completion**
   
   **Date and Time:** 2019.11.24 18:45 - 2019.11.24 18:46
   
   **Round Title:** 재정착학점추가신청

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

   **Courses Opened**

   Available 8 Credits / Registered 4 Credits / Registered 2 Classes

   [Delete]

   [Foreign Language Course]

<table>
<thead>
<tr>
<th>[Requisite Subject for Major]</th>
<th>Financial Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Joone Choi</td>
</tr>
<tr>
<td>Credit</td>
<td>2</td>
</tr>
<tr>
<td>Clearing Points</td>
<td>340</td>
</tr>
<tr>
<td>Bid Points</td>
<td>340</td>
</tr>
<tr>
<td>Returned Points</td>
<td>340</td>
</tr>
<tr>
<td>Bidding Course T/V</td>
<td>Y/N</td>
</tr>
<tr>
<td>Time</td>
<td>11:00-12:30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>[Requisite Subject for Major]</th>
<th>Marketing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Kyungmi Lee</td>
</tr>
<tr>
<td>Credit</td>
<td>2</td>
</tr>
<tr>
<td>Clearing Points</td>
<td>330</td>
</tr>
<tr>
<td>Bid Points</td>
<td>330</td>
</tr>
<tr>
<td>Returned Points</td>
<td>330</td>
</tr>
<tr>
<td>Bidding Course T/V</td>
<td>Y/N</td>
</tr>
<tr>
<td>Time</td>
<td>14:00-17:50</td>
</tr>
</tbody>
</table>

### 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
<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. 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.)</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. |