

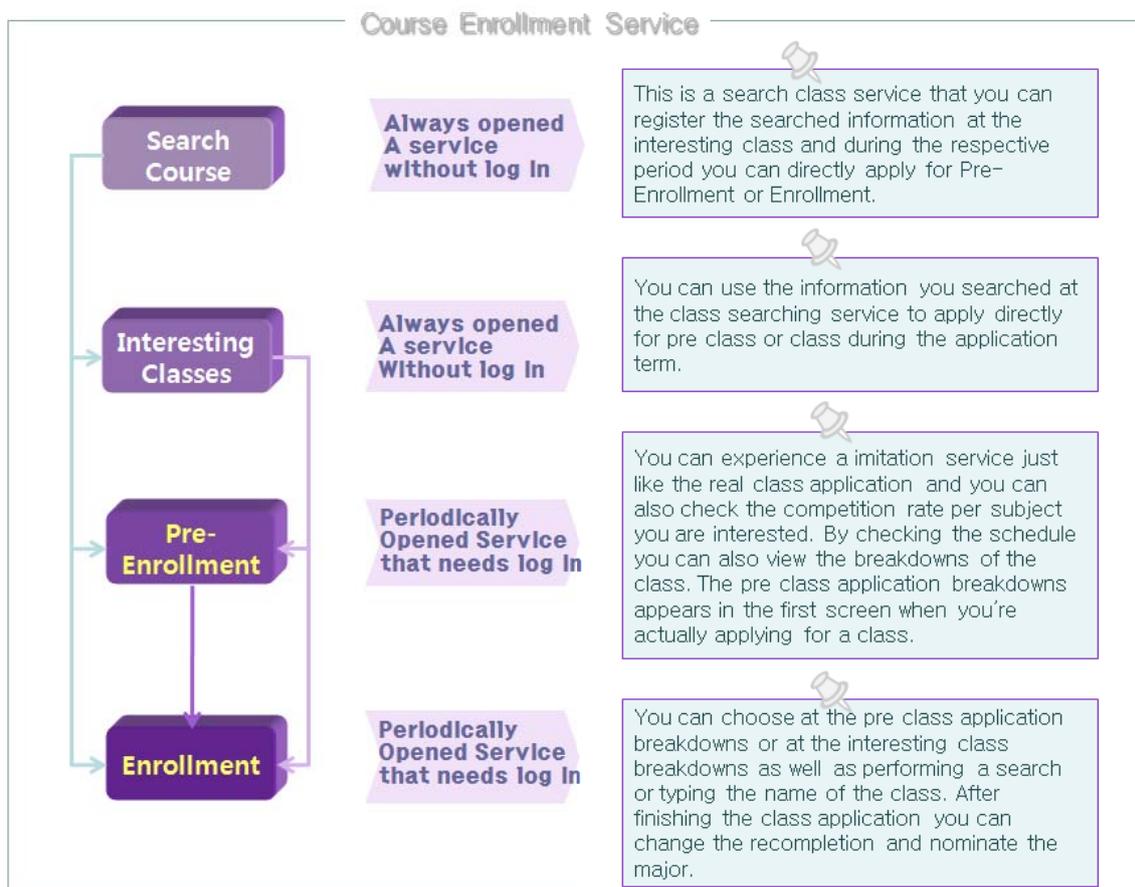
**Seoul National University**  
**Course Registration Handbook System**

User Manual

# Contents

1. Service Outline	1
2. Connection to Course Registration and Instruction	3
3. Instruction to Course Registration Schedule and Information on Courses	5
4. Function Explanation	7
4.1 Login	7
4.2 Find Student ID Number and Password	7
4.3 User Information for Course Registration(Change of Course Registration Password)	8
4.4 Class Period	9
4.5 Course Search	10
4.6 Interesting Classes	12
4.7 Preliminary Course Registration	13
4.8 Preliminary Course Registration Details	15
4.9 Course Registration	15
4.10 Course Registration Details	18
5. Error Message and Methods to Deal With	19

## 1. Service Outline



The course handbook and course registration have been integrated and provided in one system for students to set up their own semester plans in advance and in a systematic way by introducing the concepts of the schedules and carts and by adding the functions of interesting classes and Preliminary Course Registration to this system. This system enable you to enroll your courses in a convenient way.

- This system provides the same functions as the existing services for course handbook, so you can search available classes without login. The current students of Seoul National University can save classes, which they searched, after login, and they can simply and directly pre-enroll and enroll in courses in the course search for the relevant periods.

- The interesting classes are the list which you registered from the course search. You can exert the Preliminary Course Registration and Preliminary Course Registration of courses in a convenient way by simulating your

schedule and by saving the pre-list of courses in which you want to enroll by selecting the classes that you wish to enroll.

– You can experience the trial course Preliminary Course Registration in the same conditions such as the restricted Preliminary Course Registration eligibility, the same course and the repeated course confirmation like the real course Preliminary Course Registration. This service is feasible in the designated period for pre-enrolling courses, and all contents are similar to the real course Preliminary Course Registration; however, there are not any limitation about the number of students enrolled, and this service is not the first come first serve basis. In addition, you can estimate the competition rates because you can check the numbers of students pre-enrolled in the detail which you registered.

– The course Preliminary Course Registration has been realized for the convenient and efficient course Preliminary Course Registration through the diverse functions such as enrolling in courses by selecting them from the details of Preliminary Course Registration and interesting classes, searching them with course titles and typing them directly, and you can not login at the course Preliminary Course Registration, but login in advance to check what you need to prepare for your course Preliminary Course Registration such as your Preliminary Course Registration details and interesting classes.

## 2. Connection to Course Preliminary Course Registration and Instruction

■ Service URL : <http://sugang.snu.ac.kr>

- Connect to the course registration system page of the Course Registration System of Seoul National University (<http://sugang.snu.ac.kr>) or the portal site for undergraduates (my.snu.ac.kr) for course registration and course handbook.

### ■ Instruction

- Prohibition of multiple login
  - Not available to log in with several student ID numbers on one PC (Be careful that it is viable that all browsers recognize the user is one who login last.)
  - Not available to use several browsers with one student ID number on one PC.  
The message of ["You are already using the course registration program"] will be shown to the user.
  - Not available to log in several PCs with one student ID number, and the following message of ["Your session has been expired by other users"] will be shown to the user who previously log in in the situations in which several login happen.



Your session has been expired by other users.

Your session will be terminated if your ID is simultaneously logged on another computer Please re log on

- Browser and Optimum Resolution
  - Support various browsers such as Internet Explore(equal to or higher than V. 6) and Firefox(V. 3 equal to or higher than)
  - Developed for equal to or higher than the resolution of (1024\*768) of the course registration page, and optimized for the Internet Explore (equal to or higher than V.7) and the resolution of (1024\*768).
- Allow the Pop-up
  - When you set the Pop-up broker function in your browser, you are

required to add <http://sugang.snu.ac.kr> to allowed sites for using some functions.

: Tools – Internet Options – Privacy – Pop-up Blocker – Settings – Add to Allowed Sites

※ The way to set allowed sites may be different depending on browsers.

- Limited time to use the course registration menu
  - You cannot click the buttons of the course handbook, the course registration menu or the course registration twice a second.
- Check the Unused Time
  - You should be aware that the session will be disconnected automatically when you do not use this service for certain time after logging in the service pages. If it happens, you need to reconnect the course registration page.

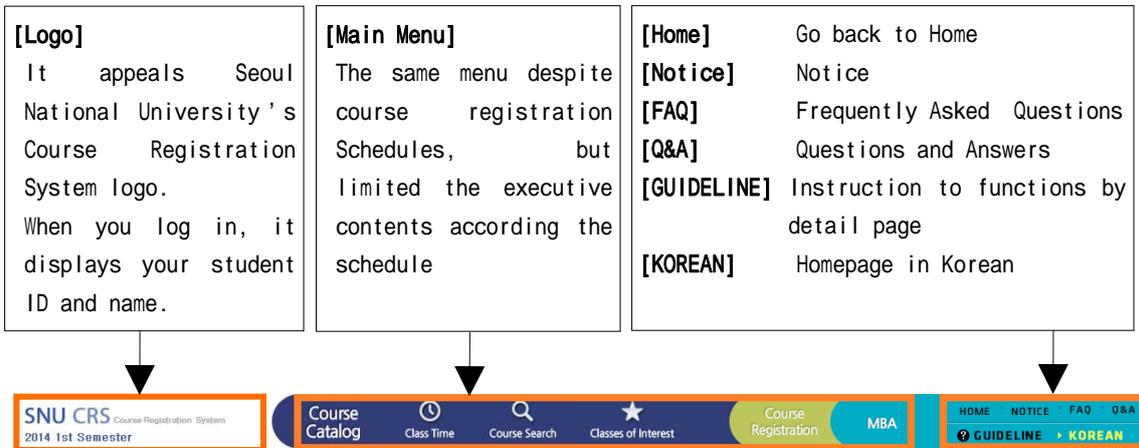
### 3. Periodic Functions of the Course Registration and Page Composition

The course registration system is classified the functions for each period as the Preliminary Course Registration, registration and normal periods according to our academic calender.

#### ■ Periodic Functions

Menu Classification	Function	Normal	Period for Preliminary Course Registration	Period for Registration
Course Search	Simple Search	○	○	○
	Advanced Search	○	○	×
	Course Search -> Register as Interesting Classes	○	○	○
	Course Search -> Pre-Registraion	×	○	×
	Course Search -> Enroll Courses	×	×	○
Interesting Classes	Search Interesting Classes	○	○	○
	Interesting Classes -> Course Preliminary Course Registration	×	○	×
	Interesting Classes-> Course Registration	×	×	○
Pre-Registration	Search the Preliminary Course Registration	○	○	○
	Add the Preliminary Course Registration	×	○	×
Pre-Registration Details	Search the Preliminary Course Registration Details	○	○	○
	Change the Preliminary Course Registration Details	×	○	×
Course Registration	Search the Course Registration	○	○	○
	Add the Course Registration	×	×	○
Course Registration Details	Search the Course Registration	○	○	○
	Change the Course Registration	×	×	○

## ■ Course Registration Page Composition



**Login**

ID: Student ID number  
 Password: Password

[LOGIN >](#)

SEARCH STUDENT ID / PASSWORD

**2014 1st Semester Course Registration**

Starting from 2012 Winter Session, the wait-list (estimated time, no. of students) will be available when you click the Course Registration button.

Categories of Course Registration	Date	Day	Time	Subject
Pre-registration of the 1st semester	2014-01-17	FRI	09:00 ~ 18:00	All Students
	2014-01-20	MON	09:00 ~ 18:00	All Students
	2014-01-21	TUE	09:00 ~ 18:00	All Students
Changing or adjusting course registration of the 1st	2014-03-03	MON	09:00 ~ 18:00	All Students
	2014-03-04	TUE	09:00 ~ 18:00	All Students
	2014-03-05	WED	09:00 ~ 18:00	All Students
	2014-03-06	THU	09:00 ~ 18:00	All Students
	2014-03-07	FRI	09:00 ~ 18:00	All Students

**Course Registration Guide**

Notice) The English course search/course registration system is currently available.

- Please ensure to check the course registration period and to be familiar with the system in advance. You can login in or access to the system anytime you wish.

- You might experience some inconveniences with our new English course registration site, which is currently available, but we will make our utmost efforts to gradually improve the quality of the site.

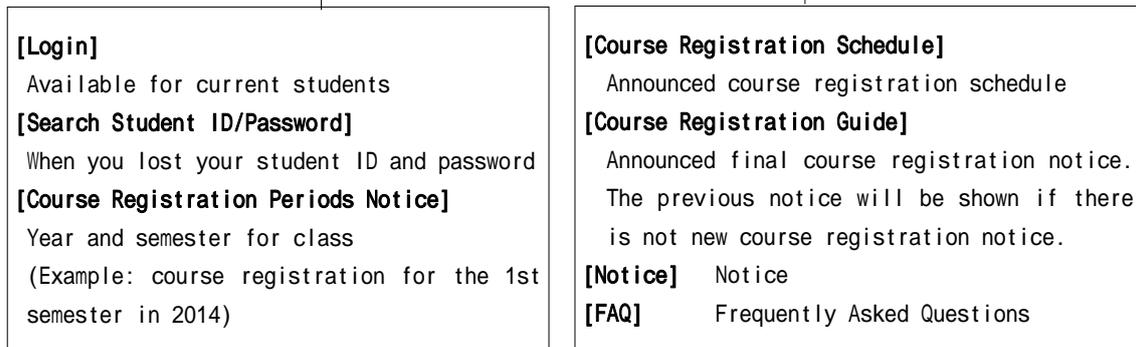
**Notice** [more >](#)

- Change of Course Registration..
- Busy time of the Registration..

**FAQ** [more >](#)

- Will be the connection closed..
- Is information on the number o..
- A preliminary course registrat..
- Functions not usable during th..
- Glossary - "General Education..
- Loss of Password/Change of Pas..
- How often is the number of stu..
- Is there some specific functio..

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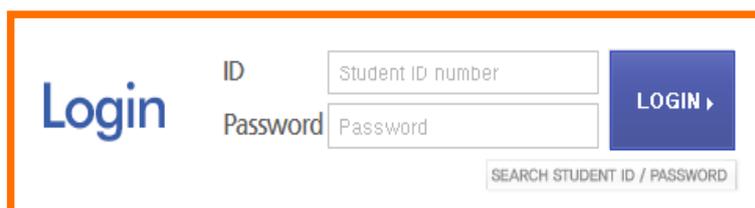
## 4. Functions and How to Use

### 4.1 Login

You need to enter your student ID number including "-", and your password for the course registration which you set.

If you forget your student ID number and password, you can find them from 'Search Student ID/Password', or change them at ['Portal(my.snu.ac.kr)-Academic Affairs-My Info-Student Info-Modify Personal Info-Course Registration Password Change].

However, freshmen's passwords are inputted as their last 7 digits of their certificate of registration numbers at the initial stage, so they can change their initial password in 'User Information for Course Registration' after login.



The screenshot shows a login form with the following elements:

- A blue "Login" logo on the left.
- An "ID" label next to a text input field containing "Student ID number".
- A "Password" label next to a text input field containing "Password".
- A blue "LOGIN" button with a right-pointing arrow.
- A "SEARCH STUDENT ID / PASSWORD" button below the password field.

Categories of Course Registration	Date	Day
Pre-registration of the 1st semester	2014-01-17	FRI
	2014-01-20	MON
	2014-01-21	TUE
Course registration of the 1st semester for the students with an odd number of the ID	2014-01-23	THU
Course registration of the 1st semester for the students with an even number of the ID	2014-01-24	FRI
Course registration of the 1st semester	2014-01-27	MON
	2014-01-28	TUE

### 4.2 Find the Student ID Number and Password

You can check your student ID number for login by clicking the button of 'Search Student ID' after enter your name and certificate of registration number.

If you forget your changed password for course registration, you can find them

by receiving them through the mySNU mail. If you type your name, birth and student ID, and click the button of 'Send mySNU mail', your password will be send to your university mail (My Portal [id@snu.ac.kr](mailto:id@snu.ac.kr)).

**SNU CRS** Course Registration System  
2014 1st Semester

Course Catalog | Class Time | Course Search | Classes of Interest | Course Registration | MBA

HOME | NOTICE | FAQ | Q&A | GUIDELINE | KOREAN

**Search Student ID / Password**

\*Find Password\* service may be unavailable when server is busy.  
Freshmen's initial password is their last 7-digit of resident registration number, Please contact the Division of Academic Affairs regarding password reset for course registration, Tel. 880-5042

Search Student ID		Search Password	
Name	<input type="text"/>	Name	<input type="text"/>
Birth	<input type="text"/> ex) 19880101	Birth	<input type="text"/> ex) 19880101
Program	All <input type="button" value="v"/>	Student ID	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Send mySNU mail"/>	

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### 4.3 User Information for Course Registration (Change Course Registration Password)

'User Information for Course Registration' enable you to check your courses, major, registration counts, maximum credits, maximum credits for change, repeated class details and other relevant information when a user's personal data for course registration is created.

One thing to remember is that you may find the message of "You are unable to enroll for courses" when you are not included in the students for course registration yet because the students for course registration is created when the registration for courses is completed. Even this case, you do not have any problems to search classes, and register classes in the interesting classes.

In addition, the name of 'Course Registration Schedule' may be different from the main title schedule on top of the page even though the page has your personal information, but even in this case, you have no problems to use the functions of the course search and the interesting classes.

Finally, even though the creation of users' information for course registration may be late, it is done before the period for Preliminary Course Registration; therefore, you can check your maximum credits for change, grades of previous semesters, and repeated class details in the period of Preliminary Course Registration.

When you change your password for course registration (login password), you simply use the Change Password part at bottom. You also can change it at [Portal(<http://my.snu.ac.kr> – Administration – User Information)]. However, you cannot find your current password through the two methods mentioned above, you must use the way which you receive your password through your university mail by using 'Find Student ID/Password' before login. If you do not have an ID for our portal services, or you forget your password for our portal services, you can initialize your password to the last 7 digits of your certificate of registration number by requesting to the registrar's office.

The screenshot shows the user interface of the Seoul National University course registration portal. At the top, there is a navigation bar with the user's name 'Hong Gildong' and ID '2013-2013'. The main content area is titled 'User's Personal Information for Course Registration'. It contains several sections:

- User's Personal Information:** A table with fields for College (College of Engineering), Department (Department of Architectural Engineering), Student ID (2013-2013), Name (Hong Gildong), Program (Bachelor), Academic Year (2), Year of Entrance (2013), No. of Registered Semesters (2), Major (Architecture Major, Department of Architecture), Second Major, Double Majors, Interdisciplinary Programs, Joined Minor, Interdisciplinary Programs for Teaching Certification, Student-design major (N), Course Registration Schedule, and Maximum Credits (18).
- Grades of previous 2 semesters:** A table with columns for Grades of previous 2 semesters, Year, Semester, Credits, Sum of GPA, and Average GPA. It shows data for the 2nd and 1st semesters of 2013.
- Repeated Classes:** A table with columns for Course Number, Course Name, No. of Semesters to re-take classes, and Semester with repeated course. It states 'No repeated classes were found'.
- Change Password:** A form with three input fields: 'Current Password', 'New Password', and 'Confirm your new Password'. A note indicates that passwords can have alphabets, numbers, or special codes of 5 to 20 characters. A 'Change Password' button is located at the bottom right of the form.

At the bottom of the page, there is a footer with a security notice: 'For security, your connection will be closed by not in use for 10 minutes. COPYRIGHT (C) 2010 SEOUL NATIONAL UNIVERSITY. ALL RIGHTS RESERVED.' and links for 'Privacy Policy' and 'E-mail Unauthorized Refuse Collection'.

#### 4.4 Standard of Class Period

You can check the standard of the class periods and the class times by period of Seoul National University. Seoul National University has two types of class times, 50 minutes and 75 minutes.

Class Time

Class	50-minute class(Start on the hour)	75-minute class(Start on the hour)	75-minute class(Start half past)
0교시	08:00~08:50		
1교시	09:00~09:50		08:30~10:45
2교시	10:00~10:50		
3교시	11:00~11:50	11:00~12:15	
4교시	12:00~12:50		12:30~13:45
5교시	13:00~13:50		
6교시	14:00~14:50	14:00~15:15	
7교시	15:00~15:50		15:30~16:45
8교시	16:00~16:50		
9교시	17:00~17:50		
10교시	18:00~18:50		
11교시	19:00~19:50		
12교시	20:00~20:50		
13교시	21:00~21:50		

## 4.5 Course Search

The course search provides the same course search service as one of the existing course handbook, and the course handbook enables you to search classes, and directly save the searched results in the Preliminary Course Registration, the interesting classes and the course registration.

The course search is divided into the simple search and the advanced search. When you move on the course search page, the default page is for the simple search.

You can register the classes searched from the course search in the interesting classes by clicking the Interesting Classes button, in the Preliminary Course Registration details by clicking the Preliminary Course Registration button during the period of the Preliminary Course Registration and course registration, or directly enroll courses by clicking the Course Registration button.

**SNU CRS** Course Registration System  
2014 1st Semester

Course Catalog | Class Time | **Course Search** | Classes of Interest | Course Registration | MBA | HOME | NOTICE | FAQ | Q&A | GUIDELINE | KOREAN

**Course Search**

Year: 2014 Semester: 1st Semester Academic year: All All

Course Number: Course Title (Eng or Kor): General Education: All All

Department: All All Program: All

Course classification: All

Clear  
Advanced Search  
SEARCH

You can search for courses of previous semesters by clicking the "Advanced Search" button.

Total Count : 0 Restricted Class English Lecture

Course Classification	Department	Degree Program	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#, Yeon geon)	Instructor	Course Syllabus	Quota (enrollment regist. students)	No. of students	Remark

While courses are being registered, 36

Course Registration | Course Pre-Registration | Save as classes of interest | Save in excel

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### ■ Simple Search

The simple search enables you to search classes in the recent year and/or semester with the available classes, the general education classification, class numbers (lecture numbers) and titles in a fast way. Furthermore, if you click the Clear button, all searching conditions are initialized to assist you to have a new search.

■ Course Search

Year	2014	Semester	1st Semester	Academic year	All	All	<input type="button" value="Clear"/> <input type="button" value="Advanced Search"/> <input type="button" value="SEARCH"/>
Course Number	<input type="text"/>	Course Title (Eng or Kor)	<input type="text"/>	General Education	All	All	
Department	All	All	All	Program	All	All	
Course classification	All						

■ Advanced Search

You can have the advanced search when you click 'Advanced Search' button in the simple search page. However, you cannot use the advanced search in some circumstances such as the busiest time for course registration.

You can search various classes which you want with various conditions such as a credit, the location of building for course, the maximum numbers of students to enroll, the professor's name and the numbers of students enrolled including the conditions for the simple search. What's more, you can check the building for course and class periods linked to the Campus Map and the selected times.

■ Course Search

Year	2014	Semester	1st Semester	Academic year	All	All	<input type="button" value="Clear"/> <input type="button" value="Quick Search"/> <input type="button" value="SEARCH"/>	
Course Number	<input type="text"/>	Course Title (Eng or Kor)	<input type="text"/>	General Education	All	All		
Department	All	All	All	Program	All	All		
Course classification	All	Credits	<input type="text"/> ~ <input type="text"/>	Location (Bld-Room)	All	<input type="text"/>		
Name Of Instructor	<input type="text"/>	Quota	<input type="text"/> ~ <input type="text"/>	Number of registered students	<input type="text"/> ~ <input type="text"/>	Class Time		<input type="text"/> <input type="button" value="Select time"/>
Lecture constituent	All	English Lecture	<input type="checkbox"/>	Grading Type	All	Quota has not been reached		<input type="checkbox"/>
								<input type="button" value="Campus Map"/>



Selected class time

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00 - 09:00						
09:00 - 09:50						
10:00 - 10:50						
11:00 - 11:50						
12:00 - 12:50						
13:00 - 13:50						
14:00 - 14:50						
15:00 - 15:50						
16:00 - 16:50						
17:00 - 17:50						
18:00 - 18:50						
19:00 - 19:50						
20:00 - 20:50						
21:00 - 21:50						
22:00 - 22:50						
23:00 - 23:50						

## ■ Search Course Details

When you click the course title searched from the advanced search or the simple search, you can check more detailed information about the course details, the syllabus, the registration restriction, the group II courses, and the alternative courses.

Course Details					
Course : 031.001 College Writing: Process & Structure					
Course Details	Syllabus(ENG)	Syllabus(KOR)	Course Restriction	Group II Courses	Alternative
Course Number	Lecture Number		Subtitle Number		Subtitle
031.001	002				
Course Curriculum	Undergraduate	Course classification	Subject for Liberal Education	Department	Dept of Korean Language & Literature
Categories of Courses		General Education	Academic Foundations - Critical Thinking and Writing	Academic Year	1
Credits	3	Lecture Hours	3	Laboratory Hours	0
Instructor		Quota	25	Tuition Fee per credit of Summer/Winter session	0
Lecture Type	Theory	Language of Instruction	Korean	Grading Type	A~F
Grade-on-a-curve Classes	YES	Restricted Course	NO	Restricted Course for Foreigners	NO
				Repeating	

## ■ Save as the Interesting Classes

You can add the classes of the semester in the year which you searched to the interesting classes in advance after login by simply clicking the **Interesting Classes** button. However, the information in the interesting classes just save course titles and course numbers, so they may have different results from when you searched them if buildings for courses and class times are changed later.

Each student can save classes by course or by class without any limitations in the interesting classes, the numbers to register will be limited certain numbers by student and by semester.

## ■ Pre-enrollment and Enrolment

You can directly pre-enroll or enroll in the classes of the semester in the year which you searched by clicking the Preliminary Course Registration or Registration buttons during the real periods of Preliminary Course Registration or registration.

## 4.6 Interesting Classes

The interesting classes is the menu to manage the details which you saved in the interesting classes at [Course Handbook-Course Search]. You can directly enroll in classes in the interesting classes page during the period of Preliminary Course Registration and registration, can enroll in classes through the tap of 'Enroll in the Interesting Classes' in the pages of Preliminary Course Registration or registration in an easy and fast way.

■ Classes of interest Total Credits : 18 Credits / Total Classes : 6 Classes

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred -Lec -Lab	Class Time	Lecture Type	Location (#:Yeon geon)	Instructor	Quota (enrollment students)	No. of regist. students	Remark
<input type="checkbox"/> Subject for Liberal Education	School of Biological Sciences	1	034.029	001	Biology	3-3-0	Mon.(14:00~15:15) Wed.(14:00~15:15)	Theory Theory	043-1-201 043-1-201	Kim, SangGu	120 (36)	36	
<input type="checkbox"/> Subject for Liberal Education	School of Biological Sciences	1	034.033	003	Biology Lab.	1-0-2	Thur.(13:00~14:50)	Theory		Chung, Chin Ha	100 (30)	30	
<input type="checkbox"/> Subject for Liberal Education	Dept. of Aesthetics	1	042.027	001	Art and History	3-3-0	Fri.(10:00~12:50)	Theory	043-1-302	Lim,Hyeun	60 (30)	30	
<input type="checkbox"/> Requisite Subject for Major	Department of Architectural Engineering (Architecture Major, Department of Architecture)	2	4012.201	002	Architectural Design Studio 2-1	5-0-10	Tue.(14:00~18:50) Fri.(14:00~18:50)	Practice Practice	039-5212 039-5212	Peter Winston Ferretto	10 (10)	10	Ⓢ
<input type="checkbox"/> Requisite Subject for Major	Department of Architectural Engineering (Architecture Major, Department of Architecture)	2	4012.203	001	Design Computing	3-1-4	Tue.(09:00~09:50) Tue.(10:00~11:50) Thur.(10:00~11:50)	Theory Practice Practice	039-436 039-436 039-436		40 (40)	39	
<input type="checkbox"/> Requisite Subject for Major	Department of Architectural Engineering (Architecture Major, Department of Architecture)	2	4012.204	001	History of Architecture 1	3-3-0	Mon.(09:30~10:45) Wed.(09:30~10:45)	Theory Theory	039-B117 039-B117	Jeon, Bong Hee	50 (50)	50	

▶ While courses are being registered, the input window for numbers will be not available

16

## ■ View the Interesting Classes Schedule

When you choose the combination of the classes which you want in the interesting classes menu, and click the Schedule View button, you can look at the schedule. You also can print the interesting classes schedule by clicking the Schedule Print button.

Classes of interest

Total Credits : 18 Credits / Total Classes : 6 Classes

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#:Yeon seon)	Instructor	Quota (enrollment students)	No. of regist. students	Remark
<input checked="" type="checkbox"/> Subject for Liberal Education	School of Biological Sciences	1	034.029	001	Biology	3-3-C	Mon.(14:00~15:15) Wed.(14:00~15:15)	Theory	043-1-201	Kim, SangGu	120 (36)	36	
<input checked="" type="checkbox"/> Subject for Liberal Education	School of Biological Sciences	1	034.033	003	Biology Lab.	1-0-2	Thur.(13:00~14:50)	Theory		Chung, Chin Ha	100 (30)	30	
<input checked="" type="checkbox"/> Subject for Liberal Education	Dept. of Aesthetics	1	042.027	001	Art and History	3-3-C	Fri.(10:00~12:50)	Theory	043-1-302	Lim,Hyeeun	60 (30)	30	

While courses are being registered, the input window for numbers will be not available

4  Course Registration Course Pre-Registration Counselling Delete Save in Excel Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0(08:00 ~ 08:30)						
0(08:30 ~ 09:00)						
1(09:00 ~ 09:30)		Design Computing (039-436)				
1(09:30 ~ 10:00)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)			
2(10:00 ~ 10:30)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)	Design Computing (039-436)	Art and History (043-1-302)	
2(10:30 ~ 11:00)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)	Design Computing (039-436)	Art and History (043-1-302)	
3(11:00 ~ 11:30)		Design Computing (039-436)		Design Computing (039-436)	Art and History (043-1-302)	
3(11:30 ~ 12:00)		Design Computing (039-436)		Design Computing (039-436)	Art and History (043-1-302)	
4(12:00 ~ 12:30)					Art and History (043-1-302)	
4(12:30 ~ 13:00)					Art and History (043-1-302)	
5(13:00 ~ 13:30)				Biology Lab.		
5(13:30 ~ 14:00)				Biology Lab.		
6(14:00 ~ 14:30)	Biology (043-1-201)	Architectural Design Studio 2-1 (039-5212)	Biology (043-1-201)	Biology Lab.	Architectural Design Studio 2-1 (039-5212)	
6(14:30 ~ 15:00)	Biology (043-1-201)	Architectural Design Studio 2-1 (039-5212)	Biology (043-1-201)	Biology Lab.	Architectural Design Studio 2-1 (039-5212)	

## 4.7 Preliminary Course Registration

The Preliminary Course Registration provides the useful function to prepare for the real course registration during the period of Preliminary Course Registration in accordance with the academic schedules. You can see the page even though it is not the period for Preliminary Course Registration, but the message that you cannot pre-enroll in courses at the moment comes up when you click the Preliminary Course Registration button.

You can simulate the Preliminary Course Registration in the same way as the course registration, but there are no limitations about numbers of students to enroll by class; as a result it is not the first come first serve basis like the real course registration. It means that it helps you to set up your lecture plan whenever you want during the period of Preliminary Course Registration, and to estimate the competition rates of the classes which you pre-enrolled through the numbers of students pre-enrolled.

The Preliminary Course Registration details are not automatically transferred for course registration, but they are for check the limitations of the real

course registration such as the duplication of your schedules, same classes, limited classes, and controlled classes in advance. Thus, it assists you to enroll in courses in a fast and convenient way.

Consequently, if you do not have any special reasons not to use the Preliminary Course Registration, it would be helpful for you to use it with various reasons.

## ■ How to Pre-enroll

The Preliminary Course Registration has 3 windows of [Interesting Classes], [Search Courses] and [Enter Course No.]. When you choose each class which you want and click the Preliminary Course Registration button, you can go to the Preliminary Course Registration details page.

In addition, the ways to use the Preliminary Course Registration from other pages explained before are [Course Handbook-> Course Search] and [Course Handbook -> Interesting Classes].

**SNU CRS Course Registration System**  
2014 1st Semester

Course Catalog | Course Registration | **Preliminary Course Registration** | Details of Preliminary Course Registration | Course Registration | Details of Course Registration | MBA | HOME | NOTICE | FAQ | Q&A | GUIDELINE | KOREAN

**Preliminary Course Registration**

from classes of interest | by searching course | by inputting course

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Crd. -Lec. -Lab.	Class Time	Lecture Type	Location (#-Yeon geon)	Instructor	Quota (enrollment students)	No. of Pre-registered students			Remark	
												Odd	Even	All		
<input type="checkbox"/>	Subject for Liberal Education	Dept. of English Language & Literature	1	032.019	003	College English 2 Speaking	2-3-0	Mon.(12:30-1345) Wed.(12:30-1345)	Theory Theory	003-116 009-116	Christopher Hemann	20 (6)	8	3	6	Ⓞ
<input type="checkbox"/>	Subject for Liberal Education	Dept. of English Language & Literature	1	032.022	003	Advanced English: Exploring Film	2-3-0	Mon.(15:30-1645) Wed.(15:30-1645)	Theory Theory	002-102 002-102	Jeenhee Kim	20 (10)	20	15	35	Ⓞ
<input type="checkbox"/>	Subject for Liberal Education	Dept. of Hispanic Language & Literature	1	041.038	001	Literature and Film	3-3-0	Tue.(12:30-1345) Thu.(12:30-1345)	Theory Theory	001-103 001-103	Yim, Ho Joon	60 (30)	26	17	43	

While courses are being registered, the input window for numbers will be not available. 2 4 **Course Pre-Registration**

**Details of Preliminary Course Registration** Maximum Credits : 18 Credits / Registered Credits : 0 Credits / Registered Courses (Classes) : 0 classes

Course Number	Lecture Number	Course Title (Subtitle)	Course Classification	Major Classification	Class Time	Retaking Information		
						Year	Semester	Course

Please carefully review class, major, retaking information since these are important for your graduation. You may adjust these in the course registration detail. **Delete**

## ■ Delete the Preliminary Course Registration List

If you want to delete the classes in which you pre-enrolled through [Interesting Classes] [Search Courses] and [Enter Course No.], you just need to click the Delete button. The Delete function can be used in 'Preliminary

Course Registration Details' as well.

## 4.8 Preliminary Course Registration Details

It is for managing the details which are registered during the period of Preliminary Course Registration, if necessary, editing, deleting, and saving in an excel file are available, and it enables you to print your schedule about pre-enrolment details which you registered.

Especially, there is a function to check and manage the retaking information in the Preliminary Course Registration details, so you can edit the information if you need. When you tick the availability of retaking information, the lists of the same or alternative classes which you can retake will be shown, and you can choose one among them. The changed details of retaking information are directly used if you enroll in the classes by choosing them in the Preliminary Course Registration details during the period of registration.

**SNU CRS** Course Registration System  
2014 1st Semester

Course Catalog

Course Registration

Preliminary Course Registration

Details of Preliminary Course Registration

Course Registration

Details of Course Registration

MBA

[HOME](#) [NOTICE](#) [FAQ](#) [Q&A](#)

**Details of Preliminary Course Registration** Maximum Credits : 21 Credits / Registered Credits : 16 Credits / Registered Courses (Classes) : 7 classes

Course No.	Lec. No.	Course Title (Subtitle)	Course Classification	Major Classification	Retaking Information				Quota (enrollment students)	No. of Pre-registered students			Remark
					Year	Semester	Course No.	Lec. No.		Odd	Even	All	
<input type="checkbox"/>	032.013	001	Intermediate Chinese 2	Subject for Liberal Education					20 (20)	2	3	5	
<input type="checkbox"/>	032.026	004	Advanced English: Literature	Subject for Liberal Education					20 (10)	6	4	10	Ⓞ
<input type="checkbox"/>	707.204	001	Applied English Phonetics	Elective General Subject					60 (60)	8	10	18	Ⓢ
<input type="checkbox"/>	707.301	001	Introduction to English Linguistics	Elective General Subject					60 (60)	8	8	16	Ⓢ
<input type="checkbox"/>	701.101A	001	Introduction to the Study of Education	Subject for Teaching Certification					100 (100)	22	13	35	
<input type="checkbox"/>	051.019	010	Beginner's Tennis	Subject for Liberal Education					30 (21)	8	7	15	
<input type="checkbox"/>	707.201	001	English Conversation 1	Elective General Subject					9 (9)	1	2	3	ⓄⓈ

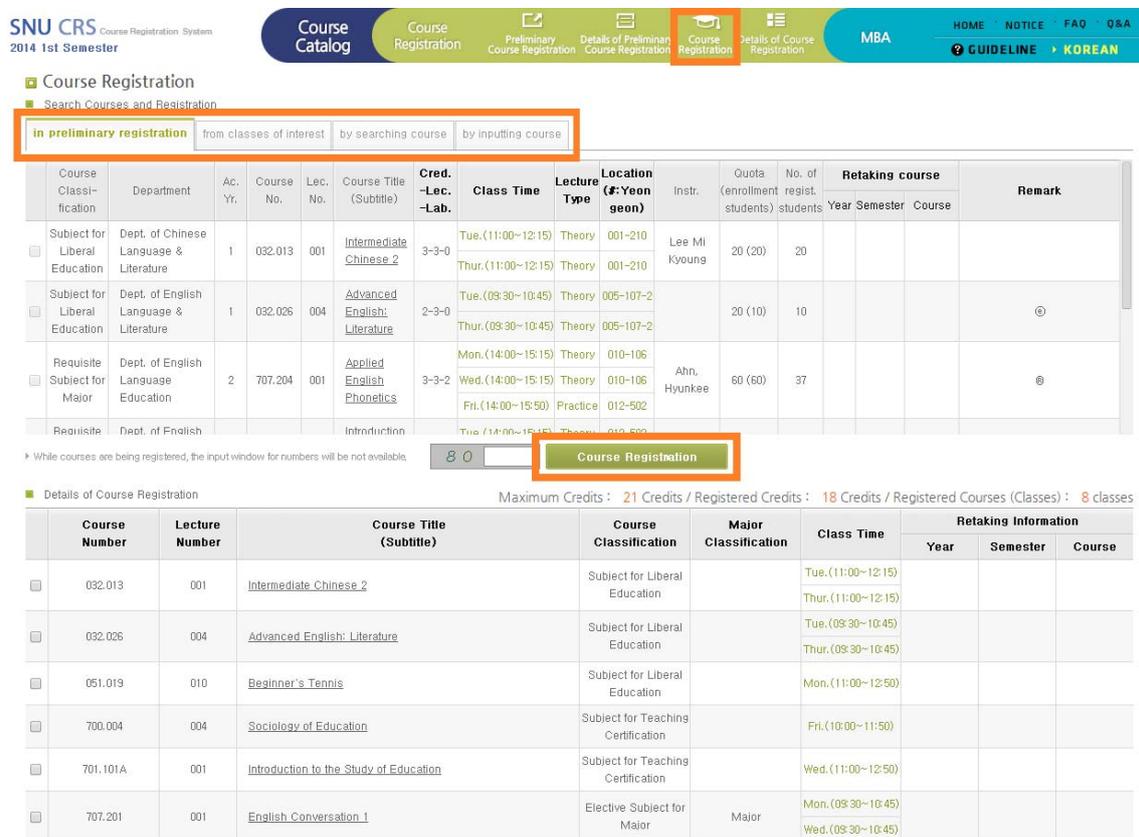
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0(08:00 ~ 08:30)						
0(08:30 ~ 09:00)						
1(09:00 ~ 09:30)						
1(09:30 ~ 10:00)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)		
2(10:00 ~ 10:30)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)		
2(10:30 ~ 11:00)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)	English Conversation 1 (011-106)	Advanced English: Literature (005-107-2)		
3(11:00 ~ 11:30)	Beginner's Tennis	Intermediate Chinese 2 (001-210)	Introduction to the Study of Education (010-1-101)	Intermediate Chinese 2 (001-210)		

## 4.9 Course Registration

This is for course registration. The course registration is only exerted during the period of course registration according to the academic schedules, but you can look at the screen anytime. However, if it is not the period for course registration, the message that you are unable to enroll in courses at the moment comes up when you click the Registration button. You can check the details which you prepared in advance during the period of registration by logging in the page, and you can enroll in classes by just clicking them during the period of course registration if you registered the classes in the Preliminary Course Registration details or the interesting classes in advance.

There are 4 pages of [Preliminary Course Registration Classes], [Interesting Classes], [Search Courses] and [Enter Course No.].

You just need to click the 'Registration' button after choosing the most convenient way for you amongst the 4 ways, or after directly typing classes.



**SNU CRS Course Registration System**  
2014 1st Semester

Course Catalog | Course Registration | Preliminary Course Registration | Details of Preliminary Course Registration | **Course Registration** | Details of Course Registration | MBA | HOME | NOTICE | FAQ | Q&A | GUIDELINE | KOREAN

Course Registration

Search Courses and Registration

in preliminary registration | from classes of interest | by searching course | by inputting course

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#, Yeon geon)	Instr.	Quota (enrollment students)	No. of regist. students	Retaking course			Remark
													Year	Semester	Course	
<input type="checkbox"/>	Subject for Liberal Education	Dept. of Chinese Language & Literature	1	032.013	001	Intermediate Chinese 2	3-3-0 Tue.(11:00~12:15) Thur.(11:00~12:15)	Theory	001-210	Lee Mi Kyoung	20 (20)	20				
<input type="checkbox"/>	Subject for Liberal Education	Dept. of English Language & Literature	1	032.026	004	Advanced English: Literature	2-3-0 Tue.(09:30~10:45) Thur.(09:30~10:45)	Theory	005-107-2		20 (10)	10				⊙
<input type="checkbox"/>	Requisite Subject for Major	Dept. of English Language Education	2	707.204	001	Applied English Phonetics	3-3-2 Mon.(14:00~15:15) Wed.(14:00~15:15) Fri.(14:00~15:50)	Theory Theory Practice	010-106 010-106 012-502	Ahn, Hyunkee	60 (60)	37				⊙
<input type="checkbox"/>	Requisite	Dept. of English				Introduction	Tue.(14:00~15:15)	Theory	010-500							

While courses are being registered, the input window for numbers will be not available.

80 **Course Registration**

Details of Course Registration

Maximum Credits : 21 Credits / Registered Credits : 18 Credits / Registered Courses (Classes) : 8 classes

Course Number	Lecture Number	Course Title (Subtitle)	Course Classification	Major Classification	Class Time	Retaking Information		
						Year	Semester	Course
<input type="checkbox"/>	032.013	001	Intermediate Chinese 2	Subject for Liberal Education	Tue.(11:00~12:15) Thur.(11:00~12:15)			
<input type="checkbox"/>	032.026	004	Advanced English: Literature	Subject for Liberal Education	Tue.(09:30~10:45) Thur.(09:30~10:45)			
<input type="checkbox"/>	051.019	010	Beginner's Tennis	Subject for Liberal Education	Mon.(11:00~12:50)			
<input type="checkbox"/>	700.004	004	Sociology of Education	Subject for Teaching Certification	Fri.(10:00~11:50)			
<input type="checkbox"/>	701.101A	001	Introduction to the Study of Education	Subject for Teaching Certification	Wed.(11:00~12:50)			
<input type="checkbox"/>	707.201	001	English Conversation 1	Elective Subject for Major	Mon.(09:30~10:45) Wed.(09:30~10:45)	Major		

## ■ Registration from the Preliminary Course Registration Page

■ Course Registration

■ Search Courses and Registration

**in preliminary registration** from classes of interest by searching course by inputting course

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#; Yeongeon)	Instr.	Quota (enrollment students)	No. of regist. students	Retaking course			Remark
													Year	Semester	Course	
<input type="checkbox"/> Subject for Liberal Education	Dept. of Chinese Language & Literature	1	032.013	001	Intermediate Chinese 2	3-3-0	Tue.(11:00~12:15) Thur.(11:00~12:15)	Theory	001-210 001-210	Lee Mi Kyoung	20 (20)	20				
<input type="checkbox"/> Subject for Liberal Education	Dept. of English Language & Literature	1	032.026	004	Advanced English: Literature	2-3-0	Tue.(09:30~10:45) Thur.(09:30~10:45)	Theory	005-107-2 005-107-2		20 (10)	10				⊙
<input type="checkbox"/> Requisite Subject for Major	Dept. of English Language Education	2	707.204	001	Applied English Phonetics	3-3-2	Mon.(14:00~15:15) Wed.(14:00~15:15) Fri.(14:00~15:50)	Theory Theory Practice	010-106 010-106 012-502	Ahn, Hyunkee	60 (60)	37				⊙

The default page is the Preliminary Course Registration, it shows all Preliminary Course Registration details which you registered during the period of Preliminary Course Registration, and you enroll in classes by choosing each one class among them. The classes in the Preliminary Course Registration details have already checked any limitations, you can easily enroll in them without having any troubles in an easy and convenient way.

## ■ Registration from the Interesting Classes

When you click the [Interesting Classes] tap, you can see the list of the classes which you registered before the period of course registration, and you can enroll in courses by choosing each one class in which you really want to enroll among the classes and clicking the Registration button.

■ Course Registration

■ Search Courses and Registration

in preliminary registration **from classes of interest** by searching course by inputting course

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#; Yeongeon)	Instructor	Quota (enrollment students)	No. of registered students			Remark
												Odd	Even	All	
<input type="checkbox"/> Subject for Liberal Education	Dept. of Chinese Language & Literature	1	032.013	001	Intermediate Chinese 2	3-3-0	Tue.(11:00~12:15) Thur.(11:00~12:15)	Theory	001-210 001-210	Lee Mi Kyoung	20 (20)	10	10	20	
<input type="checkbox"/> Subject for Liberal Education	Dept. of English Language & Literature	1	032.026	004	Advanced English: Literature	2-3-0	Tue.(09:30~10:45) Thur.(09:30~10:45)	Theory	005-107-2 005-107-2		20 (10)	6	4	10	⊙
<input type="checkbox"/> Subject for Liberal Education	Dept. of French Language & Literature	1	042.010	002	Understanding of the Francophone Culture	3-3-0	Tue.(09:30~10:45) Thur.(09:30~10:45)	Theory	007-201 007-201	Kim, MyungSuk	40 (20)	11	9	20	

## ■ Registration from the Search Courses

When you click the [Search Courses] tab, you can find the search page for courses to enroll, and you search classes with the course numbers and lecture numbers. Searching classes with only course titles is restricted during certain busy time such as the first 1 hour of course registration.

## ■ Course Registration

### ■ Search Courses and Registration

in preliminary registration | from classes of interest | **by searching course** | by inputting course

Search method: Course Number (032.017) | Lecture Number: | SEARCH

Course Classification	Department	Ac. Yr.	Course No.	Lec. No.	Course Title (Subtitle)	Cred. -Lec. -Lab.	Class Time	Lecture Type	Location (#, Yeongeon)	Instructor	Quota (enrollment students)	No. of registered students			Remark
												Odd	Even	All	
<input type="checkbox"/> Subject for Liberal Education	Dept. of English Language & Literature	1	032.017	001	College English 1	2-3-0				Sohn, Chang Yong	20 (20)	0	0	0	Not Available For ©
<input type="checkbox"/> Subject for Liberal Education	Dept. of English Language & Literature	1	032.017	002	College English 1	2-3-0				Paul Bentley Shepherd	20 (20)	0	0	0	Not Available For ©

## ■ Registration from the Enter Course No.

You can enroll in classes by directly typing the course numbers and lecture numbers which you considered before through the [Enter Courses No.] tab

## ■ Course Registration

### ■ Search Courses and Registration

in preliminary registration | from classes of interest | by searching course | **by inputting course**

Course Number: 032.017 | Lecture Number: | Course Registration

While courses are being registered, the input window for numbers will be not available.

## ■ Delete the List of Course Registration

You can realize that the classes in which you enrolled through [Preliminary Course Registration Classes], [Interesting Classes], [Search Courses], [Enter Course No.], and [Course Search] are shown in the registration details in the same page. When you want to delete the details shown, you just choose the classe(s) and click the [Delete] button. Deleting the details, in which have already been enrolled, can be done in the 'Course Registration Details' menu as well.

## 4.10 Course Registration Details

The courses, in which have already been enrolled, can be confirmed in the [Course Registration—Course Registration Details]. Also, you can delete the enrolled classes, and/or edit the course classification, major classification, and retaking information. In addition, you can save the enrolled list as an excel file, and/or print your schedule. If you check the availability of retaking information, the same or alternative class lists which you can retake come up,

and you just need to classes among them.

We recommend that you use this service during the time when not many people use or our system is not busy after you enrolled in courses which you wanted.

SNU CRS Course Registration System  
2014 1st Semester

Course Catalog Course Registration Preliminary Course Registration Details of Preliminary Course Registration Course Registration Details of Course Registration MBA HOME NOTICE FAQ Q&A ? GUIDELINE KOREAN

Details of Course Registration Maximum Credits : 18 Credits / Registered Credits : 14 Credits / Registered Courses (Classes) : 5 classes

Course No.	Lec. No.	Course Title (Subtitle)	Course Classification	Major Classification	Retaking Information				Quota (enrollment students)	No. of registered students			Remark
					Year	Semester	Course No.	Lec. No.		Odd	Even	All	
<input type="checkbox"/>	032.019	003	College English 2: Speaking	Subject for Liberal Education					20 (6)	3	3	6	⊙
<input type="checkbox"/>	051.019	001	Beginner's Tennis	Subject for Liberal Education					30 (21)	10	10	20	
<input type="checkbox"/>	4012.201	001	Architectural Design Studio 2-1	Requisite Subject for Major	Major				10 (10)	5	5	10	⊙
<input type="checkbox"/>	4012.203	001	Design Computing	Requisite Subject for Major	Major				40 (40)	21	18	39	
<input type="checkbox"/>	4012.204	001	History of Architecture 1	Requisite Subject for Major	Major				50 (50)	27	23	50	

Delete Save In Excel

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0(08:00 ~ 08:30)						
0(08:30 ~ 09:00)						
1(09:00 ~ 09:30)		Design Computing (039-436)				
1(09:30 ~ 10:00)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)			
2(10:00 ~ 10:30)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)	Design Computing (039-436)		
2(10:30 ~ 11:00)	History of Architecture 1 (039-B117)	Design Computing (039-436)	History of Architecture 1 (039-B117)	Design Computing (039-436)		
3(11:00 ~ 11:30)		Design Computing (039-436)		Design Computing (039-436)		

## 5. Error Messages and How to Deal With

Message	How to Deal With
Incorrect student ID number or password.	When you type your login student ID, you must enter your ID including "-". Please be aware whether the Caps Lock is on.
You are currently using the course registration program.	Multiple login is prohibited, so please close all web browsers in use, and open our system in a new web browser.
Your session has been expired by other users.	You can use multiple login in a web browser with one student ID number.
Your session has been expired. Please re-logon.	If you do not use or make any action on our course registration system more than 10 minutes after log in, you will be logged out automatically due to security matters. You can use our system again after re-logon.
MySNU system session error.	If you do not use or make any action on our course registration system more than 10 minutes after log in, you will be logged out automatically due to security matters. You can use our system again after re-logon.
You can use this webpage after login	You can use the interesting classes, the Preliminary Course Registration and the course registration after login.
You are unable to enroll for courses.	Your user information for course registration has not been created. It may be happen because the registrar's office has not created the information for course registration, or you are not eligible to enroll in courses in this semester.
You cannot enroll in courses at the moment.	Course registration can only be used during the period of registration. Please check our schedule for registration.
Students with student ID ending in an odd (even) number cannot enroll. Please check your schedule for registration	You must check your schedule for registration (shown at the top of our course registration system), and then enroll in courses in the relevant days (odd or even days).
You cannot pre-enroll in courses at the moment.	Addition of courses to the Preliminary Course Registration list can be only used during the period of Preliminary Course Registration. Please check your schedule for Preliminary Course Registration.
You cannot save a list in an excel file or use the advanced search when our system is busy.	Using the advanced search, saving in excel files or searching with course titles will be limited during the system busy time of course registration.
The class has been already save in the interesting classes.	You need to check whether this class has been already saved in the interesting classes or whether you have excessive numbers of your interesting classes. 이미 등록한 관심강좌인지 확인하거나 등록 가능한 관심강좌수를 초과하였는지 확인한다.
mySNU 메일 아이디가 존재하지 않습니다. 주민등록번호 뒷자리로 초기화하시려면 학사과로 문의하세요.	비밀번호찾기를 하여 mySNU 메일로 보내기를 하였으나 서울대 포털 메일 계정이 없어 메일을 보낼수 없음. - 24 -
1초에 2회이상 클릭할 수 없습니다.	수강신청 및 수강편람 메뉴는 1초에 2회이상 클릭할 수 없습니다.