



Spring Semester 2021 Course Registration Guidelines



Jan 2021

**Office of Academic Affairs,
Division of Educational Affairs**

Course Registration Schedule

Classification		Schedule	Date	Time	Object
Preliminary Course Registration	Day 1	Course Cart Shopping	Jan 22(Fri)	09:00 ~ 16:00	Enrolled Students & Students on leave of absence (Except Domestic exchange students)
	Day 2	Course Cart Confirmation	Jan 23(Sat)	By Office of Academic Affairs	
	Day 3-4	First-come-first-served Course Registration	Jan 25 ~ Jan 26 (Mon-Tue)	08:30 ~ 16:00	Enrolled Students & Students on leave of absence
Course Registration	Day 1	Course Cart Shopping	Jan 28(Thu)	09:00 ~ 23:59	Enrolled Students & Students on leave of absence ((Except domestic exchange students))
	Day 2	Course Cart Shopping	Jan 29(Fri)	00:00 ~ 16:00	
	Day 3	Course Cart Confirmation	Jan 30(Sat)	By Office of Academic Affairs	
	Day 4-6	First-come-first-served Course Registration	Feb 1 ~ Feb 3 (Mon - Wed)	08:30 ~ 16:00	Enrolled Students & Students on leave of absence
Preliminary Course Registration (Freshmen & Transfer students)	Day 1	Course Cart Shopping	Feb 15(Mon)	09:00~16:00	Freshmen & Transfer students
	Day 2	Course Cart Confirmation	Feb 16(Tue)	By Office of Academic Affairs	
	Day 3-4	First-come-first-served Course Registration	Feb 17 ~ Feb 18 (Wed - Thu)	08:30 ~ 16:00	
Course Registration (Freshmen & Transfer students)	Day 1	Course Cart Shopping	Feb 22(Mon)	09:00 ~ 23:59	Freshmen & Transfer students
	Day 2	Course Cart Shopping	Feb 23(Tue)	00:00 ~ 16:00	
	Day 3	Course Cart Confirmation	Feb 24(Wed)	By Office of Academic Affairs	
	Day 4-5	First-come-first-served Course Registration	Feb 25 ~ Feb 26 (Thu - Fri)	08:30 ~ 16:00	

Classification		Schedule	Date	Time	Object
Course Registration Change	Online	Delete registered courses Register new courses	March 2 ~ March 8 (Tue – Mon) (Except weekends)	09:00 ~ 18:00	All students
Quota Exceeding Course Registration Request	Online	[Students] Request	March 2 ~ March 8 (Tue – Mon)	24 hours	All students
		[Instructors] Approval	March 2 ~ March 10 (Tue – Wed)		
		[Students] Confirm Registration	March 2 ~ March 11 (Tue – Thu)		
Course Drop (Withdrawal)	Online	[Students] Request & [Instructors] Approval	March 9 ~ April 21 (Tue – Wed)	24 hours	All students

○ Notes for Changes of Course Registration

(★ Scanning manual and trying out pre-course registration is highly recommended)

1) **Time:** Course cart shopping starts at [09:00 AM](#)

First-come-first-served course registration starts at [08:30 AM](#)

2) **Course registration based on student Id(odd/even number) is no longer in use.**

3) Course registration system

- Course cart shopping ※ Course cart shopping is not first-come-first-served basis.
- Course cart confirmation (by Office of Academic Affairs)
- First-come-first-served course registration

4) Available after cancellation(vacancies) registration

- If a course is marked 'Available after cancellation', registration is available 3 times each day in designated times.

b) It is applied during course registration(day 4-6) & course registration change period

5) Quota exceeding course registration request (Previously 'Override form')

- Student's online request in CRS
 - Instructor's approval/rejection
 - Student's registration confirmation in CRS
- ※ If students don't confirm registration, courses will not be registered.

6) Freshmen

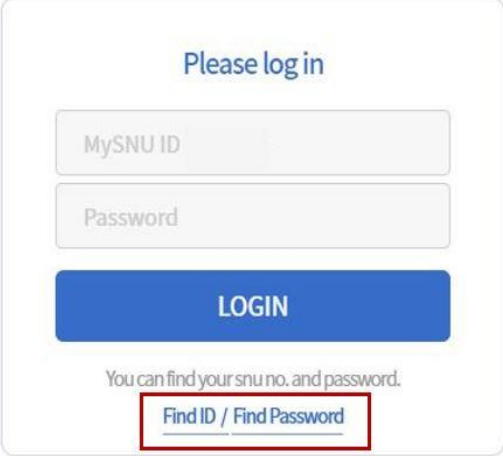
- All students who entered SNU March 2021
- Students who entered SNU before 2021, but don't have any grades of spring/fall semester due to leave of absence, etc.

■ CRS(Course Registration System) User Guide

1. CRS(Course Registration System) URL

- Address: <http://sugang.snu.ac.kr>
- Login(ID & Password): mySNU ID & Password

2. How to Find CRS ID & Password

	<p><CRS Main Page></p> <ul style="list-style-type: none">○ Click [Find ID/Passowrd]○ Find ID<ul style="list-style-type: none">▶ Enter Name & Birthday(8-digit) (Ex) 20000101)▶ Authentication<ul style="list-style-type: none">Mobile/authentication certificate/ SMS/ E-mail(Registered in mySNU)○ Find password<ul style="list-style-type: none">▶ Enter mysnu ID▶ Authentication<ul style="list-style-type: none">Mobile/authentication certificate/ SMS/ E-mail(Registered in mySNU)
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* Please register cell phone number and private e-mail address for authentication

Visit mySNU > Information Systems of SNU > my information> change personal information

- In case you know your previous password,
 - ▶ Information Systems of SNU > my information> change personal information
- If you forget password: students can change password without knowing previous password. Previous password can't be identified due to security reasons.

3. Preliminary Course Registration(Pre-course Registration = Registration Test)

- ▶ Opportunity for students to practice and get used to course registration
- ▶ Chance for students to predict demands for each courses
- ※ Registered courses in preliminary course registration are invalid
 - Only courses registered in actual course registration are valid

4. Steps for Course Registration

- Register courses in CRS(<http://sugang.snu.ac.kr>) during given period in each semester.
- Check your result in *Course Registration* or *Course Registration List*.

5. User's Personal Information for Course Registration

- Log in CRS > Click 'User Information' on the right top
- Information: Personal Information(College and Department), Academic year*, Maximum credits, Grades of previous 2 semesters

* Academic year: Academic year which applies in Course Registration

(Ex) Students with no grades = Freshmen = Academic year "1"

After every 2 semesters(with grades). Academic year is counted)

6. Credits for Course Registration

- Log in CRS > Click 'User Information' on the right top
 - Maximum Credits for Course Registration follows *Academic Rules* of each department
 - Conditions for 21-credit-course registration
 - 1) Departments where Maximum credits are 18 credits
 - 2) If students' average GPA of previous 2 semesters are 3.3 and over, students can register up to 21 credits.
 - * Grades of Summer/Winter Sessions are excluded.
 - * Average GPA of Grades of previous 2 semesters includes first grade of retaken courses
 - Freshmen taking following courses can register over 18 credits(Up to 2 semesters)
: Freshman Seminars(053.001), Basic Calculus 1(033.016), Basic Physics 1(034.012), Basic Chemistry 1(034.025), Basic Biology 1(034.034)
 - Domestic exchange students
 - ▶ Total credits registered in students' university and exchange university should not exceed maximum credits
 - Remote learning
 - ▶ Maximum 6 credits for each semester
 - ▶ Remote learning courses will be marked 'Ⓞ'
 - **Minimum Credits for Course Registration**
 - ▶ Spring and Fall semester: 0 Credit (Enrollment without registration is possible)
 - ▶ Exceeding Semester(Exceeding Length of Studentship): Minimum 1 credit
- ※ In this case, students who don't register any course or withdraw all courses will be expelled.

7. Course Counselling

- Department: College of Engineering & Graduate School for Engineering Practice
- Subjects: Undergraduates and Graduates who are enrolled or are going to get back to school
 - ▶ Undergraduates: Undergraduates of 11 departments of College of Engineering
 - ▶ Graduates: Graduates of Industrial Engineering(Except TEMEP(Technology Management, Economics, Policy Program), All Graduates in Graduate School for Engineering Practice
- Course Counselling: Students should apply for course counselling following instructions from each department. (If there's no counselling, registrations are restricted.)

8. Cheating Course Registration

- Students attempting inappropriate course registration such as using MACRO will be punished.
(According to Article 107 of *Academic Rule, Student Disciplinary Procedures*)
- Students who trade or hand over courses will be also punished as well.

9. Course Information

- CRS > Course Search > Click a course title > Course Details (Login is not necessary)
 - ▶ Search all courses: click magnifier(search) button
 - ▶ Search courses with conditions: simple/advanced search (next to search button)
 - ▶ Save as excel file: Click [Excel] and save search result as a file.
- Information for Course Registration: Check Course Restriction, Alternatives, etc.

■ Note for Course Registration

1. Cross-Registering courses among Undergraduates and Graduates

- Juniors and seniors of undergraduates can register graduate courses. Graduate courses can be acknowledged as major course.
 - ▶ If Freshmen and sophomores register graduate courses, grades will be marked in transcript but will not be calculated as valid credits for undergraduate graduation.

- Graduates can register undergraduate courses.
 - ▶ Maximum 6 credits can be acknowledged for Masters and Doctors students.
 - * Students should inquire their college and department and get approval of dean of the department or Head of major.

- Repeating Courses
 - ▶ Masters students can repeat courses they took previously as undergraduates.
 - ▶ PhD students can repeat courses they took previously as Masters students.
 - ▶ However, repeated courses cannot be acknowledged as graduation credits.

2. Retaking Courses

- Standard for retaking courses(For undergraduates): courses graded C+ and below (C+~F)
- Retaken course grade limitation(For undergraduates): Maximum "A0"
(However, if a course is first taken before 2015, students can get "A+" as retaken course grade for only once.
 - ※ Graduate can retake graduate courses regardless of first grade.

- Retaking 2020 Winter session courses
 - ▶ **If students retake same courses that they had taken in Winter session,** students should register courses within course change period(March 2 ~ March 8 (Tue – Mon)) in order to get acknowledgement for retaken courses.

 - ▶ If courses are not acknowledged as retaken, students' department can correct course classification and get acknowledgment of retaken course during March 2(First day of class) ~ March 25 (1/4 of Class days)

3. Overlapping Course Requirements

- In principle, students cannot overlap courses in registration.
 - However, if students inevitably have to overlap courses, follow this guideline.
 - 1) Register a course(which will be overlapped with the other course)
 - 2) Get approval from all instructors of overlapped courses by email
 - 3) Download format from Student Notice in mySNU
 - 4) Submit request form for overlapping courses to *Office of Academic Affairs* by email
(If students couldn't register any of courses, get instructors approval for quota-exceeding registration in email and attach the content additionally.)
- ※ Deadline: (1st) Feb 4(Thu) ~ Feb 5(Fri)/ (2nd) March 10(Wed) ~ March 11(Thu)

4. Course Registration Change Period(March 2 ~ March 8 (Tue-Mon))

- Course registration change:
students can change(register and delete) courses from registration list in CRS.
- 'Available after cancellation' course registration:
vacancies can be registered 3 designated times each day
(Click the icon 'Available after cancellation' and check designated times)

5. Quota Exceeding Course Registration Request

Schedule	Process	Date	Time	Object
Quota exceeding course registration request	Student's request	March 2 – March 8 (Tue-Mon)	24 hours	All students
	Instructor's approval	March 2 – March 10 (Tue – Wed)		
	Student's registration confirmation	March 2 – Marc 11 (Tue – Thu)		

- 3-step process (Previous 'Over-ride' form, Course registration adjustment)
 - 1) Student's request - 2) Instructor's approval - 3) Student's registration confirmation
- CRS – Course registration menu – Quota exceeding course registration request
- Please save courses of Interest before requesting for quota exceeding registration
- If students don't confirm registration, course will not be registered.

6. Course Registration for Students with Disabilities

- Student with disabilities are able to register courses even the course quota is exceeded.

Major Courses with Extra conditions for Registration

□ Courses with Extra Registration Schedule

- Registration will be deleted in following cases
 - ▶ Students who are double major in, minor in following majors, or interdisciplinary program students register courses apart from designated date
 - ▶ Students with other major register 'major requisite' courses of Business/Psychology as 'elective general'.

Department	Course Number	Course Title	Registration Schedule
Business School (Business Major)	251.101	Principles of Management	① Jan 28 ~ Feb 1(Thu-Mon) (Except weekends and holiday) ▶ students whose first major is business, students of college of liberal studies (business major) ② Feb 2(Tue) ▶ students double major in business students of interdisciplinary program (technology/venture management) ③ Feb 3(Wed) ▶ students whose first major is business, students double major, minor in business college of liberal studies students (business major) students of interdisciplinary program (technology/venture management) international exchange students (business major) domestic exchange students (business major) ※ Students with other major can register courses during <u>course registration change period</u> .
	251.205	Principles of Accounting	
	251.207A	Management Science	
	251.209	Organizational Behavior	
	251.301	Financial Management	
	251.326	Management Information System	
	251.303	Human Resource Management	
	251.306	Managerial Accounting	
	251.321	Marketing Management	
	251.424	Strategic Management	
M1338.003000	Operations Management		
M2171.001900(003)	Economics for Business		
035.001 (001,002)	Digital Computer Concept and Practice	▶ Only 2021 business school freshmen can register these courses	
M2171.001900 (001,002)	Economics for Business	※ During <u>course registration change period</u> , students entered college after 2018 and taking courses for the first time can register for available vacancies	
M2171.002000	Business Administration and My Future		
M2171.002100	Business Philosophy and Ethics		

Department	Course Number	Course Title	Registration Schedule & Criteria
College of Social Sciences Department of Psychology	M0000.02010 207.202 207.304 207.303 207.223 207.316A 207.416A 207.421B 207.422	Psychological Science of Addiction Psychological Statistics Cognitive Process and Lab. Psychology of Perception and Lab. Neuroscience Clinical Neuropsychology and Experiment Psychology of Emotion Applied Developmental Psychology Applied Experimental Psychology	<p>① Jan 28 ~ Feb 1(Thu-Mon)</p> <ul style="list-style-type: none"> ▶ students whose first major is psychology (students of College of social sciences students of College of liberal studies) <p>② Feb 2(Tue)</p> <ul style="list-style-type: none"> ▶ students whose first major is psychology students whose second major is psychology (students double major in, minor in psychology) <p>③ Feb 3(Wed)</p> <ul style="list-style-type: none"> ▶ all enrolled students