User Guide for GLS (integrated system) and Course Registration
01. KINGO ID LOG-IN

1. Login to Sungkyunkwan University website (https://www.skku.edu)
2. Click ‘KINGO ID LOGIN’
01. KINGO ID LOG-IN

Log in with KINGO ID
• If you have signed in, the below website will be shown after you LOG-IN with your assigned ID

GLS → Courses → Electronic Schedule
Click ‘Undergraduate Major Courses' when checking the major course,
Click “Undergraduate Liberal Arts/Other Courses” when checking the liberal arts/other courses
03. Course Checking method

• Undergraduate Liberal Arts/Other Courses

Campus ➔ Search Course by Campus

Search Field ➔ Search Courses
03. Course Checking method

- Undergraduate Major Courses

  - College (School) in charge → Select an affiliated department
  - Major/Dept. → Select a Major

  Campus → Search Course by Campus

  Click ‘Search’ → Search Course
03. Course Checking method

The Global Leader, SKKU

Double Click 'Course Title' → Activate the 'Course Curriculum'

Double Click 'Course Code' → Activate the 'Course Syllabus'

Double Click ‘Course Title’→ Activate the ‘Course Curriculum’
04. Introduction of the ‘Course Bag’

What is ‘Course Bag’?

• Acts like “add to cart” in shopping malls

• Course Bag are for students' convenience

• Process:
  ○ Electronic Schedule → Select Undergraduate Major Courses or Undergraduate Liberal Arts/Other Courses → Select Course → Click “INPUT” on “Putting in the Course Bag”

• Check the Course Bag on the course registration website https://sugang.skku.edu/ and register for the course

• You must properly register for courses - “Putting in the Course Bag” is NOT course registration!

• You must register for the course on the course registration website https://sugang.skku.edu/.
04. Introduction of the ‘Course Bag’

- How to put a course in the ‘Course Bag’

Course Bag ➔ Click “Input” to put the course in the ‘Course Bag’
04. Introduction of the ‘Course Bag’

- Check the ‘No. of Course Evaluation View Times’, ‘Available Course Bag Credits’, and Course Bag Credits’ and refer to them when you select the courses.
- Courses in the ‘Course Bag’ → Check the ‘Course Bag’ in the Course Registration Website.

Courses deleting Method
- Click ‘X’ for deleting the course in the ‘Course Bag’.
05. Course Registration Method

- Go to https://sugang.skku.edu/ during course registration period
- Enter the student number and password (Password is the password of the KINGO ID) → Click Log-In

- Never duplicate logins: will be logged out if you attempt to copy tabs or multiple logins
- Macro Prevention: will be logged out if you repeat the action
05. Course Registration Method

Registration ➔ Available to check the courses that you have put into the ‘Course Bag’

Click ‘Registration’ for course registration
05. Course Registration Method

- Type Course-Code – (Divided) Course, then click Registration
05. Course Registration Method

- If the number of students registered are exceeded (Waiting Available)
- If the limited number of people waiting is exceeded (Waiting Not Available)
05. Course Registration Method

- The waiting number will be given if the T/O is over
- If you click <Registration> again, a new waiting number will be given and you can only register within the available credits
05. Course Registration Method

• Check finalized registered course

※ Never delete the courses which are already in the ‘final course list’
# 06. Weekly Time Table

## Time Table

<table>
<thead>
<tr>
<th>Class</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Class</td>
<td></td>
<td></td>
<td>Subject E Wed 09:00-11:45</td>
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<td></td>
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<tr>
<td>3 Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Subject I Fri 11:00-12:50</td>
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<tr>
<td>4 Class</td>
<td></td>
<td>Subject B Tue 12:00-12:50</td>
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<tr>
<td>5 Class</td>
<td>Subject A Mon 13:00-14:50</td>
<td>Subject F Wed 13:00-14:50</td>
<td>&lt;Waiting&gt; Subject C Tue 13:30-14:45</td>
<td>&lt;Waiting&gt; Subject G Thu 13:30-14:45</td>
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<td>6 Class</td>
<td>&lt;Waiting&gt; Subject D Tue 16:30-17:45</td>
<td>&lt;Waiting&gt; Subject H Thu 16:30-17:45</td>
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</table>

※Please note that courses on Wait List are not yet registered
Basic method of course operation

1. Online (Typical online lecture)
   - The pre-recorded lecture by professor will be loaded in LMS (Real Time Streaming available for partial weeks)
   - Student do not need to visit lecture room for online courses

2. On/offline hybrid
   - Professor gives lecture at school and 1) let students participate Real Time Streaming or 2) record it simultaneously and upload it after the lecture
   - Student can choose whether they want to take class online or offline

3. Offline
   - Both professor and student must come to lecture room for courses
Types of courses

1. General courses
   - The traditional way of courses which includes offline, on/off hybrid, online)

2. Global courses
   - Global contents that prestigious abroad university’s OCW provide(or prestigious overseas graduate school participates) which are operated by pre-learning through online, debating about it offline, and explaining additional information.

3. 혁신수업
   - Type of course where more time is used in student activities than lecture. Ex: flip learning, PBL and more. Courses are progressed by students pre-learning online contents that professors pre-recorded, debating about it offline, making projects, etc.
07. Explanation on method of Course Operation

**Course Operation Method**

1. 글로벌-혁신 수업  
   - Combination of various types of lecture for enhancing education effect  
     (which includes pre-recorded online lecture + offline or online Real Time Streaming)  
     - Ex: online pre-lecture + RTS (offline or online method including depth-study, debate, presentation, group project, etc.)

2. Offline  
   - Lecture room courses for both professor and student

3. Online courses [pre-recorded]  
   - Pre-recorded lectures using Everlec, etc. will be loaded in LMS (partial weeks RTS available)  
   - If number of students exceed 70, only theoretical undergraduate courses available (under 70 students on/off hybrid courses proceed)  
   - graduate courses, experimental and practical courses: online courses not available

4. On/off hybrid [offline courses + saved lectures]  
   : Professor proceed lecture room course, desired students attend lecture room course, save lectures and load it in LMS

5. On-off hybrid [offline + real time streaming]  
   : Professor proceed lecture room course, desired students attend lecture room course and course real time streamed

6. On/off hybrid [offline + save lecture, real time streaming]  
   : Professor proceed lecture room course, desired students attend lecture room course, save lecture and load it in LMS or real time stream it
### 08. How to check type of class

Real Time Streaming class progressed in ZOOM

<table>
<thead>
<tr>
<th>Degree Course</th>
<th>Type of Field(1)</th>
<th>Type of Field(2)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Class Time/Classroom</th>
<th>Type of Class</th>
<th>Instructor in Charge</th>
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<tbody>
<tr>
<td>Bachelor</td>
<td>Core Major</td>
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<td>BIZ2021-05</td>
<td>Managerial AccountingKO</td>
<td>Mon10:30-11:45【333021】,Wed09:00-10:15【333021】</td>
<td>General Course</td>
<td>KIM, JIN HO</td>
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<td>HSSC</td>
<td>Core Major</td>
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<td>혁신수업-캠퍼스</td>
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<td>BIZ2021-06</td>
<td>Managerial AccountingKO</td>
<td>Mon13:30-14:15【333011】,Wed12:00-13:15【333011】</td>
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<td>JI, GA YOUNG</td>
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<td>Core Major</td>
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<td>Core Major</td>
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<td>Managerial AccountingKO</td>
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<td>KIM, JIN HO</td>
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<td>HSSC</td>
<td>Core Major</td>
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</tr>
</tbody>
</table>
1. ‘What is Cross Listing’?
   - It is also known as C/L courses
   - Other department’s major course which could also be approved as first-major course

2. Double major and C/L course
   - If double-major student registers affiliated major and double major’s C/L subject, max 6 credits can be approved duplicate in first major and second major
   - If it exceeds 6 credits, student must choose whether they will take it as first major or second major
     ※ If you have exceed 2 C/L courses, you must visit your major’s admin office to solve the above situation.
Check Cross-listing course
When you searched for ART (design) and if other major’s subject is shown, it is ‘C/L subject’!

- Bachelor, Core Major
  - ART2002-01
    - Drawing 2KO
    - Credits: 3 (3)
    - Class: Wed 12:00-13:15 [Unassigned], Wed 13:30-14:45 [Unassigned]
    - Type of Class: General Course
  - ART2002-02
    - Drawing 2KO
    - Credits: 3 (3)
    - Class: Fri 12:00-13:15 [Unassigned], Fri 13:30-14:45 [Unassigned]
    - Type of Class: General Course
- HSSC, Intensive Major
  - BUS2004-03
    - Marketing Strategy KO
    - Credits: 3 (3)
    - Class: Mon 09:00-10:15 [13301], Mon 10:30-11:45 [13301]
    - Type of Class: General Course
    - Instructor: HONG, SU JEONG
    - Class Introduction: VOD