성균관대학교
SUNG KYUN KWAN UNIVERSITY

Guide for Freshmen Course Registration in Spring 2023

Course Registration Period for Spring 2023

Course Registration	All Freshmen On + Offline Courses	Feb.22(Wed), 10:00~22:59

International Students – English Track (Students not taking ISC courses)

1. Consult with your majoring departments on the courses to register

   〈Academic Information Contact〉 can be found on OISS website

   : skku.oiss.edu

2. Select courses and put them in Course Bag on GLS

   - should be completed by Feb. 21(Tue)

3. Check Timetable on GLS

4. Login on Course Registration System(sugang.skku.edu)

   - login is possible before 10am, but, please be sure not to be logged out

Academic Status

Leave of Absence

- Application period for Fall 2023 : Jul.24.2023.(Mon)~Sep.1.2023.(Fri)
- Possible to apply for single semester
- GLS-Application/Qualification Management-Leave/Return to School

Return to school

- Application period : To be announced on OISS website (skku.oiss.edu)
- GLS-Application/Qualification Management-Leave/Return to School
- Enroll after applying Return to school (Academic Status/Personal Area-Tuition Fee-Print Tuition Notice) and then get ready for course registration

Requirements in Liberal Arts Courses (International Students)

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Category		Credits Required	Remarks
Core	Sungkyun Humanity/Leadership Sungkyun Classics Creativity Writing/Communication Global Culture	▪ Dept./Major required to take **27 credits** - Affiliated College of Humanities, Affiliated College of Social Sciences, Business Administration, School of Art, Global Business Administration, Global Economics, Affiliated College of Natural Sciences, Architecture, Sport Science ▪ Dept./Major required to take **29 credits** - Electronic and Electrical Engineering, Software, Affiliated College of Engineering, Global Biomedical Engineering	Complete total number of credits in *Core* + ***Data Science*** categories
Data Science	DS		
Balance	Human/Culture Society/History Nature/Science/Technology	▪ Dept./Major required to take **6 credits** - All departments/majors	Complete total number of credits
	Basic Humanities/ Social Sciences	▪ Dept./Major required to take **9 credits** - Affiliated College of Humanities, Affiliated College of Social Sciences, Business Administration, School of Art, Global Business Administration, Global Economics, Sport Science ▪ Dept./Major required to take **18 credits** - Electronic and Electrical Engineering, Software, Affiliated College of Engineering, Architecture ▪ Dept./Major required to take **21 credits** - Global Biomedical Engineering ▪ Dept./Major required to take **24 credits** - Affiliated College of Natural Sciences	**Required credits different by departments/majors**
	Basic Natural Sciences		
Total	**9 categories**	**42~57 credits**	

Liberal Arts Courses for English Track Students
(Course in International Language(English))

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Korean Language and Culture(GEDG040-41)

- Category: "Core - Global Culture" (2 Credits)
- "Korean Language and Culture" course is designed to provide introductory knowledge of Korean history, culture, and basic Korean language.
- This course is recommended for beginners in Korean language and Korean culture.
- (NSC) Fri 09:00-10:15, Fri 10:30-11:45

The Analects of Confucius(GEDC010-16)

- Category: "Core – Sungkyun Humanity and Leadership" (2 Credits)
- "The Analects of Confucius" course explores Confucian values of pursuing harmony between humanity, nature, and the cosmos through understanding the Analects of Confucius
- (HSSC) Thu 15:00-15:50, Thu 16:00-16:50

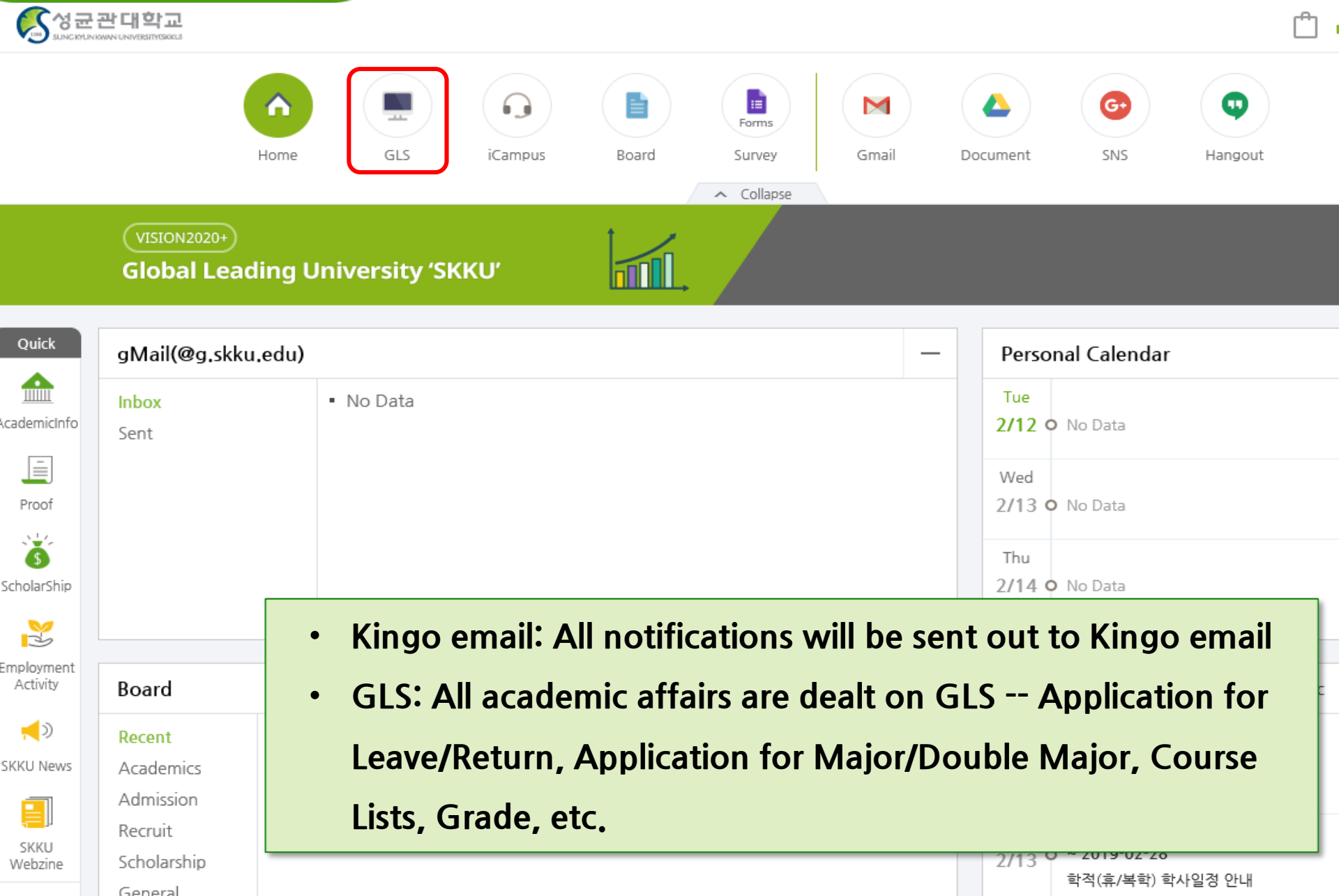
Registration Period

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Schedule

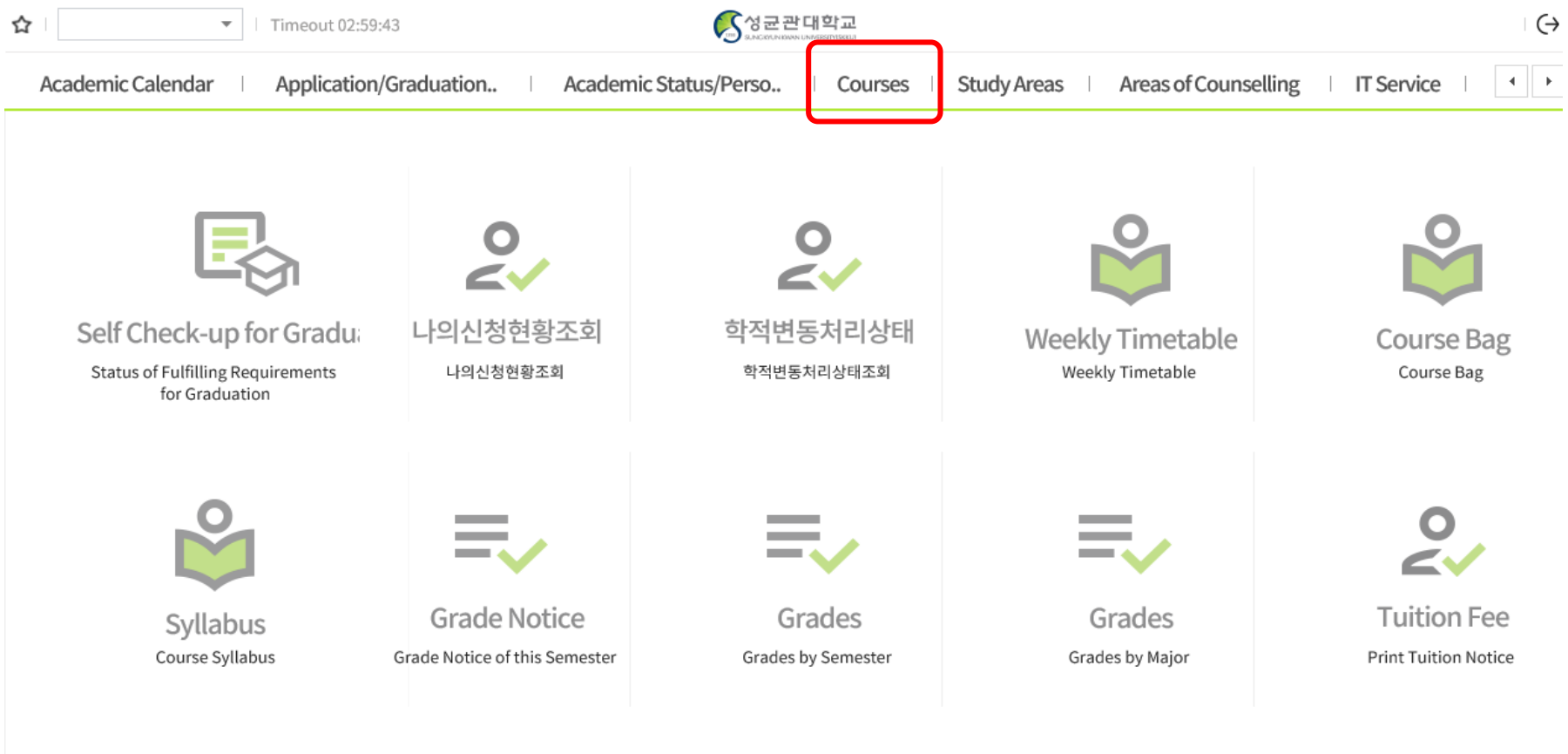
Course Registration	**All Freshmen On + Offline Courses**	**Feb.22.(Wed) 10:00~22:59**
Course Add/Drop	**All On + Offline Courses**	**Feb.27.(Mon) 08:00 ~ Mar.3.(Fri) 22:59**
	(System Shut Down)	**Feb.28.(Tue) 17:00 ~ Mar.2.(Thu) 07:59**
	Additional course registration (only for the students whose courses are closed after the registration)	Mar.7.(Tue) 08:00~22:59

GLS System

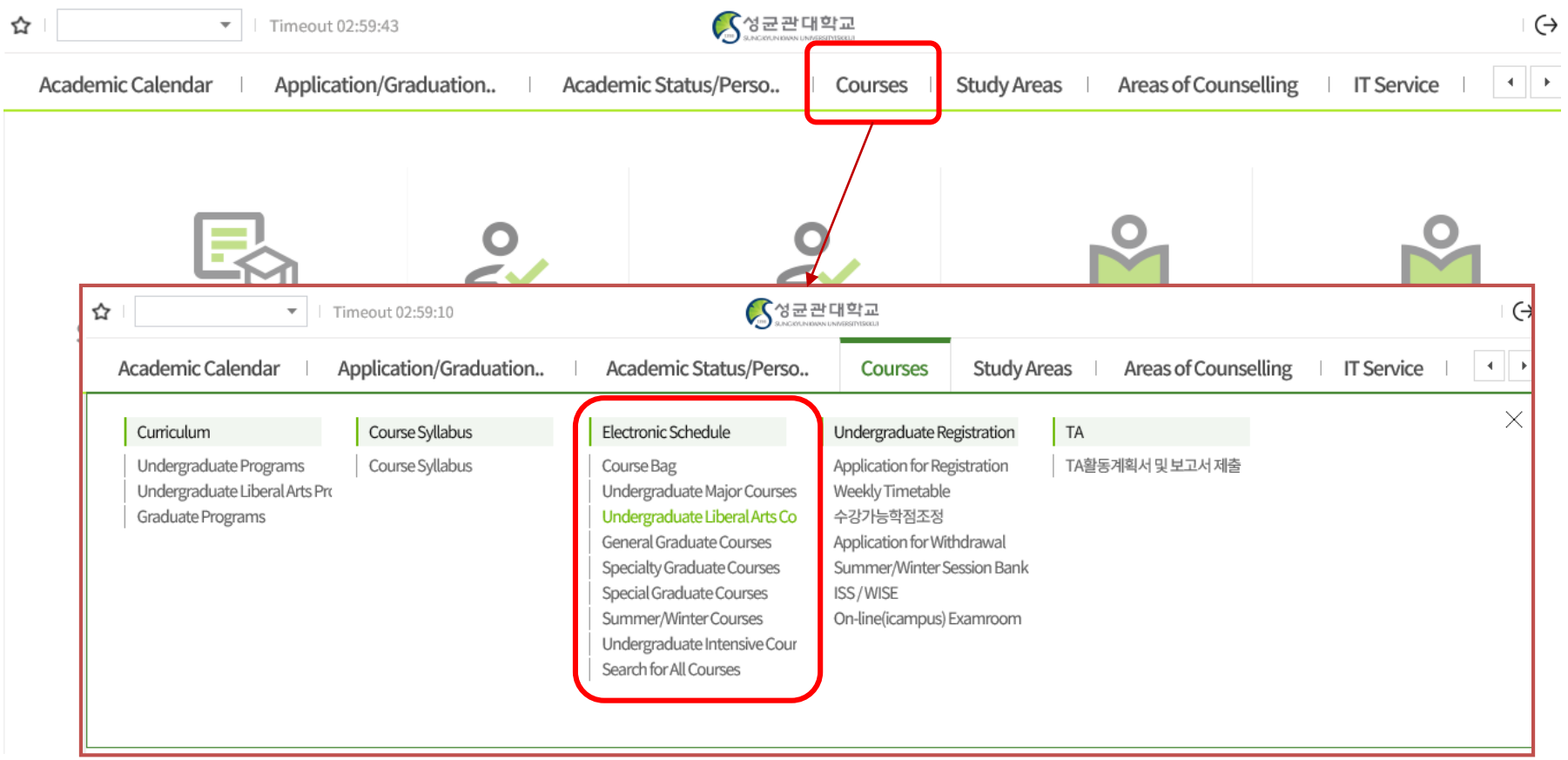


- **Kingo email: All notifications will be sent out to Kingo email**
- **GLS: All academic affairs are dealt on GLS -- Application for Leave/Return, Application for Major/Double Major, Course Lists, Grade, etc.**

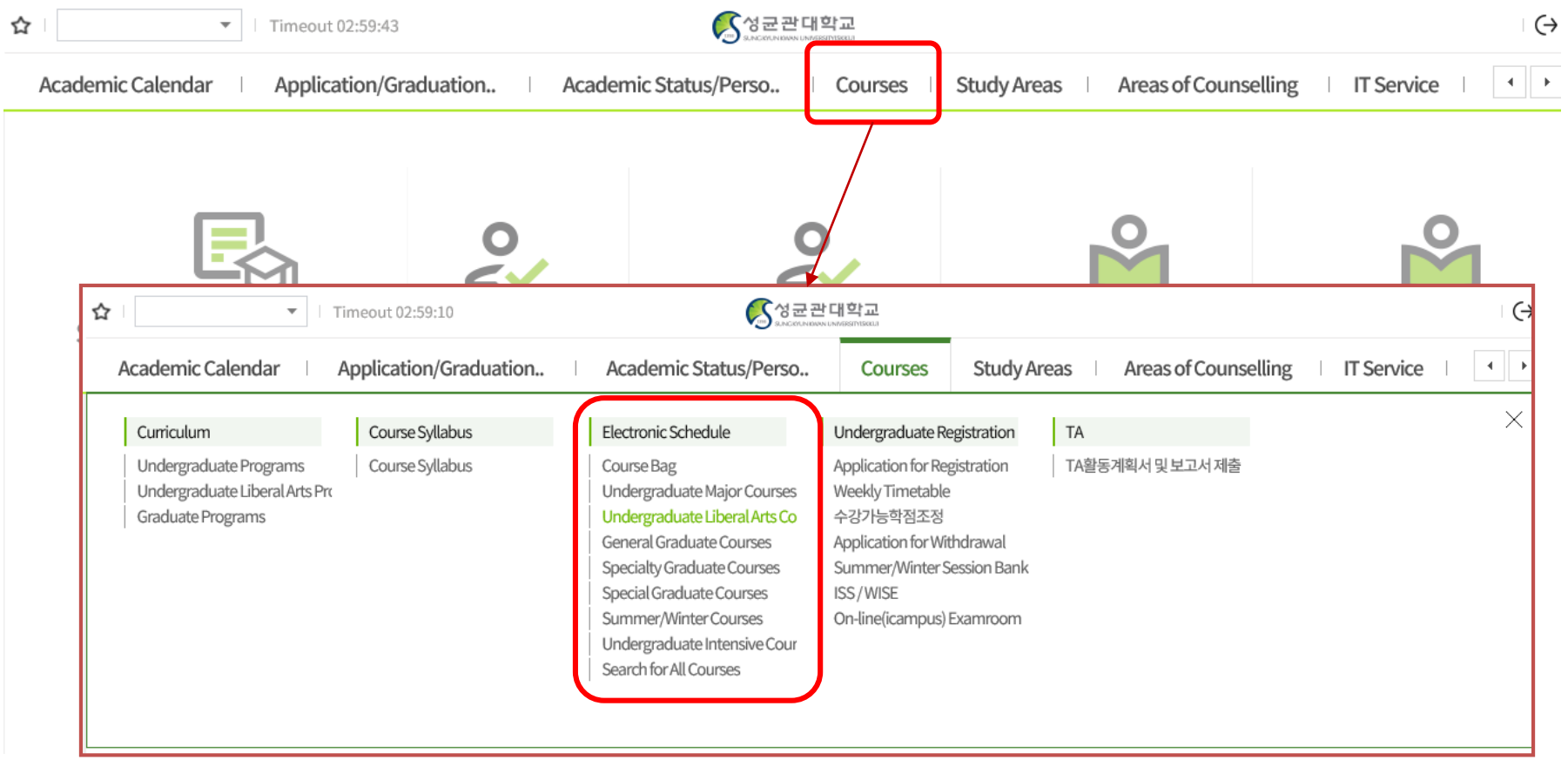
GLS System


Timeout 02:59:43
성균관대학교
Academic Calendar
Application/Graduation..
Academic Status/Perso..
Courses
Study Areas
Areas of Counselling
IT Service
Self Check-up for Gradu
Status of Fulfilling Requirements for Graduation
나의신청현황조회
나의신청현황조회
학적변동처리상태
학적변동처리상태조회
Weekly Timetable
Weekly Timetable
Course Bag
Course Bag
Syllabus
Course Syllabus
Grade Notice
Grade Notice of this Semester
Grades
Grades by Semester
Grades
Grades by Major
Tuition Fee
Print Tuition Notice

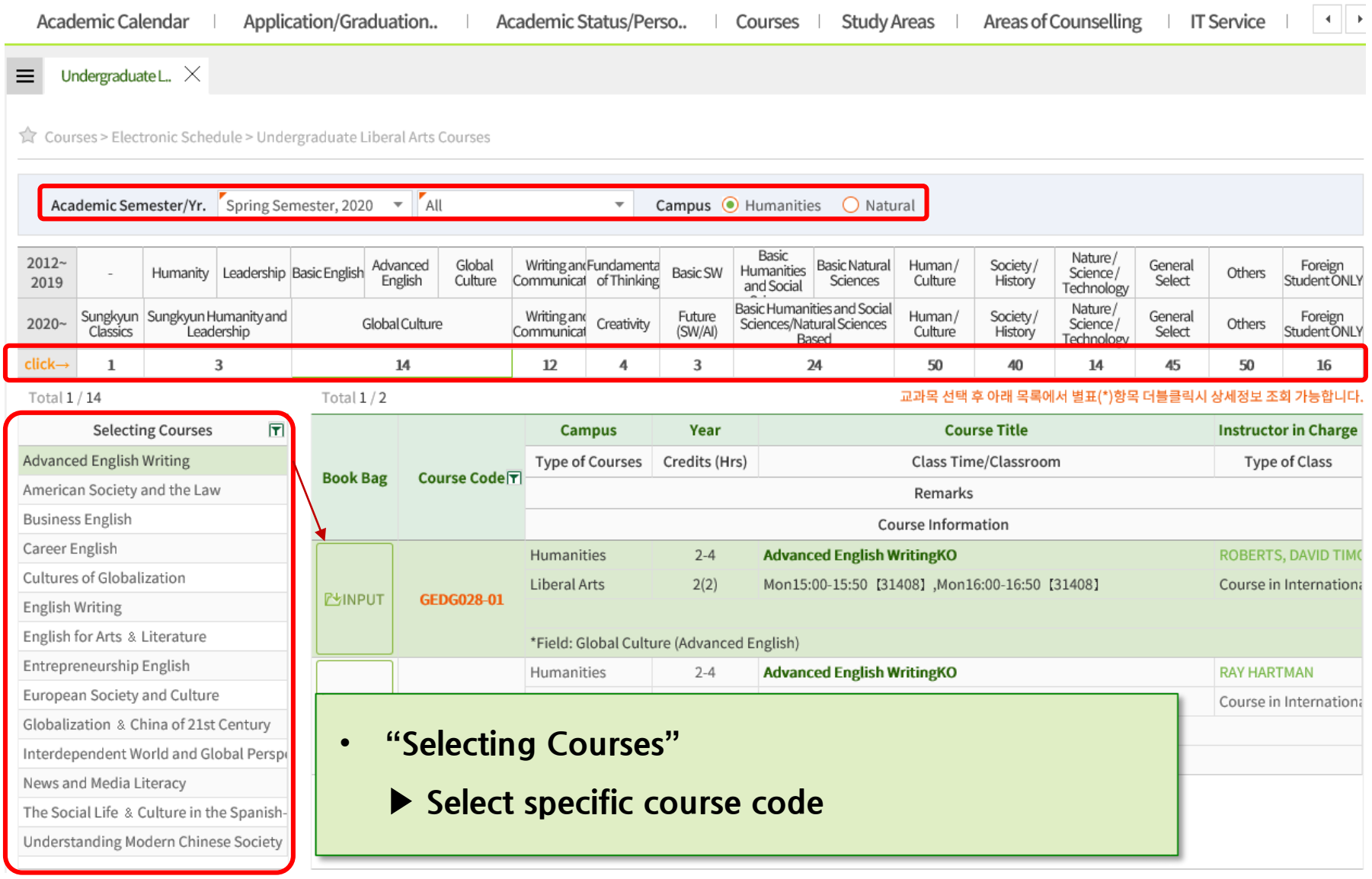
GLS System


Timeout 02:59:43
성균관대학교
Academic Calendar
Application/Graduation..
Academic Status/Perso..
Courses
Study Areas
Areas of Counselling
IT Service
Timeout 02:59:10
성균관대학교
Academic Calendar
Application/Graduation..
Academic Status/Perso..
Courses
Study Areas
Areas of Counselling
IT Service
Curriculum
Undergraduate Programs
Undergraduate Liberal Arts Pr
Graduate Programs
Course Syllabus
Course Syllabus
Electronic Schedule
Course Bag
Undergraduate Major Courses
Undergraduate Liberal Arts Co
General Graduate Courses
Specialty Graduate Courses
Special Graduate Courses
Summer/Winter Courses
Undergraduate Intensive Cour
Search for All Courses
Undergraduate Registration
Application for Registration
Weekly Timetable
수강가능학점조정
Application for Withdrawal
Summer/Winter Session Bank
ISS / WISE
On-line(icampus) Examroom
TA
TA활동계획서 및 보고서 제출

Electronic Schedule – Undergraduate Liberal Arts Course



Selecting Courses



- "Selecting Courses"

  ▶ Select specific course code

Course Syllabus / Information

Total 1 / 2

교과목 선택 후 아래 목록에서 별표(*)항목 더블클릭시 상세정보 조회 가능합니다.

Book Bag	Course Code	Campus	Year	Course Title	Instructor in Charge
		Type of Courses	Credits (Hrs)	Class Time/Classroom▲	Type of Class
		Remarks			
		Course Information			
INPUT	GEDG028-01	Humanities	2-4	**Advanced English WritingKO**	ROBERTS, DAVID TIMO
		Liberal Arts	2(2)	Mon15:00-15:50【31408】,Mon16:00-16:50【31408】	Course in Internationa
		*Field: Global Culture (Advanced English)			
		Humanities	2-4	**Advanced English WritingKO**	RAY HARTMAN
		Liberal Arts	2(2)	Wed15:00-15:50【33214】,Wed16:00-16:50【33214】	Course in Internationa
		*Field: Global Culture (Advanced English)			

Course Code → Syllabus

Course Title → Information

Course Syllabus

PRINT

Academic Yr./Semester	2020/Spring Semester		Course Title	Advanced English Writing (GEDG028-01)	
Type of Courses	Liberal Arts	Type of Field	전문영어	Type of Field(2)	글로벌
Credits/Hours	2 / 2				
Class Info.	Class Time | Mon[07]15:00-15:50,Mon[08]16:00-16:50				
	Lecture Room | [31408] Toegye Hall of Humanities		E-mail |		
	Instructor | ROBERTS, DAVID	Office☎ | 760-0260	Cell Phone |		

Makeup class plans

Weeks	Date of class	Class Time	Holiday	Makeup clas	Makeup class date (Offline)	To be determined (Offline)
The search turned up no data.						

Input Type: Direct input

Att. File

번호	File Name	File Size (Bytes)
The search turned up no data.		

교과목개요

Course Code	GEDG028	Credits	2
Course Type	Liberal Arts	Hours	2
Integrated Major	University College	In-depth Degree	Global Culture
Course Title	고급영어쓰기		
	Advanced English Writing		
Korean Commentary	영어쓰기에서 영어 에세이와 리서치의 기본을 익힌 학생들은 고급 영어쓰기 (Advanced English Writing)에서는 한 차원 높게 본격적인 리서치 페이퍼 쓰는 법을 배우게 된다. 고급 영어쓰기 강좌는 이미 영어 에세이 쓰기의 기본이 준비된 학생들이 택할 수 있는 강좌인 동시에, 성균인의 커뮤니케이션 (Communicating in writing) 능력을 한층 업그레이드시킬 수 있는 고급단계로 제공되는 강좌가 될 것이다		
English Commentary	Advanced English Writing is the advanced writing course offered to the students who already have strong foundations in writing. In this course, students will be able to learn not only how to hone their write skills but also learn how to write research paper in English. Native instructors will take charge of this course and only English will be used in this class.		

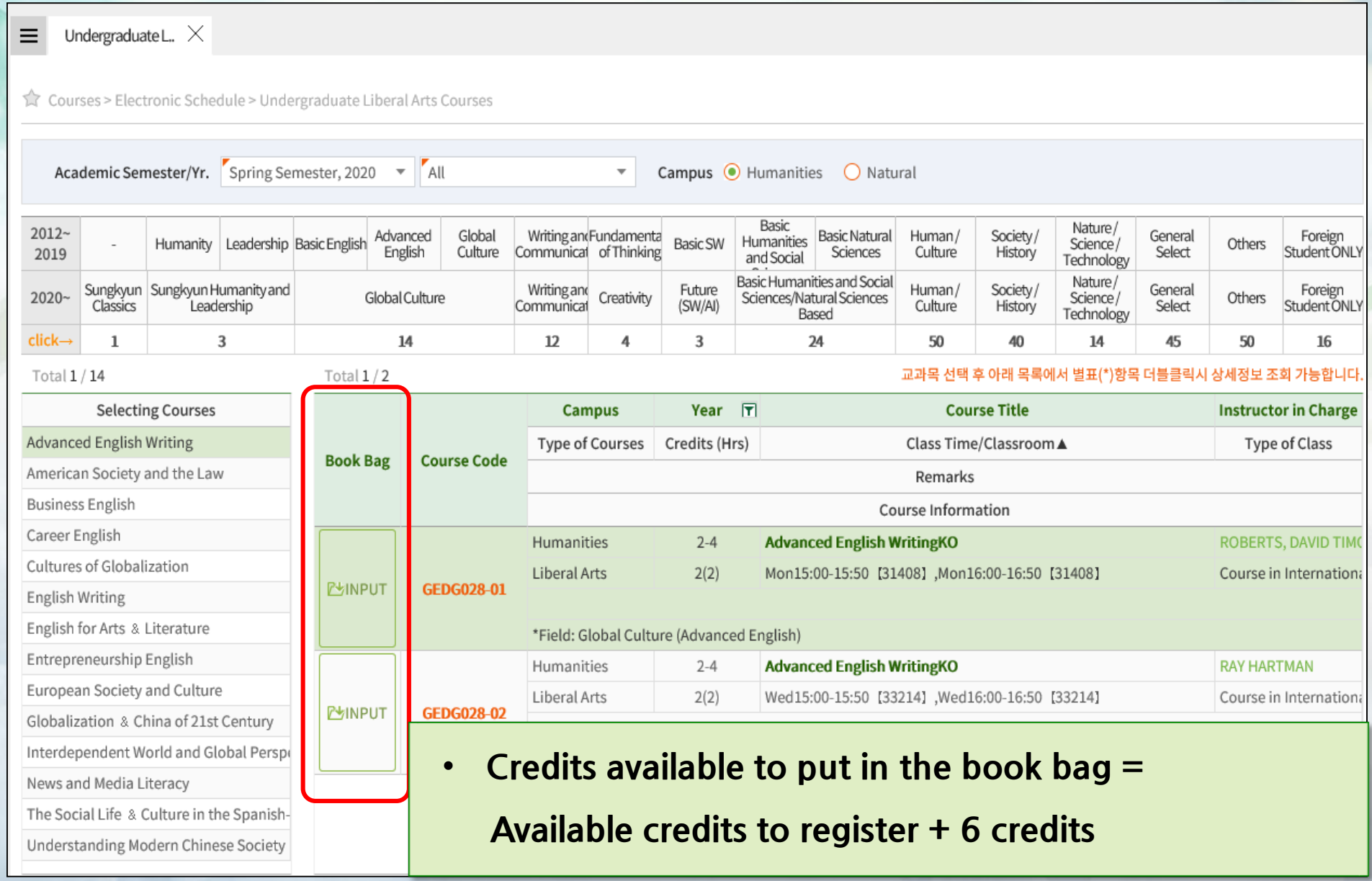
Putting in the Course Bag

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Course Bag

- You may select courses and put them in the “Course Bag” for easier course registration
- Process: GLS → Electronic Schedule → Undergraduate Liberal Arts/Other Courses → Select Course → Click “INPUT” on “Putting in the Book Bag”
- Course Registration Website(http://sugang.skku.edu) → Click on “Registration” tab → Click on “Course Bag” → Click “Registration”
- You must properly register for courses – Putting in the Course Bag is NOT course registration!
- You may add courses in the bag up until the total credits do not exceed credits available for registration + 6 credits

Putting in the Book Bag



Undergraduate L..

Courses > Electronic Schedule > Undergraduate Liberal Arts Courses

Academic Semester/Yr. Spring Semester, 2020 All Campus Humanities Natural

2012~2019	-	Humanity	Leadership	Basic English	Advanced English	Global Culture	Writing and Communicat	Fundamenta of Thinking	Basic SW	Basic Humanities and Social	Basic Natural Sciences	Human / Culture	Society / History	Nature / Science / Technology	General Select	Others	Foreign Student ONLY
2020~	Sungkyun Classics	Sungkyun Humanity and Leadership		Global Culture			Writing and Communicat	Creativity	Future (SW/AI)	Basic Humanities and Social Sciences/Natural Sciences Based		Human / Culture	Society / History	Nature / Science / Technology	General Select	Others	Foreign Student ONLY
click→	1	3		14			12	4	3	24		50	40	14	45	50	16

Total 1 / 14

Selecting Courses

- Advanced English Writing
- American Society and the Law
- Business English
- Career English
- Cultures of Globalization
- English Writing
- English for Arts & Literature
- Entrepreneurship English
- European Society and Culture
- Globalization & China of 21st Century
- Interdependent World and Global Persp
- News and Media Literacy
- The Social Life & Culture in the Spanish-
- Understanding Modern Chinese Society

Total 1 / 2

교과목 선택 후 아래 목록에서 별표(*)항목 더블클릭시 상세정보 조회 가능합니다.

Book Bag	Course Code	Campus	Year	Course Title	Instructor in Charge
		Type of Courses	Credits (Hrs)	Class Time/Classroom▲	Type of Class
				Remarks	
				Course Information	
INPUT	GEDG028-01	Humanities	2-4	Advanced English WritingKO	ROBERTS, DAVID TIMO
		Liberal Arts	2(2)	Mon15:00-15:50【31408】,Mon16:00-16:50【31408】	Course in Internationa
		*Field: Global Culture (Advanced English)			
INPUT	GEDG028-02	Humanities	2-4	Advanced English WritingKO	RAY HARTMAN
		Liberal Arts	2(2)	Wed15:00-15:50【33214】,Wed16:00-16:50【33214】	Course in Internationa

- **Credits available to put in the book bag =**

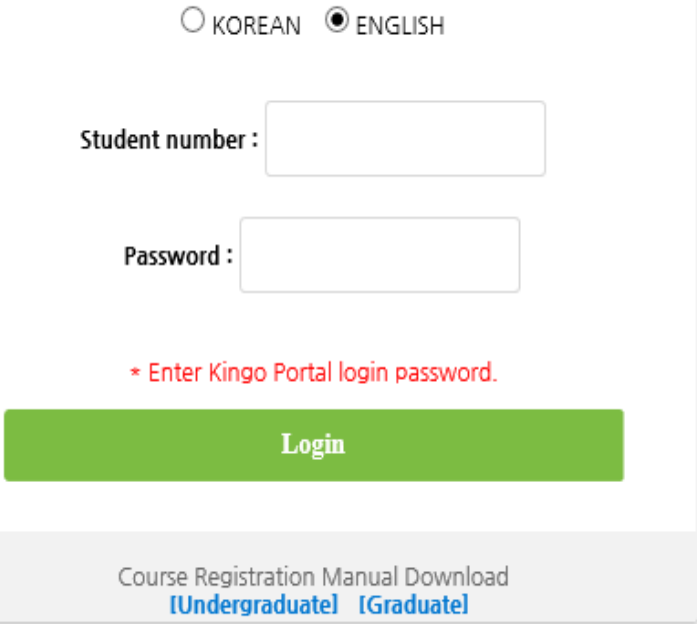
  Available credits to register + 6 credits

Course Registration Website

성균관대학교 SUNGKYUNKWAN UNIVERSITY

sugang.skku.edu

성균관대학교 수강신청



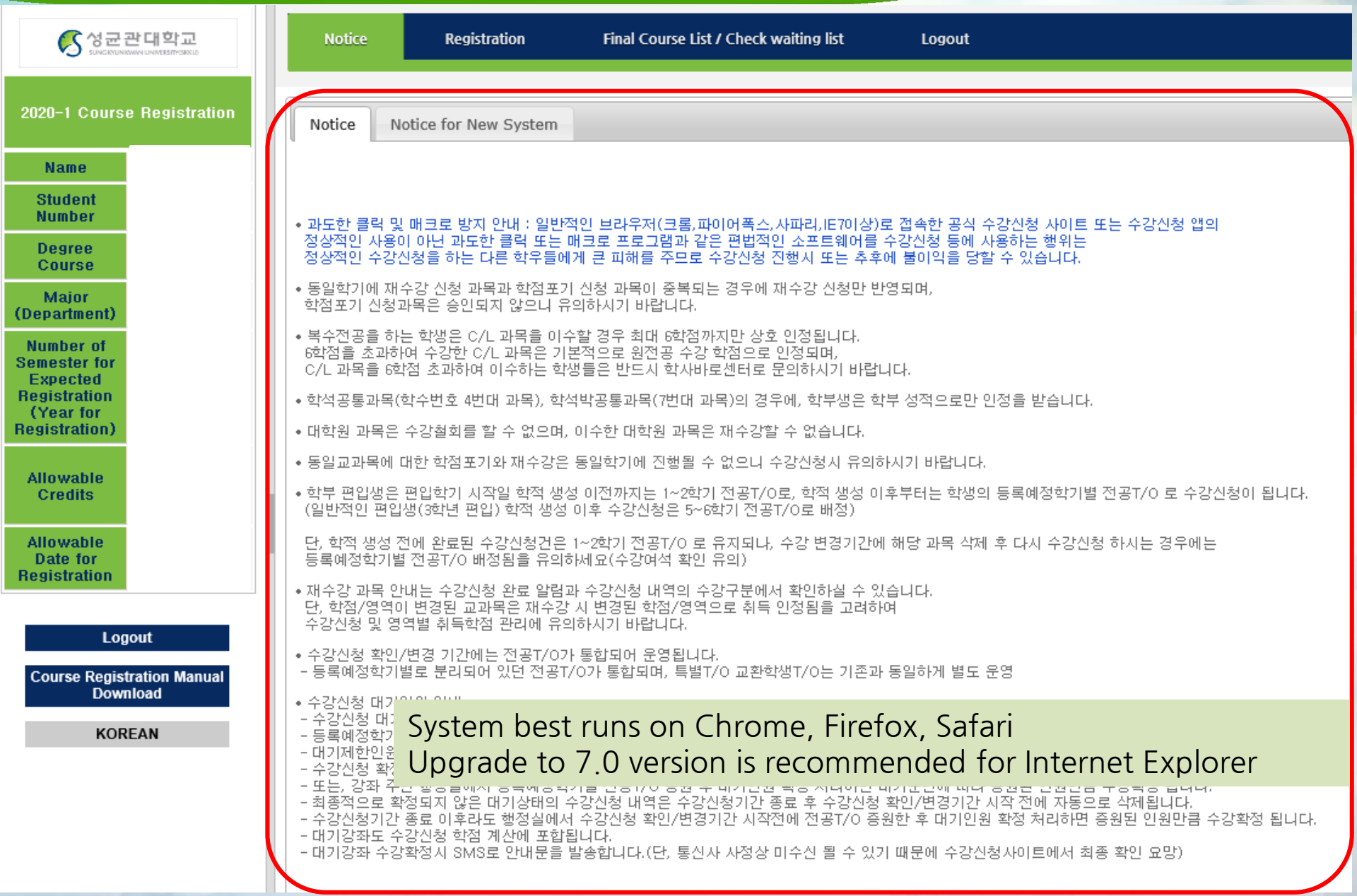
INFORMATION

- **You may login before your course registration opens.**
- **You may request increase the size of class to the professor.**
  - Menu: GLS-[Book Bags]
  - Whether to increase or not depends on the decision of the professor.
  - If there is increase in class size during the course registration period(when waiting number is given), slot will be opened by number of semesters. Additional course registration will be done following the waiting number the student received.
  - During the course changing and confirmation period(when the waiting number do not exist), the slot will be opened regardless of number of semesters. Additional course registration will be done from the opening of the course registration system.
- **Macro Prevention** : Macro prevention would be operated, if the number of clicks calculated exceeds that of our guidelines.
- **Multi-Login Prevention** : If you login both in PC and mobile device simultaneously or open more than one course registration site in a single device, only the last login would be validate and the rest would be logged out automatically.
- You can modify priority orders of courses in your 'Book Bag' shown in course registration system by using GLS [Book Bag] menu.
- **Course registration mobile app** : Google Play Store, Apple App Store '성균관대 수강신청'

- **Login with Student Number & Kingo PW**
- **Refer to the Information and Registration Schedule on the right**
- **Be sure to Put selected courses in the Course Bag before registration**

Registration Notice

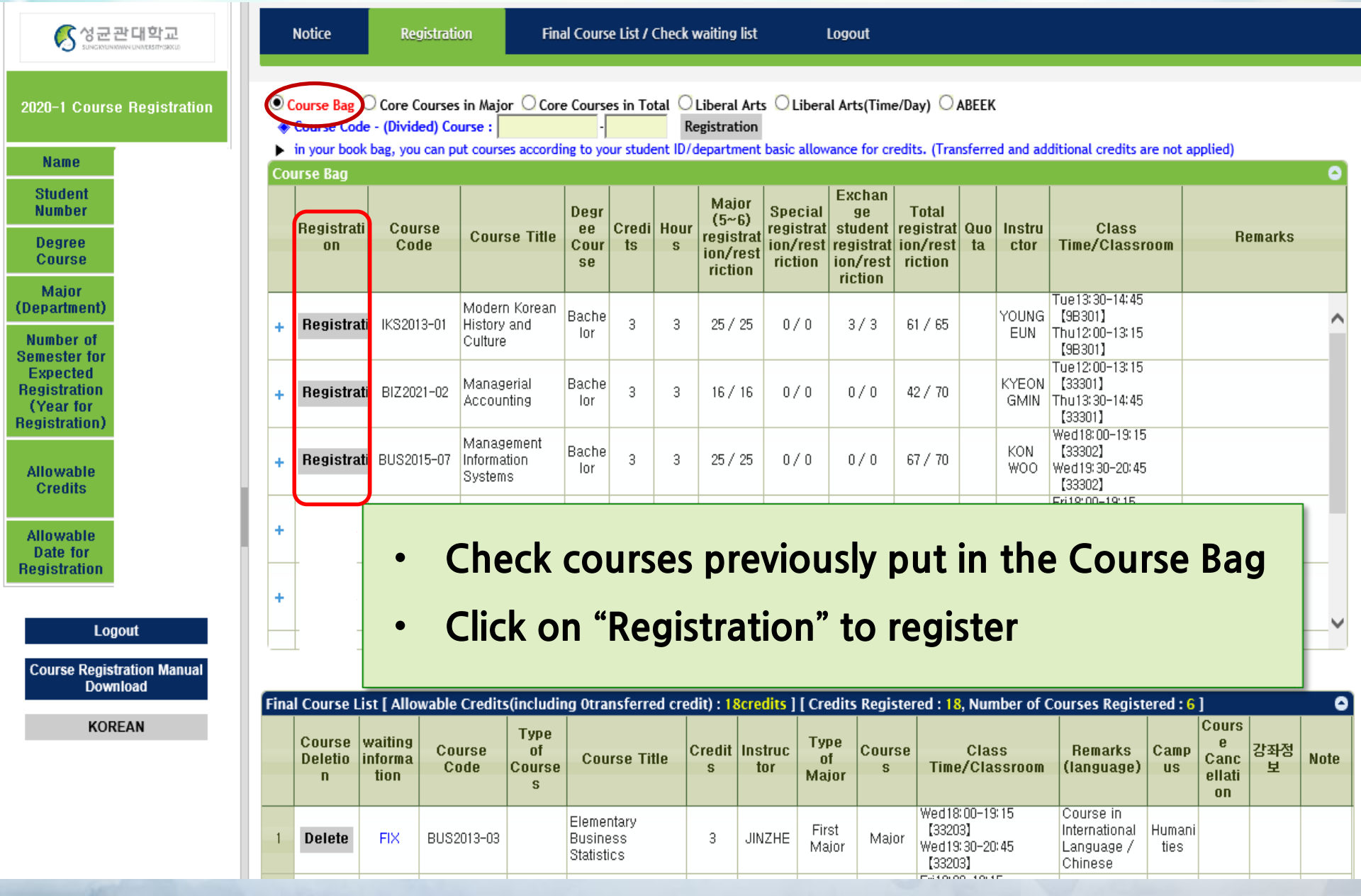
성균관대학교 SUNGKYUNKWAN UNIVERSITY



System best runs on Chrome, Firefox, Safari
Upgrade to 7.0 version is recommended for Internet Explorer

Method 1 – Course Bag List

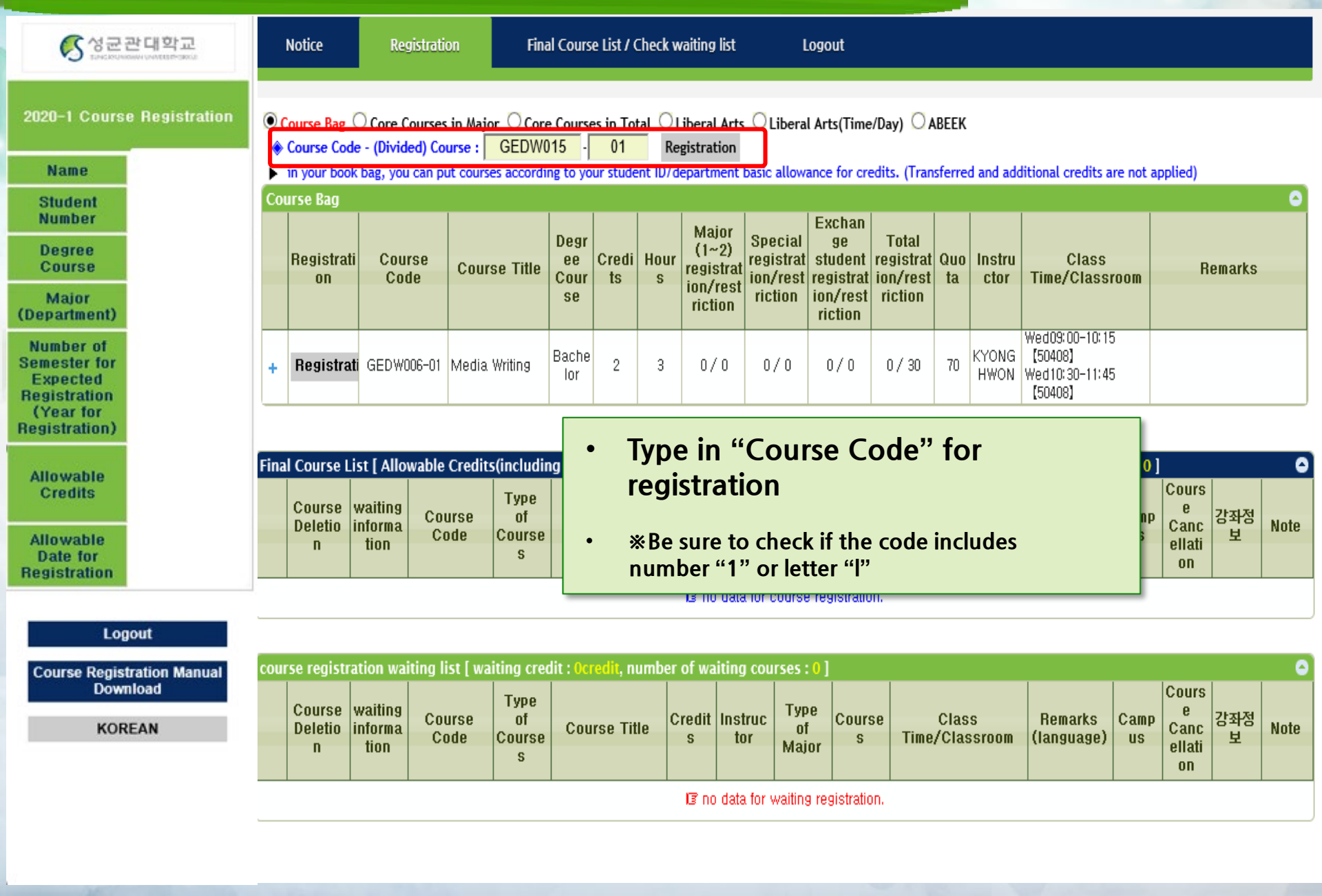
성균관대학교 SUNGKYUNKWAN UNIVERSITY



- Check courses previously put in the Course Bag
- Click on “Registration” to register

Method 2 – Enter Course Code

성균관대학교 SUNGKYUNKWAN UNIVERSITY



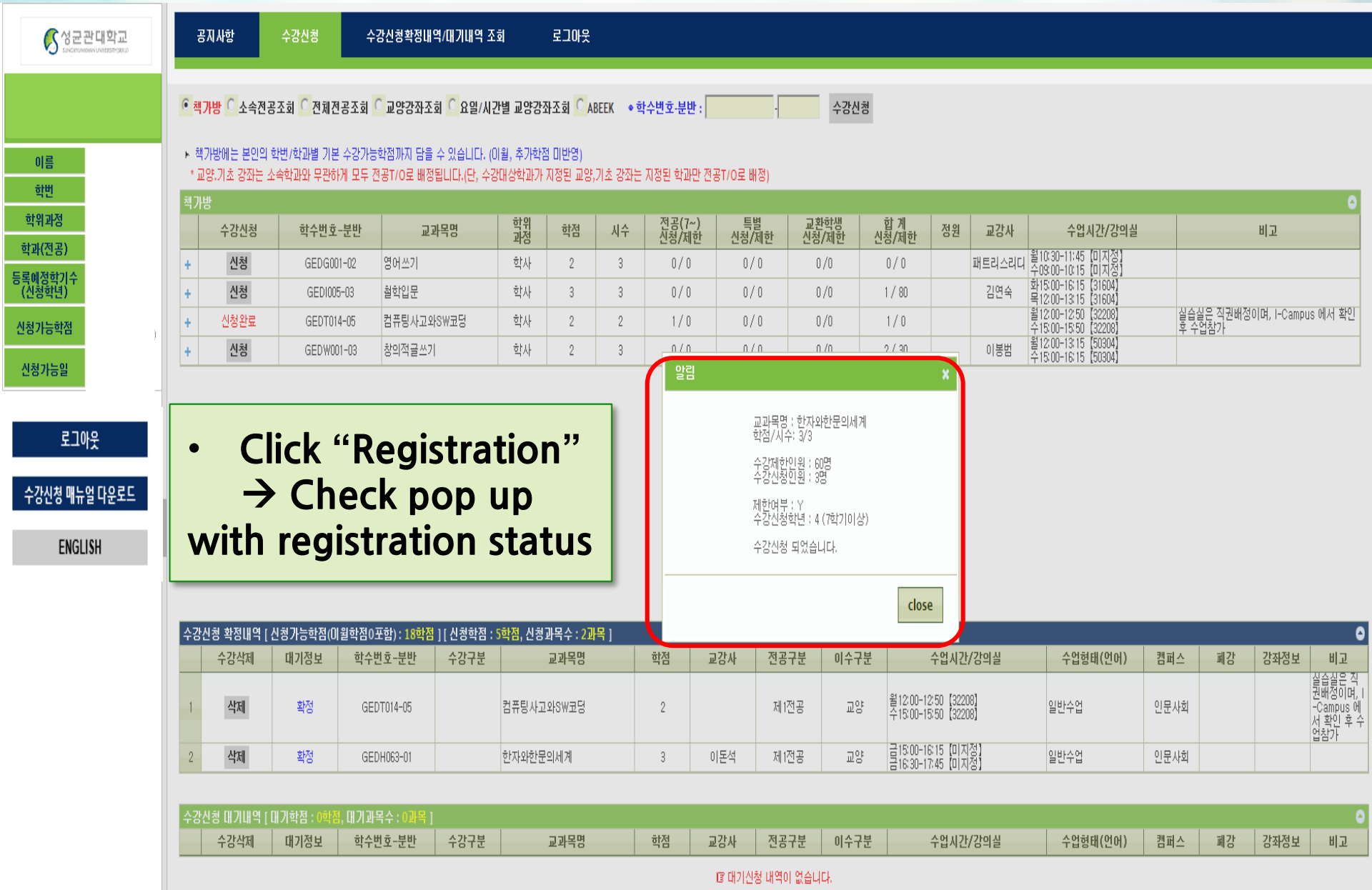
- **Type in “Course Code” for registration**
- **※Be sure to check if the code includes number “1” or letter “l”**

Method 3 – Select Courses

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Registration Completed

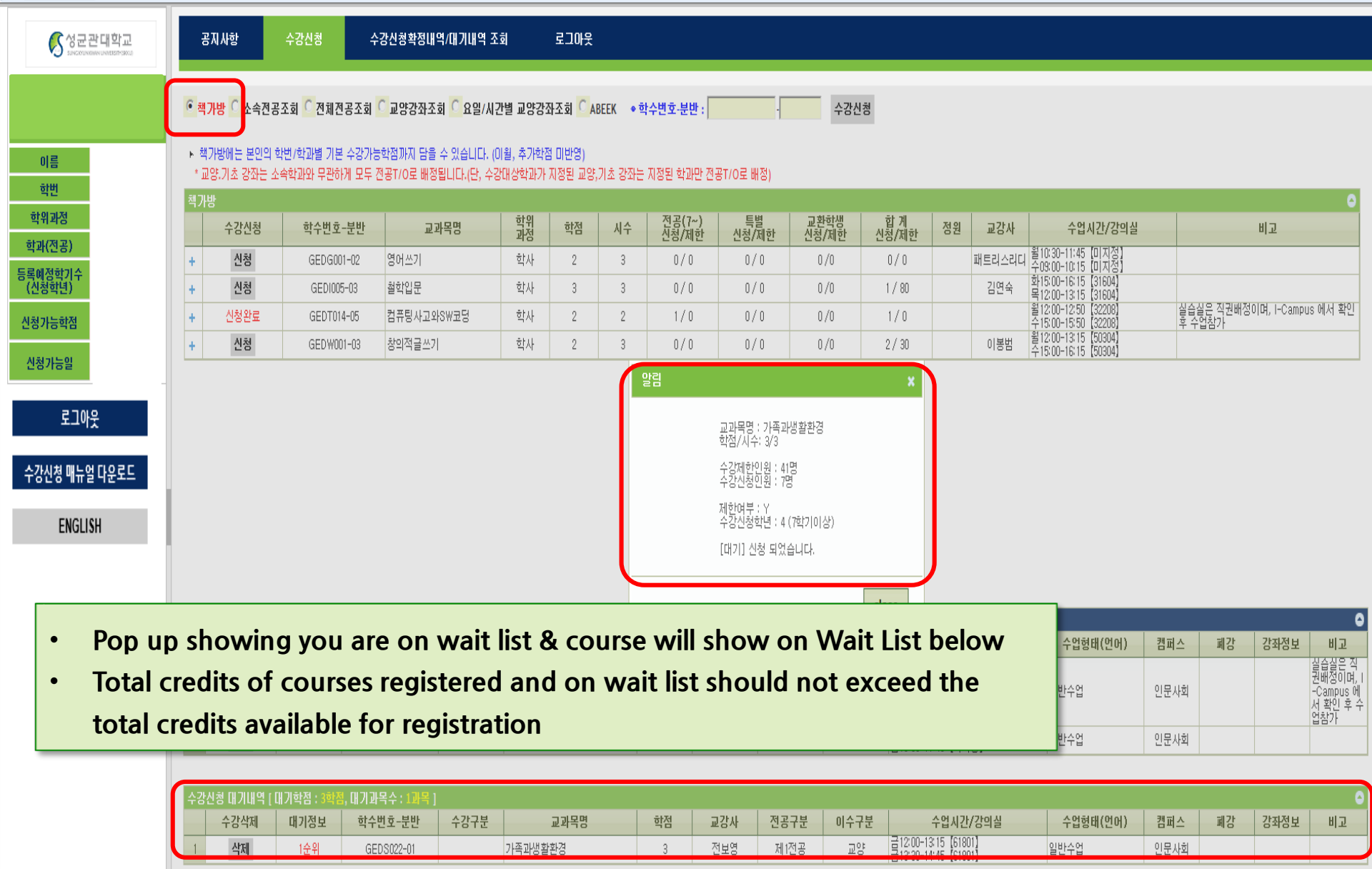
성균관대학교 SUNG KYUN KWAN UNIVERSITY



- Click “Registration”
  → Check pop up with registration status

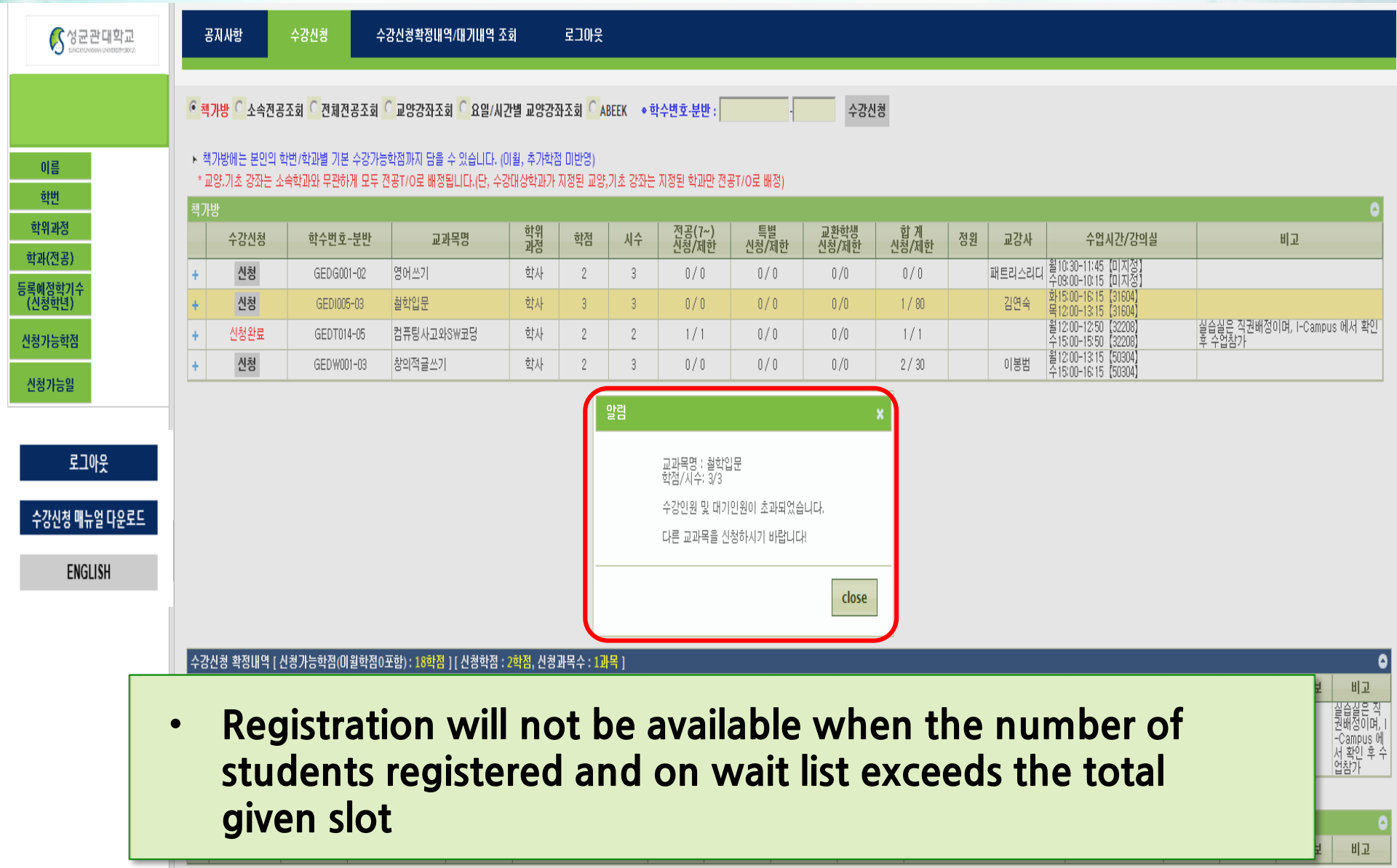
Courses on Wait List

성균관대학교 SUNG KYUN KWAN UNIVERSITY



- Pop up showing you are on wait list & course will show on Wait List below
- Total credits of courses registered and on wait list should not exceed the total credits available for registration

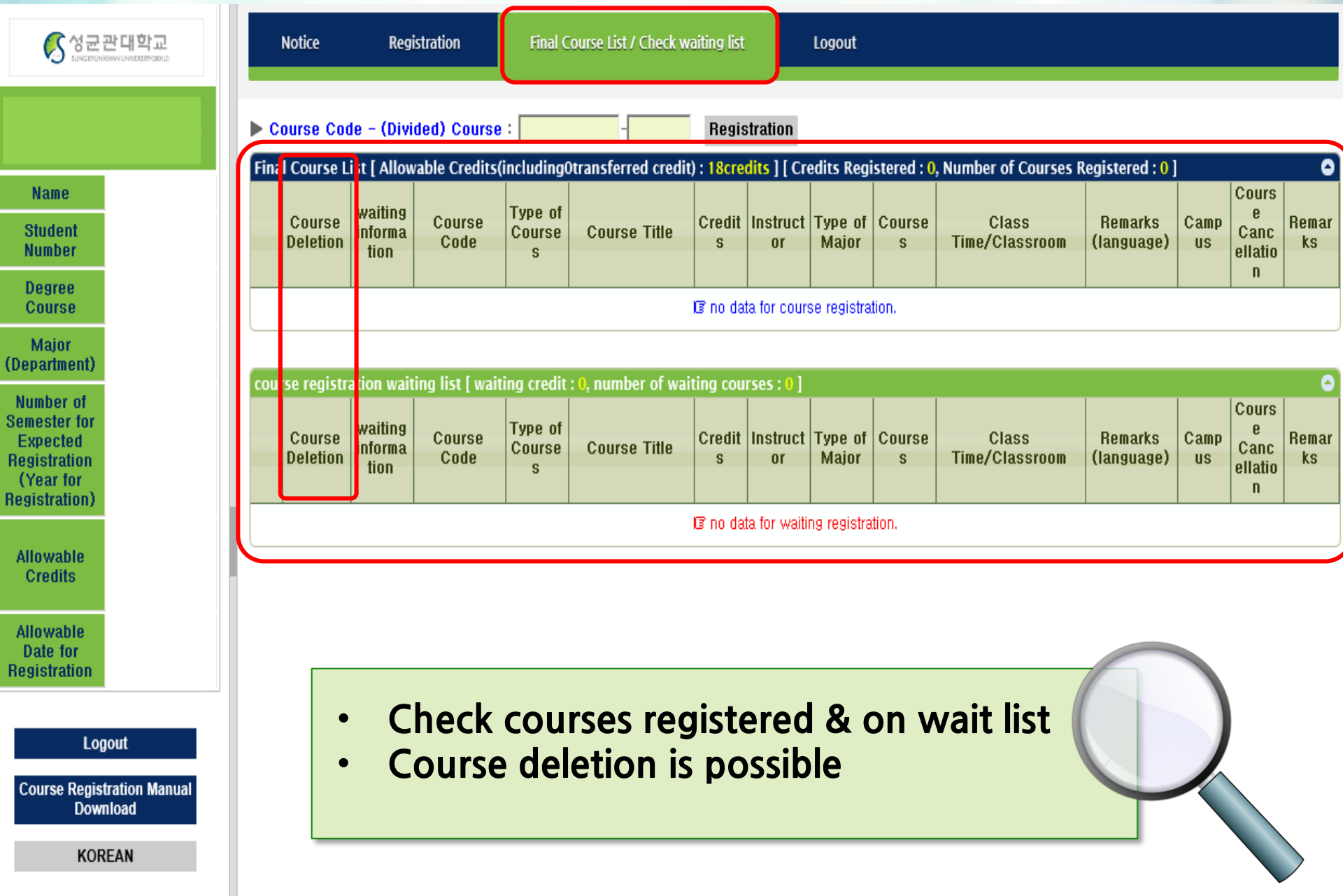
Course Not Available



- **Registration will not be available when the number of students registered and on wait list exceeds the total given slot**

Final Course List & Wait List

성균관대학교 SUNGKYUNKWAN UNIVERSITY



- Check courses registered & on wait list
- Course deletion is possible

GLS - Courses - Weekly Time Table

성균관대학교 SUNG KYUN KWAN UNIVERSITY

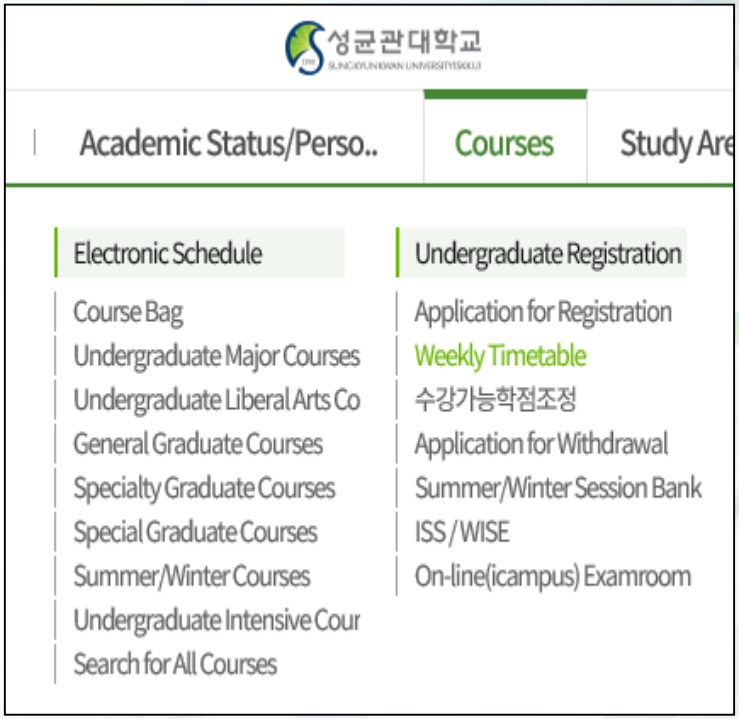
Time Table

Weekly Timetable

PRINT

Name	JI	Student ID	2017
Major	B	Academic Yr./Semester	2020

Class	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Class				Introd BIZ3001-01 33402 목09:00-10:15		
2 Class		Introd BIZ3001-01 33402 화10:30-11:45				
3 Class						
4 Class			Family IKS3008-01 9B301 수12:00-13:15			
5 Class	Family IKS3008-01 9B301 월13:30-14:45					
6 Class						
7 Class			Unders IKS2029-01 9B320 수15:00-16:15	Intens IKS2030-01 9B320 목15:00-16:15		
8 Class						
9 Class	Unders IKS2029-01 9B320 월16:30-17:45	Intens IKS2030-01 9B320 화16:30-17:45				



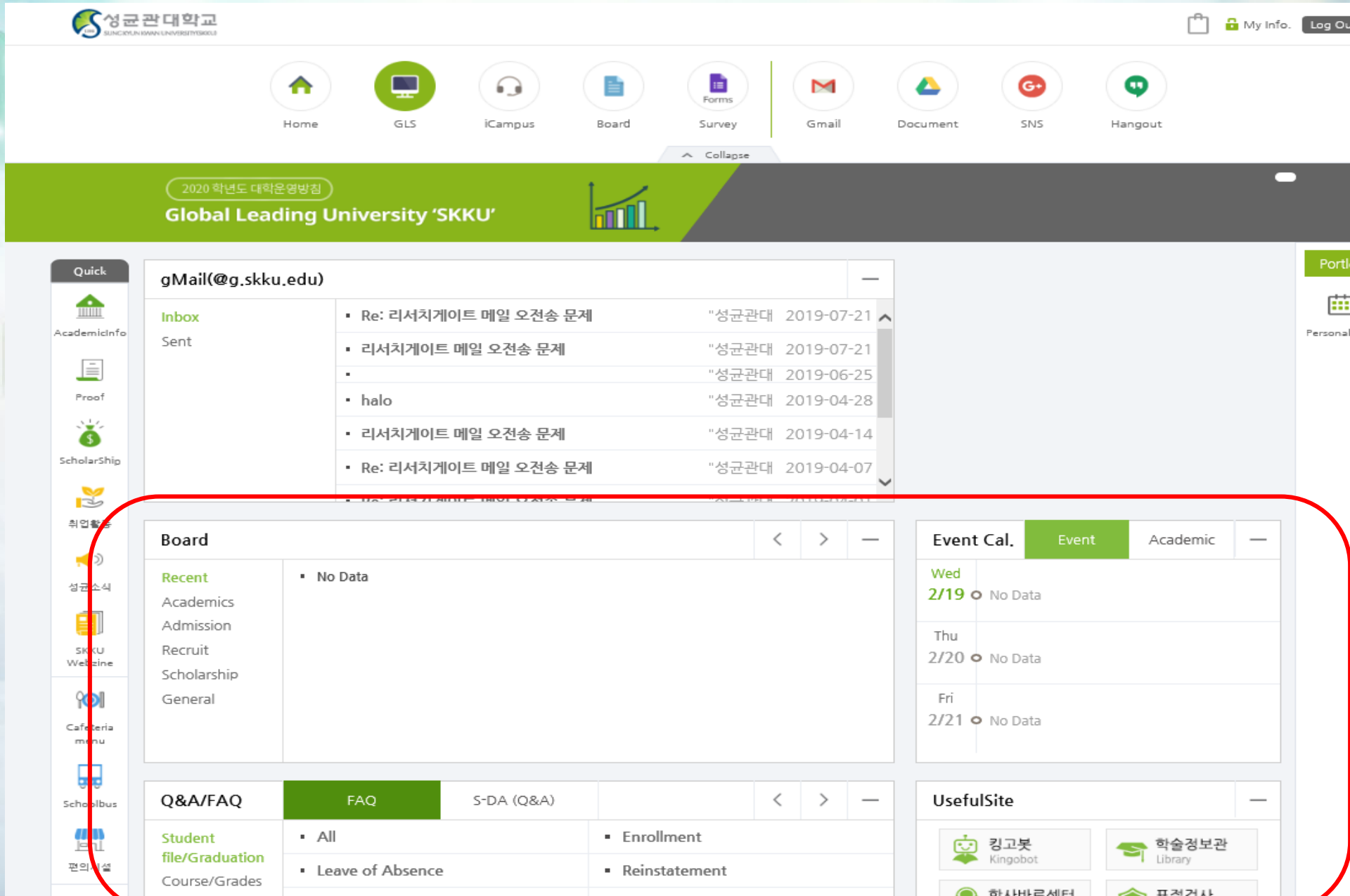
GLS > Courses > Weekly Timetable

※Please note that courses on Wait List are not yet registered

Registration Process

성균관대학교 SUNGKYUNKWAN UNIVERSITY

Summary of Process

- GLS → Courses → Electronic Schedule→ Putting in the Course Bag
- Registration website → Course Bag → Registration
  → Final Course List / Check Wait List
- GLS → Courses → Weekly Timetable → Check Wait List

GLS-Board (Notice)