

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

<u>Academic Information Contact> can be found on OISS website</u>

: <u>skku.oiss.edu</u>

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)



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



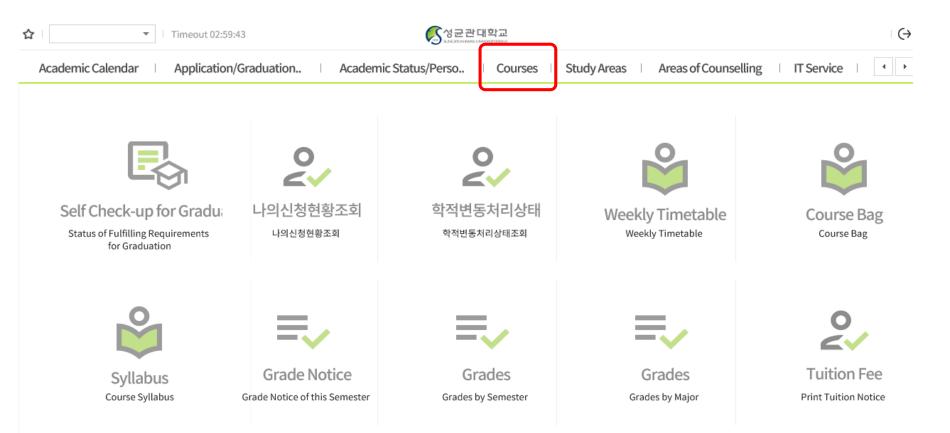
***** Schedule

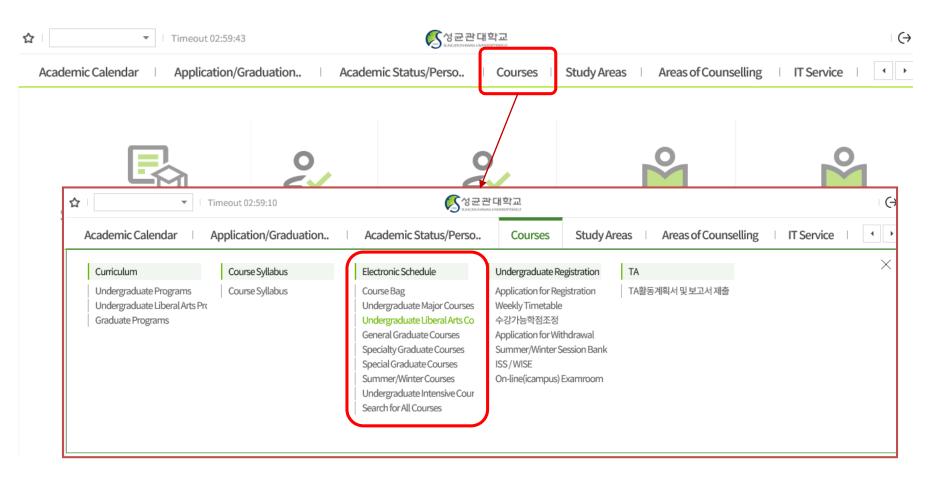
Course Registration	All Freshmen On + Offline Courses	Feb.22.(Wed) 10:00~22:59
	All On + Offline Courses	Feb.27.(Mon) 08:00 ~ Mar.3.(Fri) 22:59
Course Add/Drop	(System Shut Down)	Feb.28.(Tue) 17:00 ~ Mar.2.(Thu) 07:59
	Additional course registration (only for the students whose courses are closed after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

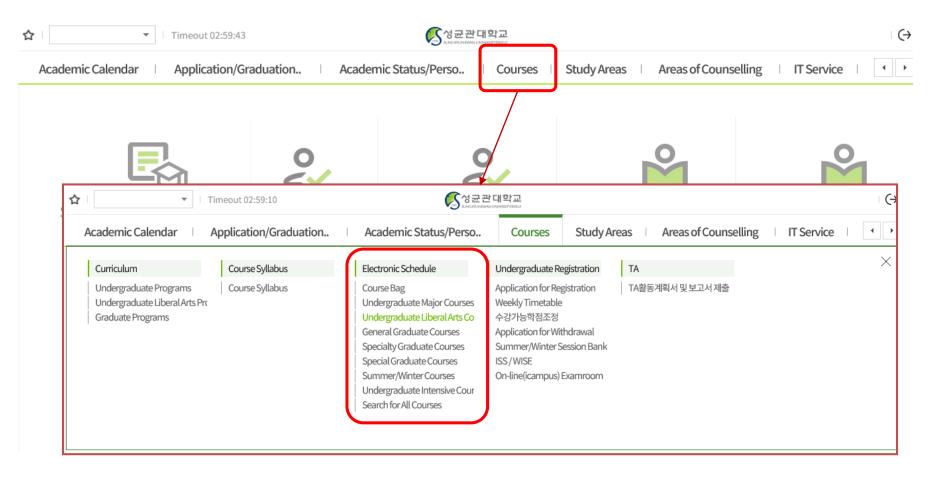


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		Thu 2/14 O No Data
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Board	• GLS: All academic affairs are dealt on	GLS Application for
Recent		
Academics	Leave/Return, Application for Major/D	Double Major, Course
Admission	Lists, Grade, etc.	
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GLS System







Selecting Courses

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Course Syllabus / Information

			Campus	Year	Course Title Instructor in Charge
			Type of Course	s Credits (Hrs)	S) Class Time/Classroom ▲ Type of Class
Boo	ok Bag	Course Code			Remarks
					Course Information
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			*Field: Global C	ulture (Advanced E	English)
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Putting in the Course Bag



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(<u>http://sugang.skku.edu</u>) → 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 <u>credits available for registration + 6 credits</u>

Putting in the Book Bag

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Course Registration Website



sugang.skku.edu

Student number :

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

 Password :

 * Enter Kingo Portal login password.

Login

○ KOREAN ● ENGLISH

Course Registration Manual Download [Undergraduate] [Graduate]

Registration Notice



(중 성균관대학교 subcontraction careful car	Notice Registration Final Course List / Check waiting list Logout
2020–1 Course Registration	Notice for New System
Name	
Student Number	• 과도한 클릭 및 매크로 방지 안내 : 일반적인 브라우저(크롬,파이어폭스,사파리,IE7이상)로 접속한 공식 수강신청 사이트 또는 수강신청 앱의
Degree Course	정상적인 사용이 아닌 과도한 콜릭 또는 매크로 프로그램과 같은 편법적인 소프트웨어를 수강신청 등에 사용하는 행위는 정상적인 수강신청을 하는 다른 학우들에게 큰 피해를 주므로 수강신청 진행시 또는 추후에 불이익을 당할 수 있습니다.
Major (Department)	 동일학기에 재수강 신청 과목과 학점포기 신청 과목이 중복되는 경우에 재수강 신청만 반영되며, 학점포기 신청과목은 승인되지 않으니 유의하시기 바랍니다.
Number of Semester for Expected	 복수전공을 하는 학생은 C/L 과목을 이수할 경우 최대 6학점까지만 상호 인정됩니다. 6학점을 초과하며 수강한 C/L 과목은 기본적으로 원전공 수강 학점으로 인정되며, C/L 과목을 6학점 초과하여 이수하는 학생들은 반드시 학사바로센터로 문의하시기 바랍니다.
Registration (Year for	• 학석공통과목(학수번호 4번대 과목), 학석박공통과목(7번대 과목)의 경우에, 학부생은 학부 성적으로만 인정을 받습니다.
Registration)	• 대학원 과목은 수강철회를 할 수 없으며, 이수한 대학원 과목은 재수강할 수 없습니다.
Allowable	• 동일교과목에 대한 학점포기와 재수강은 동일학기에 진행될 수 없으니 수강신청시 유의하시기 바랍니다.
Credits	• 학부 편입생은 편입학기 시작일 학적 생성 이전까지는 1~2학기 전공T/O로, 학적 생성 이후부터는 학생의 등록예정학기별 전공T/O 로 수강신청이 됩니다. (일반적인 편입생(3학년 편입) 학적 생성 이후 수강신청은 5~6학기 전공T/O로 배정)
Allowable Date for Registration	단, 학적 생성 전에 완료된 수강신청건은 1~2학기 전공T/O 로 유지되나, 수강 변경기간에 해당 과목 삭제 후 다시 수강신청 하시는 경우에는 등록예정학기별 전공T/O 배정됨을 유의하세요(수강여석 확인 유의)
Logout	 재수강 과목 안내는 수강신청 완료 알림과 수강신청 내역의 수강구분에서 확인하실 수 있습니다. 단, 학점/영역이 변경된 교과목은 재수강 시 변경된 학점/영역으로 취득 인정됨을 고려하여 수강신청 및 영역별 취득학점 관리에 유의하시기 바랍니다.
Course Registration Manual Download	 ◆ 수강신청 확인/변경 기간에는 전공T/O가 통합되어 운영됩니다. - 등록예정학기별로 분리되어 있던 전공T/O가 통합되며, 특별T/O 교환학생T/O는 기존과 동일하게 별도 운영
KOREAN	• 수강신청 대기이에 이해 - 수강신청 대기 - 등록예정학기 System best runs on Chrome, Firefox, Safari - 대기제한인원 - 수강신청 확진 Upgrade to 7.0 version is recommended for Internet Explorer - 또는, 강좌 주는 방송을에서 응북에 응북기를 분용기가 응용 두 내기분은 북용 시작하는 내기분은에 비해 응용은 분용분을 두 등록을 합니다.
	- 최종적으로 확정되지 않은 대기상태의 수강신청 내역은 수강신청기간 종료 후 수강신청 확인/변경기간 시작전에 자동으로 삭제됩니다. - 최종적으로 확정되지 않은 대기상태의 수강신청 내역은 수강신청기간 종료 후 수강신청 확인/변경기간 시작전에 자동으로 삭제됩니다. - 수강신청기간 종료 이후라도 행정실에서 수강신청 확인/변경기간 시작전에 전공T/O 증원한 후 대기인원 확정 처리하면 증원된 인원만큼 수강확정 됩니다. - 대기강좌도 수강신청 학점 계산에 포합됩니다. - 대기강좌 수강확정시 SMS로 안내문을 발송합니다.(단, 통신사 사정상 미수신 될 수 있기 때문에 수강신청사이트에서 최종 확인 요망)

Method 1 – Course Bag List



《 성균관대학교		Notice	Reg	istration	Fina	al Cours	ie List / C	heck w	aiting list		Logout								
2020–1 Course Registration			e - (Divide	ourses in Maje d) Course :		-		Reg	gistration			.,							
Name		in your bool urse Bao	k bag, you	can put cours	ses accordi	ng to yo	ur stude	nt ID/de	epartment	basic allov	vance for cr	edits. (Tr	ansterre	ed and add	litional credits a	ire not ap	oplied)		0
Student Number Degree		Registrat on	i Cour Cod		rse Title	Degr ee Cour	Credi ts	c	Major (5~6) registrat	Special registrat ion/rest	student			Instru ctor	Class Time/Classr	oom	Re	marks	
Course						se			ion/rest riction	riction	ion/rest riction	riction							
Major (Department) Number of	+	Registra	ti IKS201:			Bache Ior	3	3	25 / 25	0/0	3/3	61 / 65		YOUNG EUN	Tue13:30-14:45 (9B301) Thu12:00-13:15				^
Semester for Expected Registration (Year for Registration)	+	Registra	ti BIZ202	Manac	gerial	Bache Ior	3	3	16 / 16	0/0	0/0	42 / 70		KYEON	[9B301] Tue12:00-13:15 [33301] Thu13:30-14:45 [33301]				
Allowable Credits	+	Registra	ti BUS201			Bache Ior	3	3	25 / 25	0/0	0/0	67 / 70		KON WOO	Wed18:00-19:15 (33302) Wed19:30-20:45 (33302) Ex:19:00-19:15				
Allowable Date for Registration	+		•						-		ısly ' to	•			Cou	rse	Bag	9	_~
Course Registration Manual Download		1.0		11.0.1				1		1. 1.				1					
KOREAN	Fina	Course	ist [Allow waiting informa tion	vable Credit Course Code	Type of Course S		nsferre Irse Titl	e Cr	redit Ins	struc Ty	edits Regi pe of Cour jor S	'se	Clas		Courses Regist Remarks (language)	ered : 6 Camp us	Cours	강좌정 보	O Note
	1	Delete	FIX	BUS2013-03		Elemei Busine Statisti	ess		1IL E		rst ajor Maj	or [332	9:30-20		Course in International Language / Chinese	Humani ties			

Method 2 – Enter Course Code



《 성군관대학교 Enclosed water enclosed		Notice	Registratio	on Fina	al Cours	e List / (Theck w	vaiting list	I	Logout								
2020-1 Course Registration	۲	Course Code	e - (Divided) Cou	1	015 -	01	Re	gistration		,	.,							
Name			bag, you can pu	it courses accordi	ng to yo	ur stude	ent ID/d	epartment	basic allow	ance for cr	edits. (Trar	sferre	d and add	litional credits a	ire not a	pplied)		
Student Number	Cot	urse Bag								Exchan								•
Degree Course Major (Department)		Registrati on	Course Code	Course Title	Degr ee Cour se	Credi ts	Hour s	Major (1~2) registrat ion/rest riction	Special registrat ion/rest riction		ION/ICal	Quo ta	Instru ctor	Class Time/Class	room	R	emarks	
Number of Semester for Expected Registration (Year for	+	Registrat	GEDW006-01	Media Writing	Bache Ior	2	3	0/0	0/0	0/0	0 / 30	70	KYONG HWON	Wed09:00-10:1! [50408] Wed10:30-11:4! [50408]				
Registration)	Fina	Course v	vaiting pforma	Credits(includi Type of Course S		r ×	egi «Be	strati sure to ber "1	on checl ' or let	rse C k if the tter "I"	code				0) np	Cours e Canc ellati on	강좌정 보	Note
Logout Course Registration Manual	cour	rse registra	tion waiting li	st [waiting cre	dit : Oci	redit, nu	umber											•
Course registration manual Download KOREAN		Course v	vaiting Cou	Туре	Cou	ırse Tit		redit Ins s to	truc Typ	cours		Clas /Clas	S Ssroom	Remarks (language)	Camp us	Cours e Canc ellati on	강좌정 보	Note

🕼 no data for waiting registration.

Method 3 – Select Courses





Registration Completed



V 성균관대학교	공	지사항	수강신청	수강신청확정내	멱/대기내역 조	হা	로그아웃													
	• 책기	가방 <mark>C</mark> 소속전공	జ 조 ৱ 🤨 전 체 전	공조회 <mark>C</mark> 교양강좌조	회 <mark>C</mark> 요일/시간	간별 교양강조	·조회 <mark>C</mark> AE	SEEK • ব্	수번호-분반		-	수강신	20							
이름				수강가능학점까지 담을 게 모두 전공T/O로 배정				기초 가지느	기자도 하기다		III XHA									
학변	책가병		고국역파파 구전이	게 포구 전송170도 매성	합니다(한, 우리	3418944777	∿ise ⊯s,	ਮਣ 8ਬਦ	지영된 역파인	신송1/0도 [ma)									۵
박위과정		수강신청	학수번호	-분반 교기	바목명	학위 과정	학점	시수	전공(7~) 신청/제한	- 특	별 /제한	교환학생 신청/제한	합 계 신청/제	하 정원	교강사	수업시간/강의실			비고	
과(전공)	+	신청	GEDGOO	I-02 영어쓰기		학사	2	3	0/0		/0	0/0	0/(패트리스리디	월10:30-11:45【미지정】 수09:00-10:15【미지정】				
정학기수 험학년)	+	신청	GED1005	-03 철학입문		학사	3	3	0/0	0,	/ 0	0/0	1/8	0	김연숙	화15:00-16:15 [31604] 목12:00-13:15 [31604]				
능학점	+	신청완료	GEDT01	I-05 컴퓨팅사고와	SW코덩	학사	2	2	1/0	0,	/0	0/0	1/0)		월12:00-12:50 [32208] 수15:00-15:50 [32208]	실성	습실은 직권배정 수업참가	j이며, I-Camp	us 에서 확인
) 	+	신청	GEDW00	1-03 창의적글쓰기		학사	2	3	n/n	n	/ n	n /n	2/3	n	이봉범	월12:00-13:15 [50304] 수15:00-16:15 [50304]				
ENGLISH	V	vith	reg	strati	ons	stat	tus				수강신청 되!	, 년 : 4 (7학기이상 었습니다.		close						
	수강선	신청 확정내역 [신청가능학점(이	월학점0포함) : 18학점][신청학점 :	5 <mark>학점</mark> , 신청고	과목수 : 2 <mark>과</mark>	목]												0
		수강삭제	대기정보	학수번호-분반	수강구분		교과목명		학점	교강사	전공구분	분 이수구	7분	수업시간	!/강의실	수업형태(언어)	캠퍼스	폐강	강좌정보	비고
	1	삭제	확정	GEDT014-05		컴퓨팅사고!	와S₩코덩		2		제 1전공	3 I I I I I I I I I I I I I I I I I I I	25 월1: 주1:	2:00-12:50 (322 5:00-15:50 (322	08) 08)	일반수업	인문사회			실습실은 직 권배정이며, -Campus 에 서 확인 후 4 업참가
	2	삭제	확정	GEDH063-01		한자와한문9	의세계		3	이돈석	제1전공	물 교양		5:00-16:15 【ロ)ス 6:30-17:45 【ロ)ス	[전]	일반수업	인문사회			
	수강선	신청 대기내역 [, 대기과목수 : <mark>0과목</mark>]																(
		수강삭제	대기정보	학수번호-분반	수강구분		교과목명		학점	교강사	전공구분	린 이수구	7분	수업시간	!/강의실	수업형태(언어)	캠퍼스	폐강	강좌정보	비고
										IB 대기 신	청 내역이 없	습니다.								

Courses on Wait List

삭제

1순위

GEDS022-01

가족과생활환경



중 성균관대학교 ™************************************	공,	지사항	수강신청 수	강신청확정내역/대기내역	조회	로그아웃												
	<mark>•</mark> 책기	방 🖸 소속전공	조회 🤇 전체전공조회 🤇	🗖 교양강좌조회 🧧 요일/,	시간별 교양강	좌조회 <mark>C</mark> A	BEEK ∳₫	¦수번호·분반 : ▌		수강	신청							
이름				학점까지 담을 수 있습니다. 현공T/O로 배정됩니다.(단, #			,기초 강좌는	지정된 학과만 전	공T/O로 배정)									
학변	책가병	;																0
학위과정 학과(전공)		수강신청	학수번호-분반	교과목명	학위 과정	학점	시수	전공(7~) 신청/제한	특별 신청/제한	교환학생 신청/제한	합계 신청/제한	정원	교강사	수업시간/강의실			비고	
	+	신청	GEDG001-02	영어쓰기	학사	2	3	0/0	0/0	0/0	0/0		패트리스리디	월10:30-11:45【미지정】 수09:00-10:15【미지정】				
등록예정학기수 (신청학년)	+	신청	GED1005-03	철학입문	학사	3	3	0/0	0/0	0/0	1 / 80		김연숙	화15:00-16:15 [31604] 목12:00-13:15 [31604]				
신청가능학점	+	신청완료	GEDT014-05	컴퓨팅사고와SW코덩	학사	2	2	1/0	0/0	0/0	1/0			월12:00-12:50 [32208] 수15:00-15:50 [32208]	실습	·실은 직권배정 ት업참가	이며, I-Campu	3 에서 확인
신청가능일	+	신청	GEDW001-03	창의적글쓰기	학사	2	3	0/0	0/0	0/0	2/30		이봉범	월12:00-13:15 【50304】 수15:00-16:15 【50304】				
로그아웃 수강신청 매뉴얼 다운로드 ENGLISH									교과목명 : 가족 학점/시수: 3/3 수강제한인원 : 수강신청인원 : 제한여부 : Y 수강신청학년 :) [대기] 신청 되었	11명 명 1 (7학기이상)								0
• Pop ur	o sh	owin	g vou are	e on wait	: list &	s co	urse	will s	how	on Wa	it List	bel	ow	수업형태(언어)	캠퍼스	폐강	강좌정보	비고
• Total c	red	its of	courses	registere or registra	d and									반수업	인문사회			실습실은 직 권배정이며, I -Campus 에 서 확인 후 수 업참가
														반수업	인문사회			
	수강신	·청 대기내역 [대 수강삭제		목수 : 1과목] 번호-분반 수강구분		교과목명		학점	고강사 전:	공구분 이수	구분	수업시간	/강의실	수업형태(언어)	캠퍼스	폐강	강좌정보	● 비고

전보영

0

제1전공

교양

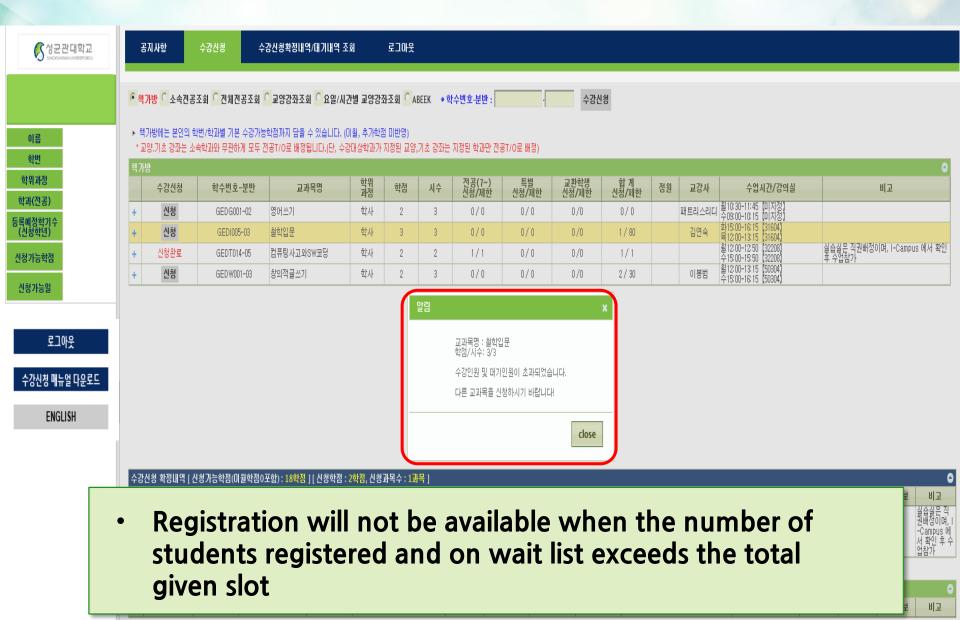
音12:00-13:15 [61801] 目2:20-14:45 [61801]

일반수업

인문사회

Course Not Available





Final Course List & Wait List



성균관대학교 suncatularationetermatic	Notice Registration Final Course List / Check waiting list Logout
	Course Code - (Divided) Course : Registration Fin: Course Li It [Allowable Credits(including0transferred credit) : 18credits] [Credits Registered : 0, Number of Courses Registered : 0]
Name Student Number Degree	Final Course Lift [Anowable Credits(including/uransferred credit) : Excredits] [Credits Registered : 0, Number of Courses Registered : 0] Course Course Registered : 0] Course Regist
Course Major (Department)	Is no data for course registration. course registration waiting list [waiting credit : 0, number of waiting courses : 0]
Number of Semester for Expected Registration (Year for Registration)	Course DeletionWaiting nforma tionCourse CodeType of Course sCredit sInstruct orType of MajorCourse sClass Time/ClassroomRemarks (language)Course e and orRemarks e latio n
Allowable Credits	I3 no data for waiting registration.
Allowable Date for Registration	
Logout Course Registration Manual	 Check courses registered & on wait list Course deletion is possible
Download KOREAN	

GLS - Courses - Weekly Time Table



Time Table

Marrie				Student ID	2	017			RIN
Name						2017:			
Major	В		Academic Yr./Semester		2020				
Class	Monday	Tuesday	Wednesd	lay	Thursday		Friday	Saturday	_
1 Class					Introd BIZ3001-01 33402 목09:00-10:1				
2 Class 3 Class		Introd BIZ3001-01 33402							
3 Class		화10:30-11:45							
4 Class			Family IKS3008- 9B301	-01					
5 Class	Family		수12:00-13	3:15					
6 Class	IKS3008-01 9B301 월13:30-14:45								
7 Class			Unders IKS2029- 9B320	-01	Intens IKS2030-01 9B320				
8 Class	Unders	Intens	수15:00-16	5:15	목15:00-16:1	15			
9 Class	IKS2029-01 9B320 월16:30-17:45	IKS2030-01 9B320 화16:30-17:45							

Academic Status/Perso		Courses	Study Ar						
Electronic Schedule	l	Undergraduate Registration							
Course Bag Undergraduate Major Courses Undergraduate Liberal Arts Co General Graduate Courses Specialty Graduate Courses		Application for Registration Weekly Timetable 수강가능학점조정 Application for Withdrawal Summer/Winter Session Bank ISS/WISE							
Special Graduate Courses Summer/Winter Courses Undergraduate Intensive Cour Search for All Courses		On-line(icampus)	Examroom						

GLS > Courses > Weekly Timetable

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

Registration Process



Summary of Process

 $\Rightarrow GLS \rightarrow Courses \rightarrow Electronic Schedule \rightarrow Putting in the Course Bag$

Registration website \rightarrow **Course Bag** \rightarrow **Registration**

→ Final Course List / Check Wait List

 \blacksquare GLS \rightarrow Courses \rightarrow Weekly Timetable \rightarrow Check Wait List

GLS-Board (Notice)



