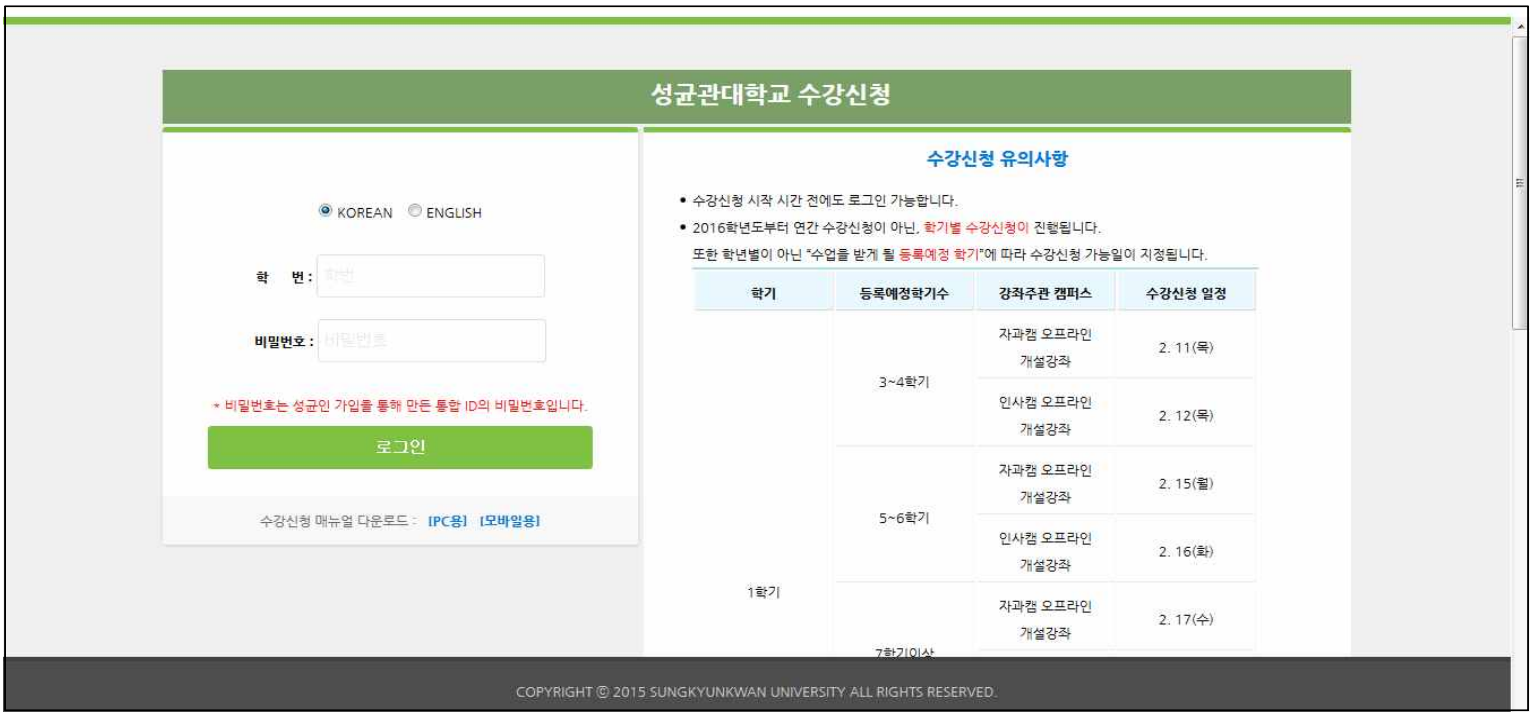
Course Registration User Manual-WEB

2016. 01. 20

SUNGKYUNKWAN UNIVERSITY

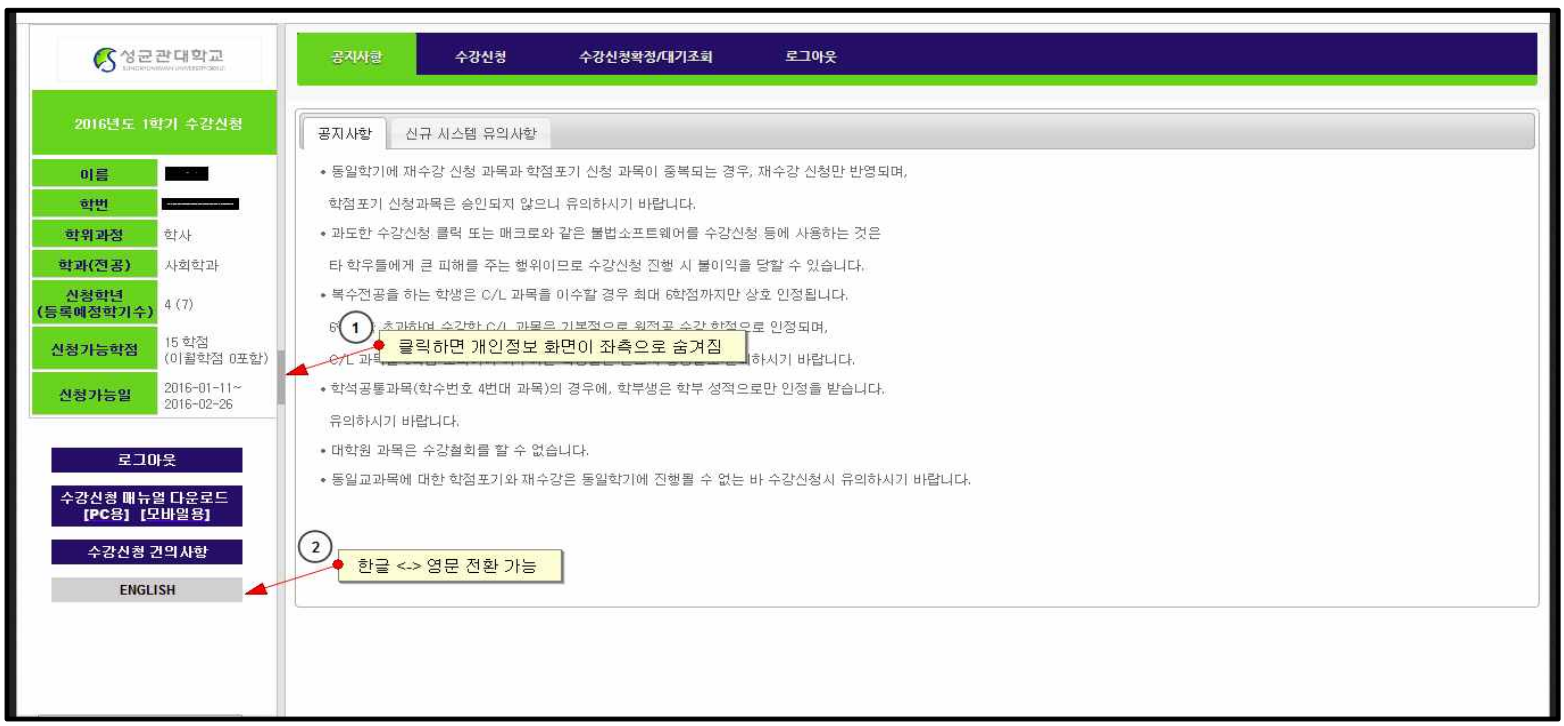
1. Login to Course Registration

- Select between Korean and English version
- You can download course registration manual (PC ver., mobile ver.)



2. Main Page of Course Registration

- Offer personal information(**Name, Student ID, Department(Major), Year for course registration, available course registration credits, Course registration date)**
- Download manual(PC ver., mobile ver.)
- ① personal information page will be hidden when you click. (There will be a personal information tab as its page will be hidden)



Click personal information tab and personal information page will be popped up.

- ② Korean and English conversion button will be offered.

3. Course Registration

- Book bag, search about major, search about whole majors, search about general education courses, search about general education courses according to date/time, offer ABEEK category
- Course number-putting course class number directly and register
- Course registration page is made of **information about offered courses, course registration confirmation list, and course waiting list.**

3.1 Book Bag

- When you click the course registration menu, book bag is selected as a basic status and you can see the applied course list in the book bag.

1) Book bag list (opened courses according to categories) is checked at the first table.

When you click "+" button, you can see detailed information about courses including form of course/language, campus information about courses, and number of people for the course.

2) You can check confirmed course registration list at the second table.

3) Course registration waiting list is checked at the third table.

(If the number of applicants exceeds the limit, applicants get a waiting number as in the order that they applied for the courses)

4) If students know a course number and class information, they can type and save them.

3.2 Checking Students' Own Major

- Select checking students' own major category, students can check their first major.

When you click "+" button, you can see detailed information about courses including form of course/language, campus information about courses, and number of people for the course.

3.3 Checking Entire Majors

- Select checking entire majors category and checking condition, students can check other departments' major.

3.4 Checking General Education Courses

- Select checking general education courses category, students can check general education courses according to their campus and sections.
- Select campus and section, corresponded general education courses are listed at the left side and Click the course, students can check information about courses' opening according to classes.
- Click section division, students can see past semesters' section division information as below.

교양영역 구분표

01~04	공통기초						기초 인문 과학	기초 사회 과학	기초 자연 과학	기초 공학	역사와 철학	사회 이해	문학과 어학	전공 탐색	일반 교양	기타 교양
	유학사상	영어회화			어법과 작문	-	컴퓨터 과학									
05~11	성균중점						기초 인문사회 과학		기초 자연과학 (BSM)		균형교양				일반 교양	기타 교양 과목
	유학사상과 가치관	글로벌문화				글쓰기와 커뮤니케이션	사고의 기초	디지털 정보문해			인간/문화	사회/역사		자연/ 과학/ 기술		
		기본 영어	전문 영어	글로벌 문화	리더십											
12 ~ 13	중점교양						기초 인문사회 과학		기초 자연과학		균형교양				일반 선택	기타 과목
	유학사상과 가치관	글로벌				의사소통	창의와 사유	-			인간/문화	사회/역사		자연/ 과학/ 기술		
		리더십	기본 영어	전문 영어	글로벌 문화											
14~	성균인성	중점교양					기초 인문사회 과학		기초 자연과학		균형교양				일반 선택	기타 과목
	인성	리더십	글로벌			의사소통	창의와 사유	-			인간/문화	사회/역사		자연/ 과학/ 기술		
			기본 영어	전문 영어	글로벌 문화											

3.5 Checking General Education Courses according to Day/Time

- Select general education courses category according to day/time, students can check general education courses by campus, section division, and day & time schedule for classes.

3.6 ABEEK

- Students can check ABEEK courses by search conditions

4. Course Registration Confirmation/ Checking Waiting List

- Course registration page is divided into Course Registration Confirmation and Course Registration Waiting List.

  Course Registration Confirmation is checked at the first table.

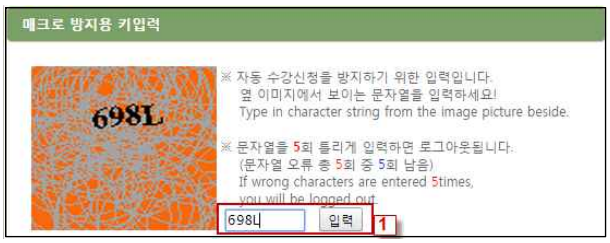
  Course Registration Waiting List is checked at the second table.

- Students can put course and class number directly and save it.

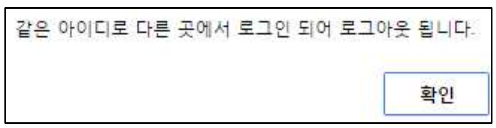
5. Macro Prevention

- If students try saving course registration more than the number of times that system manager set up, putting key word page for Macro prevention would come up on the screen to prevent lowering system efficiency by using Macro program.

When typing letters correctly, course registration process proceeds.
When typing letters incorrectly for 5 times, users are logged out.



6. Prevention for Multi Login

- If students login with same student ID on more than two devices simultaneously (including PC and mobile), only last login is validate to use and rest of them would be logged out forcibly.

- When students try checking or saving button, **except a final user who has a validate login**, other users would see a message as below. They would be logged out automatically and moved to login page as well.