

## Graduate School Course Registration Guideline for Spring 2022

### I. The Period of Registration and Add/drop

| Period                     | Date & Time   | Notes |
|----------------------------|---|-------|
| Course Registration Period | Feb 16, 2022 (Wed) 13:00 ~ Feb 18, 2022 (Fri) 12:00 |       |
| Add/drop Period            | Mar 8, 2022 (Tue) 10:00 ~ Mar 10, 2022 (Thu) 17:00  |       |

### II. Registration Method

1. Access to the specific URL for course registration(<https://sugang.korea.ac.kr/graduate/>)

2. Instead of using Portal ID, log in with your **student number**

\* If you are a new student, your initial password is the last digits of your alien registration card.

3. Every semester, you must apply based on Guidance Research (DKK500, DKK510, DKK520) Division.

A. Current students: Guidance Research ⇒ DKK500-Division

B. Students who are in KIST Academy Research Industry Collaboration Program, Program in Biomicrosystem Engineering, and Science and Technology Studies (who are on their 2<sup>nd</sup> semester and above) : Apply for 2 Subjects (1 credit for each course) : Guidance Research 1 ⇒ DKK510-Division,  
Guidance Research 2 ⇒ DKK520-Division

C. Completed research graduate students: Apply for Tutorial Research after Completion of Course Work ⇒ [DKK600-00](#)

※ Completed research students can only apply for the Guidance of Research Credits (and are not allowed apply for any other courses).

※ [The division of your Faculty Advisor will be assigned after add/drop period.](#)

※ [Please apply Completion of Course work after paying the tuition.](#)

### III. The Confirmation of Course Register

1. After registering for your courses, you must check to see if the courses have been added correctly. If you wish to make any changes, you need to make the changes during the add/drop period.

- A. Checking for the Course Registration : Portal→Course→Course Registration
- B. New students will be able to use the Portal after March 2, 2022.
- 2. After the add/drop period, you can not register, add, or drop a course.

#### IV. Cautions for Course Registration

- 1. Registration must be done by the students themselves.
- 2. If you miss the period of registration and add/drop, you will not be able to register for your courses.
- 3. After you have finished registering for your courses, you must check to see if the courses were correctly inputted.
- 4. If you are planning to return to the school, you must apply for your courses during the designated period as well. The registration will be officially approved after finishing the application process for returning to the school.
- 5. You must double check the academic number of your courses to see if you have the correct number.  
(If you have inputted an incorrect academic number, your credit will not be acknowledged)
- 6. Graduate students can not retake the same course that has previously taken. If you do take a same course, it will be seen as a duplicate and will not be officially acknowledge.

However, if you have failed the course before, you can retake the course since the failed course was not given a credit.

\* You can access your grades through "Portal→Registration/Graduation→Grade Inquiries-Transcript of Courses Completed"

- 7. Aside from major courses, students must apply for 2 credits for Guidance of Research (DKK500) every semester. You must acquire total of 8 credits for 4 semester (if you are a integrated master's and doctoral students, the total credit should accumulate to 16). If the credits are inputted incorrectly, it must be revised.
- 8. Graduate students in KIST Academy Research Industry Collaboration Program, Program in Biomicrosystem Engineering, and those who are in the 2nd or above semester of Science and Technology Studies have to apply for both DKK510 (Guidance of Research 1) and DKK520 (Guidance of Research 2) complying to their 'double-advisor system'.
- 9. Maximum credit per semester (excluding Research Guidance) is 13. With the advisor designated courses, the maximun credit is 16.
- 10. If you take any non-prerequisite courses from the undergraduate level, the credit will not be acknowledged. Also, advisor designated courses will not be counted as major course credits and will be marked separately. It is advised that if you wish to take an undergraduate level course, you should apply as an advisor designated course.

11. Under any circumstances, the credits acquired from a same or similar course will not be counted.

Additionally, courses that are taken during your master program will not be counted towards your doctoral program.

**\* Criteria for duplication of courses : 1) Same academic course number 2) Same subject title**

12. To apply for the advisor designated course, you can apply during the add/drop period.
13. Graduate School is operating the 'General Core' course curriculum to strengthen student's research capabilities.
14. Time Period

| 교시<br>(Period) | 정규학기(Regular Semester) |             |
|----------------|------------------------|-------------|
|                | 서울(Seoul)              | 세종(Sejong)  |
| 1              | 09:00~10:15            | 09:00~09:50 |
| 2              | 10:30~11:45            | 10:00~10:50 |
| 3              | 12:00~12:50            | 11:00~11:50 |
| 4              | 13:00~13:50            | 12:00~12:50 |
| 5              | 14:00~15:15            | 13:00~13:50 |
| 6              | 15:30~16:45            | 14:00~14:50 |
| 7              | 17:00~17:50            | 15:00~15:50 |
| 8              | 18:00~18:50            | 16:00~16:50 |
| 9              | 19:00~19:50            | 17:00~17:50 |
| 10             | 20:00~20:50            | 18:00~18:50 |
| 11             | 21:00~21:50            | 19:00~19:50 |
| 12             |                        | 20:00~20:50 |
| 13             |                        | 21:00~21:50 |

※ Break Time: 15 min for 75 min class, 10 min for 50 min class.

15. Class schedule and location may change depending on the circumstances.

16. For questions regarding class registration: Contact your academic affairs team at your department.

For questions regarding the system, contact the Office of Information and Communication (3290-4176)

## V. Domestic Academic Exchange Program

1. Domestic Academic Exchange Program Application : Refer to Portal and Graduate School Homepage '[국내학점교류 공지사항](#)'
2. Applicants: Graduate Students (If you are a new student, you can apply after receiving your student number)
3. Universities that you can transfer credits from : Total of 16 universities (Refer to the notice)
4. Please check the timetable on the affiliated university's homepage.  
(The guide to apply for Domestic Academic Exchange Program will be posted on portal and the Graduate School website.)  
※ Refer to the General Graduate School Rules for Operation Chapter 9 Part 1.

## VI. Korea University Credit Exchange

1. Colleges that you can transfer credits from: Korea University Professional Graduate Schools ([excluding Specialized Graduate Schools](#))
2. Maximum of credits that you can apply: 6 credits per semester  
(for credits within the range for credit acknowledgment).  
\* However, there might be a slight difference in regulations based on the college, so you **must check with the academic affairs team at your department**.
3. How to Register
  - 1) Before applying for the course, you must complete a "request form of exchange program in the university" and submit the form to your academic department.
  - 2) After submitting your form, you can apply for the course online.
4. Credit Acknowledgement: The credit will be acknowledged as a major course and the total amount of acknowledged credit cannot exceed a half of minimum credit required for completion.  
(However, the total amount of acknowledged credit including any case of credit acknowledgement listed on 'Constitution of the Graduate' cannot exceed a half of minimum credit required for completion)

## VII. Korea Language Program for International Students.

1. Applicants: New and current international graduate students.
2. How to apply: students themselves must apply during the registration or add/drop period, and **the credit will not count towards major credits**. If the class is divided, students are required to change their class numbers during the add/drop period (For inquiries, contact

Institute for General Education: 02-3290-1086, 1597). [kuige@korea.ac.kr](mailto:kuige@korea.ac.kr)

3. Seoul Campus Courses (Course Number/Number of Class/Credits and Hours)

A. IFLS 108-01, 02 / Beginner's Korean I / 3 Credits (6 hours)

B. IFLS 110-01, 02 / Intermediate Korean / 3 Credits (6 hours)

4. Credits(hours): 3 credits (6 hours)

5. Division of Classes(procedure): Student number quota is 30 students

(Placement test will be conducted a week after course registration to place students in the appropriate level)

6. Classes will be Monday and Thursday

A. IFLS 108-01, 02 : Monday and Thursday from 9:00 AM to 10:15 AM

B. IFLS 110-01, 02 : Monday and Thursday from 12:00 AM to 13:50 AM

**7. This Korean Language program will not be considered as a way to be exempt from Korean Language Examination.**

8. Sejong Campus Courses : for inquiries, contact 044-860-1901

※ KUPID: <http://portal.korea.ac.kr> – Single-ID Application

※ Announcements from the Graduate School: <http://graduate.korea.ac.kr>