서울대학교

Seoul National University Course Registration User Manual

Please make sure to practice course registration during pre-course registration period.

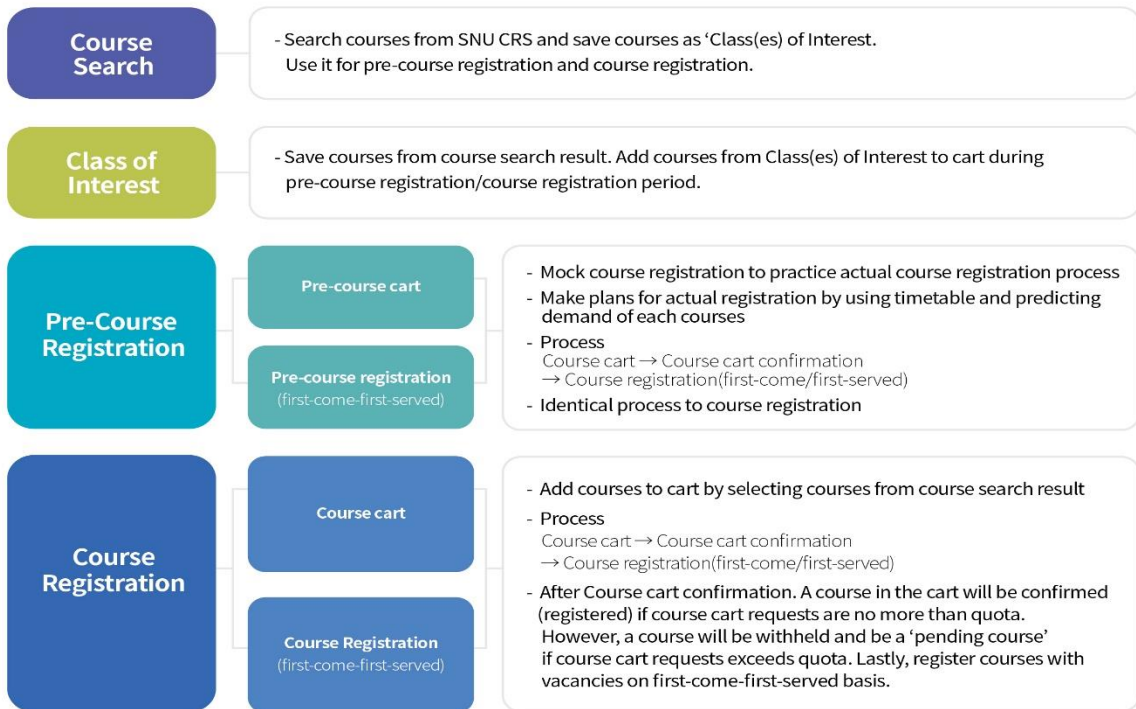If you have any problem, contact Office of Academic Affairs(02-880-5042)

Contents

Outline

Outline

Course Registration Services

Course Registration Major Services

Course Search	- Search courses from SNU CRS and save courses as 'Class(es) of Interest. Use it for pre-course registration and course registration.
Class of Interest	- Save courses from course search result. Add courses from Class(es) of Interest to cart during pre-course registration/course registration period.

Pre-Course Registration — Pre-course cart / Pre-course registration (first-come-first-served)	- Mock course registration to practice actual course registration process
	- Make plans for actual registration by using timetable and predicting demand of each courses
	- Process
	  Course cart → Course cart confirmation
	  → Course registration(first-come/first-served)
	- Identical process to course registration

Course Registration — Course cart / Course Registration (first-come-first-served)	- Add courses to cart by selecting courses from course search result
	- Process
	  Course cart → Course cart confirmation
	  → Course registration(first-come/first-served)
	- After Course cart confirmation. A course in the cart will be confirmed (registered) if course cart requests are no more than quota. However, a course will be withheld and be a 'pending course' if course cart requests exceeds quota. Lastly, register courses with vacancies on first-come-first-served basis.

1. Course Search
   - If you are not logged in: course search is available (Press "Search" Button)
   - If you are logged in, following functions would be available
     · Course search, Save as 'Class of Interest'
     · Pre-course registration / Course registration (depends on period)

2. Class of Interest
   - Save courses as 'Class of Interest' after course search
   - Use it for Time table simulation, pre-course registration, course registration

3. Pre-course Registration
   - MOCK registration: opportunities to practice registration process
     (It is NOT **an actual registration**)
   - Process: Pre-course cart → Pre-course cart confirmation
             → Pre-course registration(first-come-first-served)
   - Identical condition/settings compared to actual course registration

Outline

Major Changes of SNU Course Registration

4. Course Registration
- Check registration information: Limitations, Same/Alternative courses, Retaking courses, etc.
- Process:
  Course cart → Course cart confirmation → Course registration(First- come-first-served)
  - Course cart shopping (Day 1-2)
    Course search, Add courses to Course cart from "Class of Interest)
  - Course Cart Confirmation (Day 3)
    Registration will be confirmed after comparing number of course carts and course quota.

▶ If the number of course cart(s) is no more than course quota,
  all course carts will be confirmed and shown in course registration list.
▶ If the number of course carts exceeds course quota,
  all course carts will be withheld and the course will be designated as " Pending courses"

  - Course registration(Day 4-6): first-come-first-served registration for vacancies
    ※ On Day 1 of First-come-first-served registration (= Day 4 of course registration)
      Registration of "pending courses" will be limited to students added courses to cart

5. Course change
- Delete courses: Select and Delete courses in the course registration list
- Register new courses: Add courses by registration
  - ▶ 'Available quota after cancellation' mark
    Once course quota is full and if vacancies are available due to cancellation,
    the mark would be shown under course title.
  - ▶ Register courses that marked 'Available quota after cancellation'
    registration is limited to 3 times in a day (In designated time)
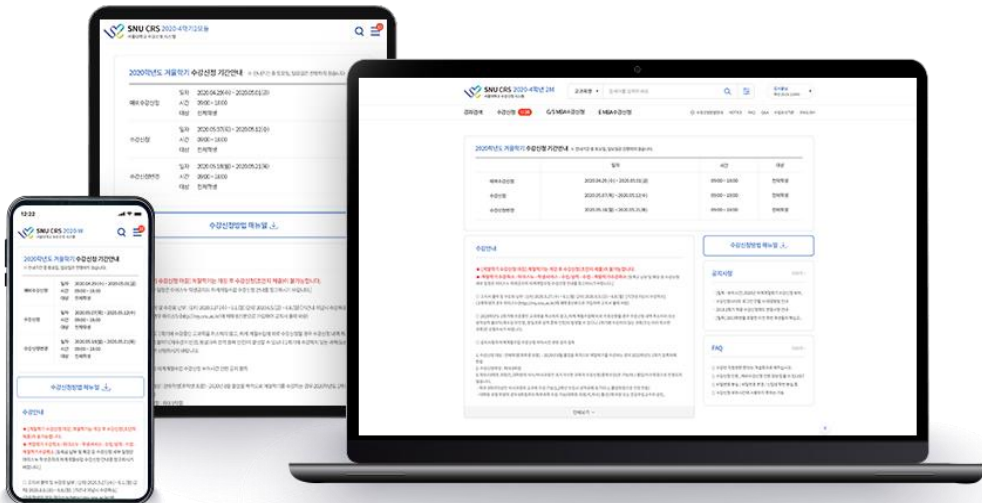
■ Responsive web: Use CRS in various devices including PC, Mobile

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1. Login & Registration

1. Login and Registration

SNU Course Registration System(CRS) URL

■ Web site(SNU Course Registration System(CRS)) URL: https://sugang.snu.ac.kr
  - SNU CRS: https://sugang.snu.ac.kr
  - Visit SNU portal mySNU then move to SNU CRS: https://my.snu.ac.kr/

1. Login and Registration

Notes for Course Registration

■ Prohibition of Multi Login
- Multi login through multi browsers

  (with same student ID, same PC) is prohibited
- Multi login through multi PC (with same student ID) is prohibited
- Pop-up message will be shown to former login user,

  if multi login trial is detected

> **!**
>
> Your session has been expired by other users. Your session expires if your ID is simultaneously logged in by another computer. Please log-in again.
>
> **Ok**
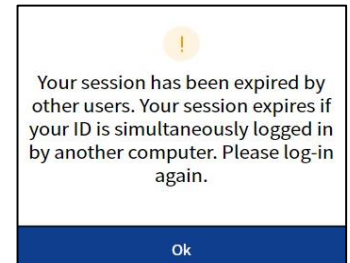
■ Browser compatibility and Optimal Resolution
- Browser compatibility: Internet Explorer (above V. 11), Chrome, Safari, etc.
- Responsive web: CRS will be resized and displayed in all devices including PC, Mobile

■ Allow Pop up
- Tool – Internet Option – Personal Information – Allow pop up – Settings – Add to list
- Add website : https://sugang.snu.ac.kr

  (There might be difference depending on browsers)

■ Limitation on double click for registration button
- You cannot double click registration button

■ Login time(Automatic logout and login extension)
- Login time: 10 minutes
- Automatic logout: Get back to CRS main page after logging in for 10 minutes
- Login extension
  - · Login extension popup : Before automatic logout in a minute
  - · [Extend Login Now]
    - ▶ Extend login for 10 minutes from present
    - ▶ Location: Bottom of CRS website (PC), Bottom of right side of the menu (Mobile)

2. Process and Function

Course Registration Process

Course Registration Process

Pre-course Registration

- Mock registration for practicing registration process

- Identical condition compared to actual course registration

- Process
  Pre-course cart
  Pre-course cart confirmation
  Pre-course registration
  (First-come-first-served)

Day 1-2 Course Cart Shopping

- Shopping: Add courses to course cart

- Save as "Class of Interest"- Course cart

- Course search – Course cart

- No changes are possible after course cart period.

Day 3 Course Cart Confirmation

- Systematic confirmation by Office of Academic Affairs

- Number of course carts are within course quota
  → Confirmed
  = course registered

- Number of course carts exceeds course quota
  → Not confirmed
  "Pending courses"
  = First-come-first-served registration

Day 4 First-come-first-served Course Registration

- First-come-first-served registration for courses with vacancies

- "Pending courses" can only be registered by students who add courses to course cart

- Courses that has reached their course quota will be marked "Available quota after cancellation"

- Registration of "Available quota after cancellation" is possible 3 times a day (In designated time)

Day 5-6 First-come-first-served Course registration

- First-come-first-served registration

- Courses with vacancies will be marked "Available quota after cancellation"

- Registration of "Available quota after cancellation" is possible 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 3:00~4:00 PM)

Course Change & Quota Exceeding Course Registration Request

- Change course delete and add courses
- Courses with vacancies will be marked "Available quota after cancellation"

- Registration of "Available quota after cancellation" is possible 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 5:00~6:00 PM)
- Quota exceeding course registration request
  · Students' request
  · Instructor's approval
  · Students' registration confirmation

2. Function

2. Available Function(Abstract)

- Available functions varies due to course registration schedule
- Ordinary time/ Pre-course registration/
   Course registration(Course cart/first-come-first-served course registration)

Classification	Function	Ordinary time	Pre-course registration	Course cart	Course registration (First-come-first-served)
Course search	Simple search	O	O	O	O
	Advanced search	O	O	O	X
	Class of Interest	O	O	O	O
	Pre-course registration	X	O	X	X
	Course registration	X	X	O	O
Class of Interest	Class of Interest	O	O	O	O
	Pre-course registration	X	O	X	X
	Course registration	X	X	O	O
Pre-course Registration	Pre-course cart	X	O	X	X
	Pre-course registration	X	O	X	X
	Pre-course registration list	O	O	O	O
	Pre-course change	X	O	X	X
Course registration	Course cart	X	X	O	X
	Course registration	X	X	X	O
	Course registration list	O	O	X	O
	Course change	X	X	X	O

3. Function and Manual

3-1. Login

mySNU account Login

■ Login with mySNU account : Enter mySNU(https://my.snu.ac.kr/) ID & Password

3-1. Login

mySNU Account Login

■ **Find mySNU account**
  - Find mySNU account by personal information (cell-phone/ private e-mail address) registered in portal mysNU (my.snu.ac.kr)

Changing Password

▶ Password Conditions

  - length: 9~20 digits

  - should contain more than 1 digit of alphabets, numbers. special characters

▶ Password Limitations

- should not include '+'(plus) character

- should not include more than 4 digits of same characters or numbers (EX: 0000, aaaa)

- should not include more than 4 digits of continual characters or numbers

  (Ex) 1234,abcd,9876, zyxw)

- should not include more than 3 digits of numbers from student ID

  (Ex) If student ID is 2011-13579, you cannot use 201,011,111,113,135,357,579, etc)

3-1. Login

Home

Find ID

The process of finding SNU ID varies according to the group you belong to. So choose the appropriate member group before entering your name and date of birth. You can not find SNU ID without this verification procedure.

User Type *

- ○ FACULTY&STAFF
- ● STUDENT&ALUMNI
- ○ PUBLIC

Name	Input User Name
BIRTH-DAY	Input birth-day

Select Auth Method *

- ● Mobile(Verify via Mobile Phone Number)
- ○ Digital Certificate
- ○ SMS
- ○ Email

Next

Home

Change Password

Enter your ID to find your password.

User Type *

SNU ID	Input SNU ID

Select Auth Method *

- ● Mobile(Verify via Mobile Phone Number)
- ○ Digital Certificate
- ○ SMS
- ○ Email

Next

■ **Find ID and Change password**

- Find ID
  1) Fill in name, birthday(year-month-day Ex) 2000-01-01)
  2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email
- Change Password
  1) Fill in mySNU ID
  2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email
  ※ If you select SMS or Email, mobile number or email address should be registered in mySNU personal information in advance

3-1. Login

Login Extension (PC)

Automatic logout remaining time ⏱ 9:18 — Extend login session now
If you do not use it for 10 minutes, you will be automatically logged out.

■ **Login extension (Bottom of CRS Website)**
- Remaining time for automatic logout will be displayed in real time.
- [Extend Login session now] button: 10-minute log in extension after clicking button.
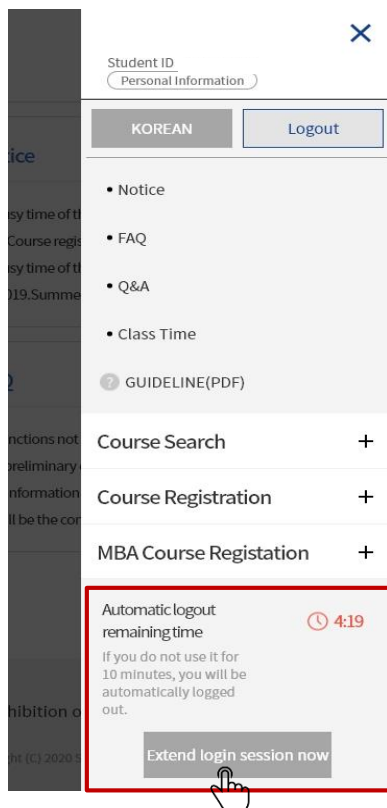
Login Extend
If you do not extend this login session,
you will be automatically logged out.
⏱ 0:53
Logout   Login Extend
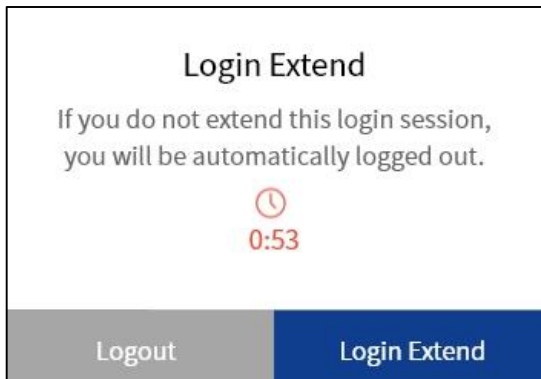
■ **Automatic logout**
- Login extension pop up will be shown
  1 minute before automatic logout
- Logout / Login Extension
- If login is not extended, CRS main page will
  be shown

※ Login Extension Pop up

Login Extension (Mobile)

Student ID
Personal Information
KOREAN   Logout
• Notice
• FAQ
• Q&A
• Class Time
GUIDELINE(PDF)
Course Search   +
Course Registration   +
MBA Course Registation   +
Automatic logout remaining time   ⏱ 4:19
If you do not use it for 10 minutes, you will be automatically logged out.
Extend login session now

■ **Login Extension**
- Location: Click Right side > Bottom of menu
- Extend login
- Check remaining time before automatic logout

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3-2. Personal Information

3-2. Personal Information

■ **Location**

- Upper right side of CRS(Name and Student ID) → Click [Personal Information]

■ **Personal Information**

- Personal Information is confirmed before preliminary course registration
- **Listed Information**

  Degree(program), major, enrollment, registration credits,

  credits for changing courses, repeated courses etc.

※ Note for Personal Information

- If you are not included as "course registration subject"

  message "You are not course registration subject" could be shown.
- Grades of Previous 2 semesters:

  grades of retaken courses are included

  GPA of all courses(except S/U courses) will be calculated.

3-3. Class Time

3-3. Class Time

SNU CRS 2020 - Winter Semester
Course Registration System

| Title ▾ | Please enter your search term | 🔍 ⚙ | ▾ |

Course Search | Course Registration | MBA Course Registration | E MBA Course Registation   ⓘ GUIDELINE(PDF) | Notice | FAQ | Q&A | **Class Time** | KOREAN

Class Time

| Div	50-minute class(Start on the hour)	75-minute class(Start on the hour)	75-minute class(Start half past)
0 period	08:00~08:50		
1 period	09:00~09:50		09:30~10:45
2 period	10:00~10:50		
3 period	11:00~11:50	11:00~12:15	
4 period	12:00~12:50		12:30~13:45
5 period	13:00~13:50		
6 period	14:00~14:50	14:00~15:15	
7 period	15:00~15:50		15:30~16:45
8 period	16:00~16:50		
9 period	17:00~17:50		
10 period	18:00~18:50		
11 period	19:00~19:50		
12 period	20:00~20:50		

■ **Class Time**
- Class time show when each period stars and ends
- Class time is divided into 50-minute and 75-minute class

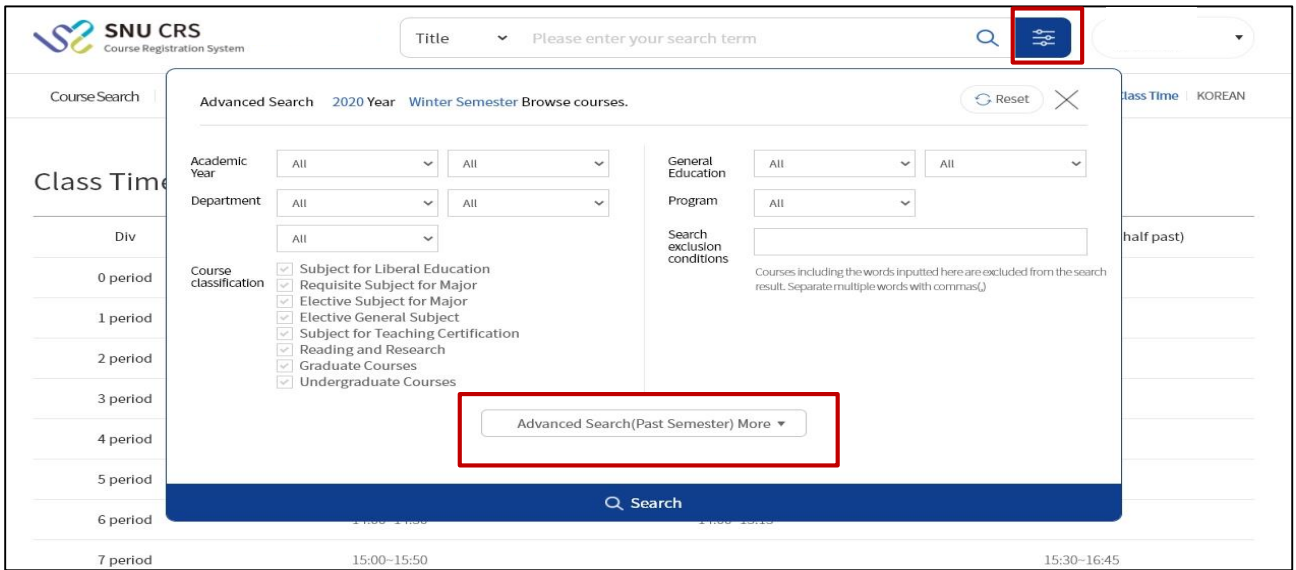# 3-4. Course Search

3-4. Course Search

Course Search
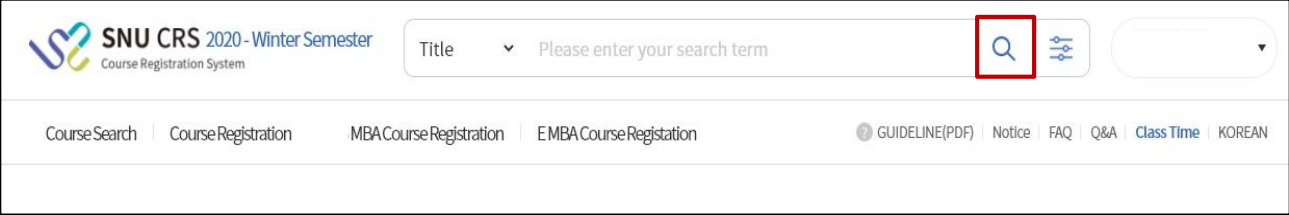
■ **Course Search (No need to log in)**

※ Search all courses of current semester: click magnifier(Search icon)

※ Search specific courses of current semester: click simple/advanced search)

  - Location: search engine of SNU CRS main page

  - Function: search courses, use for class of interest,

               pre-course course cart/registration, course cart/registration

   · Simple/Advanced search

   · Simple search is default setting.

Search Condition

■ **Simple Search**

  - Search condition: courses of current year and semester will be searched
     according to department, course classification, course number and course title.

  - Reset conditions: reset all search conditions

  - Advanced search: Click [advanced search(past semester)]

3-4. Course Search

Search Condition(Advanced Search)

■ Advanced Search

- Location: Course search – Simple search – [Advanced Search(past semester)]
  ※ function could be unavailable during course registration time load
- Conditions: simple search conditions, credits, lecture room location, quota, class time, instructor(name), number of students registered courses, previous semester, etc.

3-4. Course Search

Course Search Result

■ Course search result
- Search result: instructor, department, number of students registered course/quota, credit, class time, available quota after cancellation, retaking courses,

  foreign language lecture, restricted mark(®)
- Click Course title then course details will be popped up.
  ☆ Star = Number of Class of Interest / Cart: Number of Course carts

Images	Function
Available quota after cancellation / Retake	**Available quota after cancellation :** Once course had reached quota, 'available quota after cancellation' mark will be shown if vacancies duo to cancellation.
♿ 🌐	Left Icon will be displayed if a lecture room is barrier-free room. Right Icon will be shown if foreign language used for the course.
☆ 2750	This Icon shows number of students saved each course as 'Class of Interest'
🛒 356	This icon shows number of course carts students added for each course.

3-4. Course Search

Course Details

■ **Course details**
- Click course title in course search result > course details pop up
- Information in course details
  · Course details, syllabus, course restriction, Group II courses, same/alternative courses
  · Class time & lecture room, retaking courses
  · Remark: Specific details or explanation for taking courses

3-5. Course Registration Button

3-5. Course Registration Button

Course Registration Button(PC)

Compare Timetables
Select courses and compare timetables
Save as Class of Interest
Add to Course cart
Day 1-2 of Course registration

Course Registration / Pre-Course Registration
Enter 2-digit security number and Click Button

Course Registration Button(Mobile)
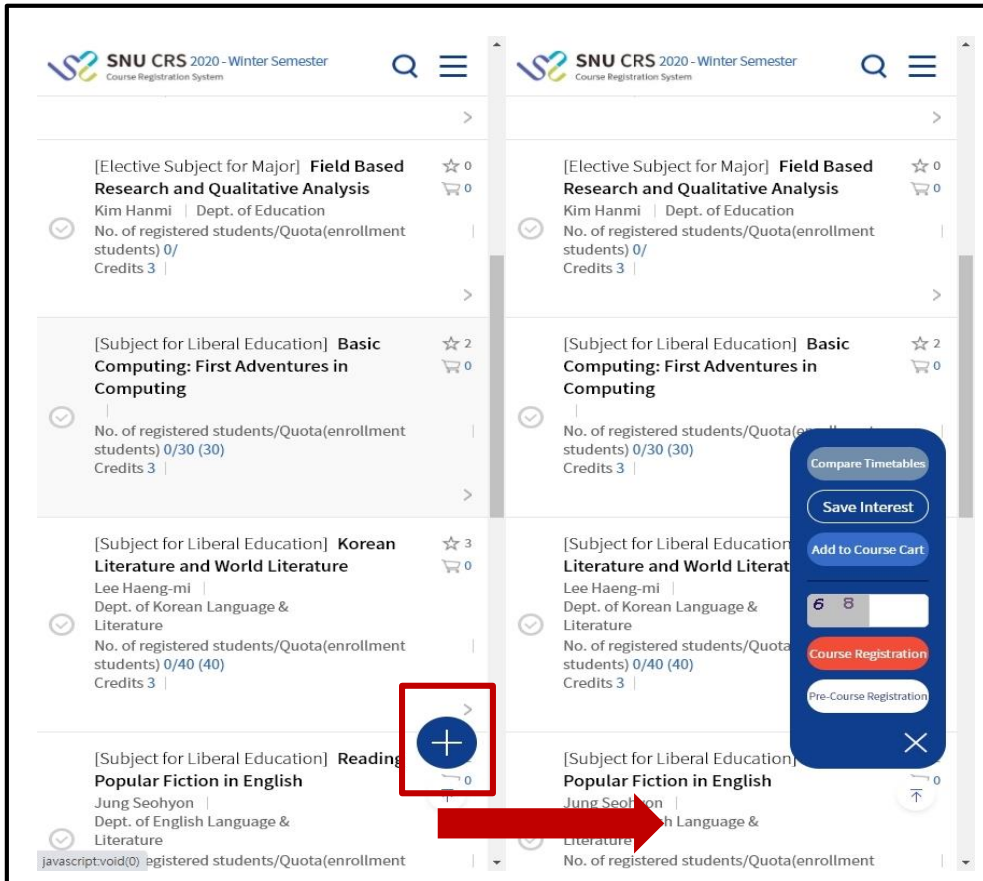
■ Course Registration Button(Mobile)
- Normally: Button is compactly displayed as [+] button
- Click and tab [+] button: course registration button will be fully displayed

3-6. Class of Interest

3-6. Class of Interest

■ **Class of Interest**
- Save as Class of Interest: Select a course - [Save Class of Interest] Button
- Use for course cart/registration:
  Select a course form Class of Interest list- Add to Course cart/ Course registration

※ Note for Class of Interest
· All courses can be saved as class of interest.
· Maximum 30 courses can be saved as class of interest every semester.

3-6. Class of Interest

Classes Of Interest

Delete   Excel   Timetable   Total Credits 34Credits / Total Classes 12Counts

[Subject for Liberal Education] **Advanced English: Presentation**
| Department of English Language and Literature
No. of registered students/Quota(enrollment students) 23/24 (24) | Credits 2 | ☆ 54 >
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

■ **View Timetable**
  - Select courses from Classes of Interest list – Click [View Timetable] button
  - Pop up shows timetable of selected course from Class(es) of Interest list

Timetable   ✕

- Courses of Interest are shown in the timetable.
- Check if there are no course overlaps in the timetable.

	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12	Advanced English: Presentation 002-104		Advanced English: Presentation 002-104		Advanced English: Presentation 002-104	
13						
14						
15						

Time table of courses selected from Classes of Interest list

3-7. Course Counselling

3-7. Counselling

Counselling

■ **Counselling (※ Only applied to students of specific college and department)**
- Apply(request) counselling from list of 'Class of Interest'
  ※ Save Class of Interest before applying for counselling

- List of counselling: Application status will be marked
- Status: Application/Approval/Rejection/Application Cancellation
- Course registration advising policy: Pop up shows major advisor's policy
- Table of mandatory(major): Pop up shows list of mandatory major and status

3-7. Counselling

Choosing Major for Course Registration
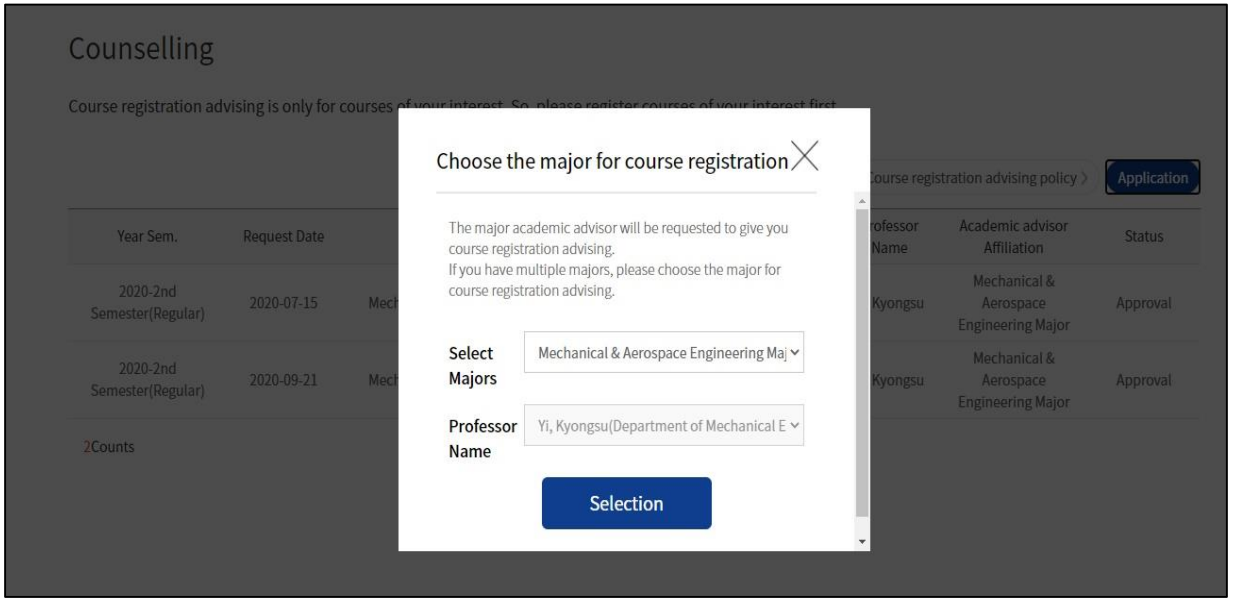
■ **Choose the major course registration:** Select major and professor(instructor)

Register a course for Counselling
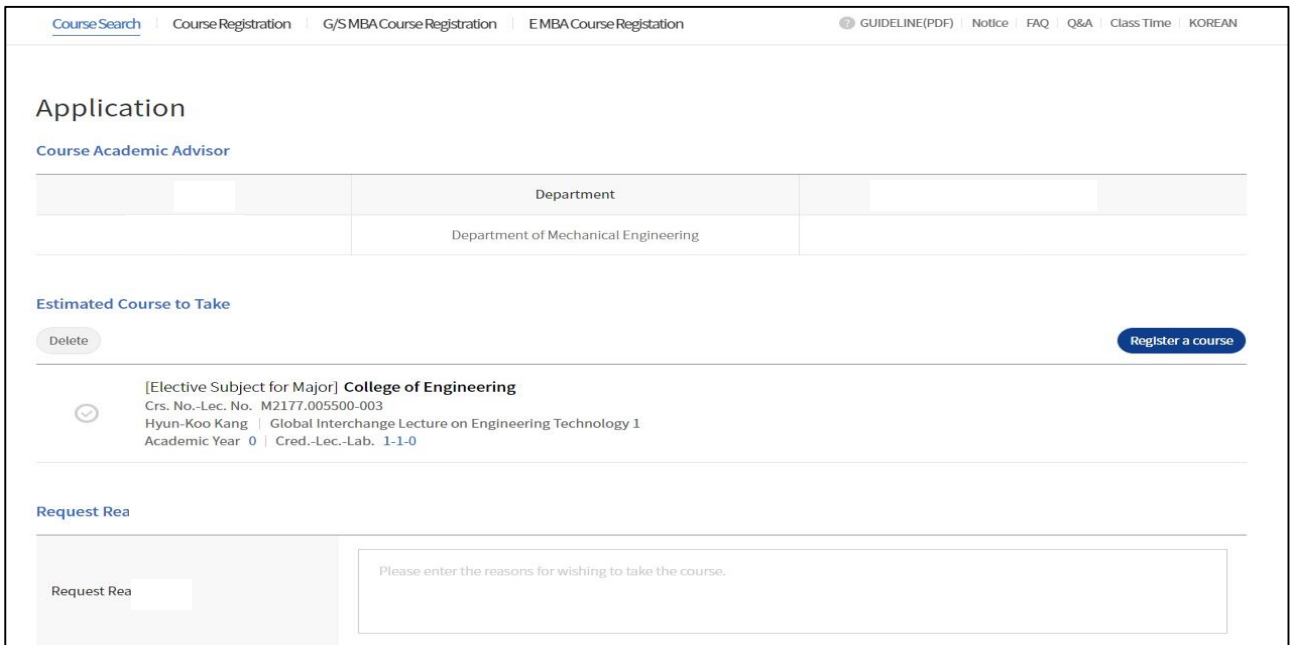
■ **Register a course:** Click [Register a course] – List of 'Class of Interest'- Select courses

　　　　　　　　　　※ Save Class of Interest before applying for counselling

3-7. Counselling

Request Reason	For graduation, I have to take this course this semester
Attachments (Extension (hwp, pdf, doc, ppt) only)	Select File

Acquired Credits Details

Major Category		Major Name	
Major-Mandatory Credit/Required Credit	/28	Major Elective Credit/Required Credit	/34
Acquired Credits/Min. Graduation Req	16/130		

**Expected Credit Acquisition Details**

Major Category		Major Name	
Major-Mandatory Credit/Required Credit	0/28	Major Elective Credit/Required Credit	0/34
Acquired Credits/Min. Graduation Req	16/130		

APPLY   Previous

■ **Counselling Application :** Fill out request reason - Save – Apply
※ Move to Counselling application list page after submission

Course Guidance Result Confirmation

Course Guidance Result

Year	2020	Semester	2nd Semester
Time/date of course registration advising	2020-11-30 16:52:00.0	Status	Approval
Advise			

Course Academic Advisor

Name	Department	Extension no/E-mail
H, Ryongsu	Department of Mechanical Engineering	

■ **Counselling request result**: Instructor's approval/rejection

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3-8. Pre-course Registration

3-8. Pre-course Registration

Pre-course Registration

Day	Schedule	Explanation
1	Pre-course cart	- Add courses to course cart (Not First-come-first-served)
2	Pre-course cart confirmation (Office of Academic Affairs)	- If course cart requests are no more than course quota, course carts will be confirmed courses will be registered correspondingly. - If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
3	Pre-course registration (First-come-first-served) (Day 1)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked "Available quota after cancellation" - Registration of "Available quota after cancellation" is possible for 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 3:00~4:00 PM) - "Pending courses" can only be registered by students who added courses to course cart
4	Pre-course registration (First-come-first-served) (Day 2)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked "Available quota after cancellation" - Registration of "Available quota after cancellation" is possible for 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 3:00~4:00 PM)

- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search
- Pre-course registration had nothing to do with actual registration.
- Pre-course registration schedule could be shortened according to academic calendar.

Day	Course Registration		Vacancies (Available after cancellation) Registration	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 3	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 4	All students			

3-8. Pre-course Registration

Pre-course Registration

■ **Pre-course registration**
- Mock course registration to practice course registration process
- Identical condition compared to course registration
  (Course cart– course cart confirmation – course registration(first-come-first-served)

Pre-course cart

■ **Add courses to Pre-course cart**
- Course search result / List of Class(es) of Interest
- ① Select a course ② Click Add to Course cart

3-8. Pre-course Registration

Preliminary Course Cart (Pre-course Cart)

Preliminary Course Cart

※ Any changes are invalid after the deadline. The system will confirm course registration when quotas of courses are satisfied.
※ Any changes after the 'Add to Preliminary Course Cart' period will not be applied to the Preliminary Course Cart.

Delete

Available 6Credits / Current Course Credits 3Credits

Classes Of Interest ›
Table of mandatory courses(major) ›

[Subject for Liberal Education] **Latin 1**
Hoyoung Yang |
Interdisciplinary Program in Western
Classics
No. of registered students/Quota(enrollment students)
23/35(35)
Credits 3 |
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

☆ 120 ›

Preliminary Course Cart Timetable

Print Timetable ›

	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
13						
14						
15						
16						

■ **Pre-course cart**

- Sort order of course carts

· Courses that cart requests exceed course quota comes first.
→ Courses will turn into 'pending courses'
Students have to register them on first-come-first-served basis on Day 4.
· Courses that cart requests are no more than course quota comes later.
→ All course carts will be confirmed and leads to course registration.

- Comparison of course cart request and course quota

· If cart requests exceed course quota: cart request will be marked Red.
· If cart requests are no more than course quota: cart request will be marked Blue.

- Delete from course cart: Select a course from course cart list - Delete

- Class of Interest: Save courses from course cart as Class or interest
- Table of mandatory(major): check mandatory majors and status.
- Timetable: see and print out timetable of courses from course carts.

3-8. Pre-course Registration

Pre-course Registration (First-come-First-served)

①

Pre-Course Registration

| Pending courses(in course cart) | Classes Of Interest | by searching course | by inputting course |

③

Available 6Credits / Registered 6Credits / Registered 2classes

②

[Subject for Liberal Education] **Basic Computing: First Adventures in Computing**
Byun, Haesun
No. of registered students/Quota(enrollment students) 26/30(30) | Credits 3 |
Tue.(09:00~11:50) Tue.(13:00~15:50) Thur.(09:00~11:50) Thur.(13:00~15:50)

☆ 232 >

8 9
Pre-Course Registration

Day	Schedule	Explanation
1	Pre-course cart	Add courses to course cart (Not First-come-first-served)
2	Pre-course cart confirmation (Office of Academic Affairs)	· If course cart requests are no more than course quota, course carts will be confirmed courses will be registered correspondingly. · If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
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4	Pre-course registration (First-come-first-served) (Day 2)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked "Available quota after cancellation" - Registration of "Available quota after cancellation" is possible 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 3:00~4:00 PM)

- 4 different tabs: pending courses, class of interest, course search, course number search

Day	Course Registration		Vacancies (Available after cancellation) Registration	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 3	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 4	All students			

3-8. Pre-course Registration

Preliminary Course Registration List

Delete | Excel | Available 6Credits / Registered 5Credits / Registered 2classes

[Undergraduate Courses] **Latin 1**
Hoyoung Yang
Interdisciplinary Program in Western
Classics
No. of registered students/Quota(enrollment students)
23/35 (35)
Credits 3
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

☆ 120 >

[Undergraduate Courses] **Advanced English:**
Presentation

Department of English Language and
Literature
No. of registered students/Quota(enrollment students)
5/24 (24)
Credits 2
Mon.(15:00~17:50) Wed.(15:00~17:50) Fri.(15:00~17:50)

☆ 45 >

Preliminary Course Timetable

Print Timetable >

Time Period	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12						
13	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
14						
15						
16	Advanced English: Presentation 002-104		Advanced English: Presentation 002-104		Advanced English: Presentation 002-104	
17						
18						

■ **Pre-course registration list**
- Check pre-course registration list
- See and print out timetable of pre-course registration

■ **Cancel(Change) pre-course registration list**
- Pre-course registration list – Select a course – Delete

서울대학교

3-9. Course Registration

3-9. Course Registration

Course Registration

Day	Course Registration Schedule	Explanation
1-2	Course cart	- Add courses to course cart (NOT first-come-fist-served)
3	Course cart confirmation By Office of Academic Affairs	- If course cart requests are no more than quota, course carts will be confirmed courses will be registered correspondingly. - If course cart requests exceeds course quota, course carts will be withheld and the course will be 'pending courses.'
4	Course registration (=First-come-first-served course registration Day 1)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached their course quota will be marked "Available quota after cancellation" - Registration of "Available quota after cancellation" is possible 3 times a day (Click the icon and check exact time) - "Pending courses" can only be registered by students who had already added courses to course cart
5-6	Course registration (First-come-first-served) course registration Day 2-3)	- Course registration(first-come-first-served) on vacancies. - Courses that had reached quota will be marked "Available quota after cancellation" - Registration of "Available quota after cancellation" is possible for 3 times a day (Click the icon and check exact time)

- Register courses using 4 different tabs: pending courses, class of interest, course search, course number search

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

3-9. Course Registration

■ **Add course cart from Class of Interest**

  - Period: Course Registration Day 1-2

  - Steps

   ① Select a course from 'Class of Interest' list

   ② Click "Add to Course cart

  - Success message pop up after adding a course to course cart

   · Move to Course cart

   · No, stay on the page: keep searching and adding courses to course cart.

Pop up
after adding a course to course cart

3-9. Course Registration

■ Add courses from Course search

  - Period: Course registration day 1-2

  - Steps:

   ① Course search

   ② Select a course from search result

   ③ Click [Add to course cart]

 - Success message pop up after adding a course to course cart

   · Move to Course cart

   · No, stay on the page: keep searching and adding courses to course cart.

pop up
after adding a course to course cart

3-9. Course Registration

■ **Restrictions on adding courses to course cart**
 - If a course has restrictions, adding courses to cart would be impossible.

▶ Types of course restrictions
  1) Course registration limit : All students cannot register the course from SNU CRS
  2) Registration available only for Foreign students
  3) Registration available only for students retaking courses
  4) Registration available only for students retaking courses

▶ Restrictions on students **(course details > remark)**
  Course would be restricted according to restriction remark
  (department, entrance year, major, etc.)

▶ Exceeding available credits for course registration

3-9. Course Registration

Course Cart List

■ Course Cart List

- Course cart: Add and delete courses during course registration day 1-2
  ※ After deadline, all courses cannot be added or deleted from cart

  - Credits available for course cart: same credits available for course registration
  - Credits added for Course cart: shown only during course registration day 1-2

  - Sort order of course carts

    · Courses that cart requests exceed course quota comes first.
      → These courses will be 'pending courses'
        Students will register them on first-come-first-served basis on day 4.

    · Courses that cart requests are no more than course quota comes later.
      → All course carts will be confirmed and turn into course registration.

  - Comparison of course cart request and course quota

    · If cart requests exceed course quota: cart request will be marked Red.
    · If cart requests are no more than course quota: cart request will be marked Blue.

  - Delete from course cart: Select a course from course cart list - Delete

  - Class of Interest: Save courses from course cart as Class or interest
  - Table of mandatory(major): check mandatory majors and status.
  - Timetable: see and print out timetable of courses from course carts.

3-9. Course Registration

Course Registration (First-come-first-served) (From 'Pending courses')

| Course Search | Course Registration | MBA Course Registration | E MBA Course Regisation | ⓘ GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN |

Course Registration

| **Pending courses(in course cart)** | Classes Of Interest | by searching course | by inputting course |

Available 6Credits / Registered 3Credits / Registered 1classes

⊘ [Subject for Liberal Education] **Latin 1**
Jun Yeob Lee │ Interdisciplinary Program in Western Classics
No. of registered students/Quota(enrollment students) 36/35(35) │ Credits 3 │
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

☆ 151 ›

6 5

Course Registration

■ **Course Registration from 'Pending Courses'**
   (Course Registration Day 4 = Course Registration(First-come-First-served) Day 1)

- Pending courses
  = Courses that cart requests exceeds course quota will be withheld for registration
     on course registration Day 3(Course cart confirmation)
  = Courses need to be registered in first-come-first-served basis
  = Courses will be marked in 'Pending Courses' tab(①) in course registration menu

- Available quota after cancellation(Vacancies)

  · Once courses that registration number has reached their quota,
    and if there are vacancies, it would be marked as 'Available quota after cancellation.'

  · **Registration of course marked 'Available quota after cancellation'**
    : available 3 times each day during course registration period(first-come-first-served)
    : click 'available quota after cancellation' icon then check out designated times.

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

- Course registration
   Select a course – Enter security number(2-digit) – Click Course registration
- Success pop up: Continue registration/ Move to course registration list

3-9. Course Registration

Course Registration (Register from 'Class of Interest')

■ Course Registration from 'Class of Interest'

  - Route: Course registration > Class of Interest
 - Course registration(first-come-first-served): register courses with vacancies.
  - Available quota after cancellation(Vacancies)
   · Once course registration number has reached course quota, vacancies available due to
     cancellation would be marked as 'Available quota resulting from cancellation.'

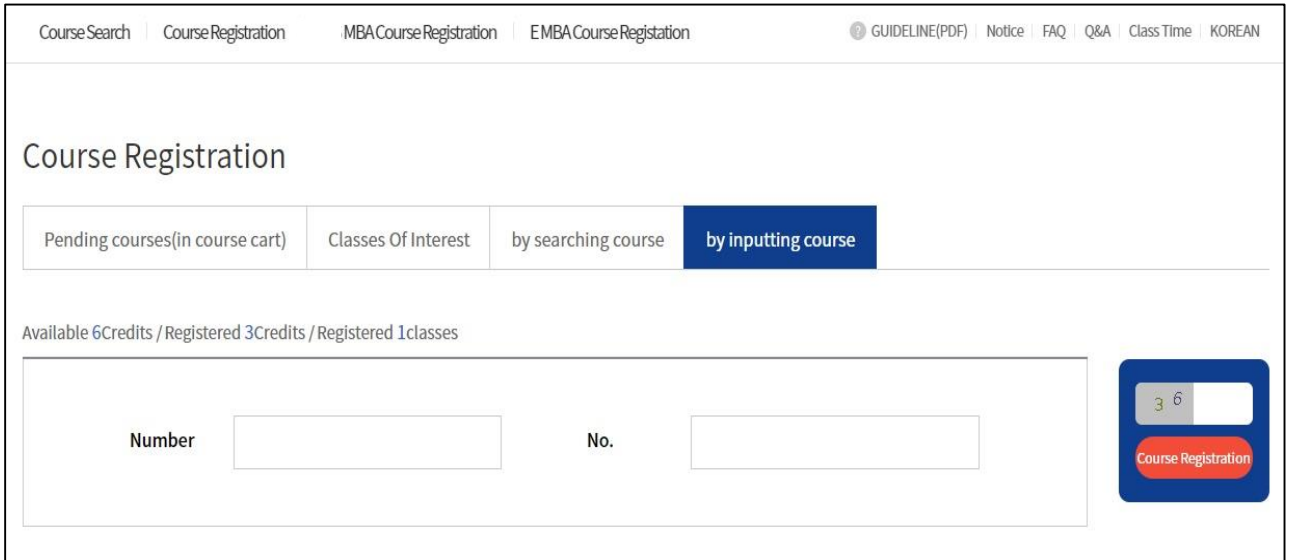· **Registration of course marked 'Available quota after cancellation'**
  : available 3 times a day during course registration period(first-come-first-served)
  : click 'available quota resulting from cancellation' icon then check out designated times.

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

  - Course registration
    Select a course – Enter security number(2-digit) – Click Course registration
  - Success pop up : Continue registration/ Move to course registration list

3-9. Course Registration

Course Registration (First-come-First-served) (From Course Search)

Course Search | Course Registration | MBA Course Registration | E MBA Course Registation | GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Course Registration

| Pending courses(in course cart) | Classes Of Interest | by searching course | by inputting course |

Available 6Credits / Registered 3Credits / Registered 1classes   Title ▼ [   ] Search

[Subject for Liberal Education] **College English 2: Writing**
Mi Jeong Lee | Department of English Language and Literature
No. of registered students/Quota(enrollment students) 24/24 (24) | Credits 2 |
Mon.(09:00~11:50) Wed.(09:00~11:50) Fri.(09:00~11:50)
☆ 0   >

5 9 Course Registration

[Subject for Liberal Education] **College English 2: Writing**
Ashley Dawe | Department of English Language and Literature
No. of registered students/Quota(enrollment students) 24/24 (24) | Credits 2 |
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)
☆ 0   >

■ **Course Registration(First-come-first-served) from Course search**
- Route: Course Registration > Course search
- Steps
    1. Check classification 'Course Title'/ Course number search engines underneath
    2. Select a course from search result
    3. Enter security number(2-digit) and click Course registration

- Available quota after cancellation(Vacancies)
    · Once course registration number has reached course quota, vacancies available due to cancellation would be marked as 'Available quota after cancellation.'

    · **Registration of course marked 'Available quota after cancellation'**
    : available 3 times each day during course registration period(first-come-first-served)
    : click 'available quota after cancellation' icon then check out designated times.

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

- Success pop up : Continue registration/ Move to course registration list

3-9. Course Registration

Course Registration (First-come-first-served) (From Course Number Search)

| Course Search | Course Registration | MBA Course Registration | E MBA Course Registation | ② GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN |

Course Registration

| Pending courses(in course cart) | Classes Of Interest | by searching course | **by inputting course** |

Available **6**Credits / Registered **3**Credits / Registered **1**classes

| Number | | No. | |

3 6

Course Registration

■ **Course Registration(First-come-first-served) from Course Number Search**
  - Route: Course Registration – Course Number Search
  - Steps
  1. Enter Course number and lecture number
  2. Enter Security number(2-digit)
  3. Click [Course Registration]
  ※ Course registration will be proceeded without showing course search

  - Available quota after cancellation(Vacancies)
    · Once course registration number has reached course quota, vacancies would be marked as 'Available quota after cancellation.'

    · **Registration of course marked 'Available quota after cancellation'**
    : available 3 times each day during course registration period(first-come-first-served)
    : click 'available quota after cancellation' icon then check out designated times.

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

  - Success pop up: Continue registration/ Move to course registration list

3-9. Course Registration

(Mobile) Course Registration (First-come-first-served)

■ **Mobile Course Registration**
  - Top of Page: Course registration methods
  - Bottom of Page
    · Enter Security number(2-digit)
    · Click [Course Registration] (Fixed Button)

3-9. Course Registration

Restrictions on Course Registration (First-come-first-served)

■ Restrictions on registering 'pending courses'

- Pending courses
: Courses that cart requests exceeds course quota will be withheld for registration on course registration Day 3(Course cart confirmation)
: Courses need to be registered in first-come-first-served basis
: Courses will be marked in 'Pending Courses' tab in course registration menu

Day	Course Registration 8:30 AM ~ 4:00 PM		Vacancies (Available after cancellation) Registration 10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	
	Pending Courses	Not Pending Courses	Pending courses	Not Pending Courses
Day 4	Only students added courses to cart	All students	Only students added courses to cart	All students
Day 5-6	All students		All students	

■ Restrictions on adding courses to course cart
- If a course has restriction, adding courses to cart would be impossible.

▶ Types of course restrictions
1) Course registration limit: All students cannot register the course from SNU CRS
2) Registration available only for Foreign students
3) Registration available only for students retaking courses
4) Registration available only for students retaking courses

▶ Restrictions on students **(course details > remark)**
Course would be restricted according to restriction remark
(department, entrance year, major, etc.)

▶ Exceeding available credits for course registration

3-9. Course Registration

Course Registration List

Course Search | Course Registration | MBA Course Registration | E MBA Course Registation

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Course Registration List

Delete | Excel | Available 6Credits / Registered 3Credits / Registered 1classes

[Undergraduate Courses] **Latin 1**
Hoyoung Yang |
Interdisciplinary Program in Western Classics
No. of registered students/Quota(enrollment students) |
36/35 (35)
Credits |
Mon.(12:00~14:50) Wed.(12:00~14:50) Fri.(12:00~14:50)

☆ 120 >

Course Timetable

Print Timetable >

Time Period	Mon	Tue	Wed	Thu	Fri	Sat
8						
9						
10						
11						
12	Latin 1 014-103		Latin 1 014-103		Latin 1 014-103	
13						
14						
15						
16						

■ **Course Registration list**
- Check registered courses
- See and print out timetable of registered courses

■ **Cancel(Change) courses**
- Select a course from Course Registration List – Delete

3-10. Course Change

3-10. Course Change

Course Change(Delete Registered Courses)

■ **Course Registration list**
- Check registered courses
- See and print out timetable of registered courses

■ **Change(Delete) courses**
- Select a course from Course Registration List – Delete

3-10. Course Change

Course Change(Register new courses from Course search)

■ **Register new courses from Course search**

 - Steps

　　① Course search

　　② Select a course from search results

　　③ Enter 2-digit number and Click [Course Registration]

 - Success message pop up after course registration\

 - eTL will be updated the next day.

Period	Course Registration	Vacancies (Available after cancellation) Registration
Course Change	All students 9:00 AM – 6:00 PM	All students Only Available for 3 times each day 10:00 - 11:00 AM / 1:00 - 2:00 PM / 5:00 - 6:00 PM

3-10. Course Change

Course Change(Register new courses from Classes of Interest)

■ **Register new courses from Classes of Interest**

- Steps

  ① Select a course from 'Class of Interest' list

  ② Enter 2-digit number and click "Course Registration"

- Success message pop up after course registration

- eTL will be updated the next day.

Period	Course Registration	Vacancies (Available after cancellation) Registration
Course Change	All students 9:00 AM - 6:00 PM	All students Only Available for 3 times each day 10:00 - 11:00 AM / 1:00 - 2:00 PM / 5:00 - 6:00 PM

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3-11. Quota Exceeding Course Registration

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3-11. Quota Exceeding Course Registration Request

Quota Exceeding Course Registration Request

1. Access: SNU CRS > Course Registration > Quota Exceeding Course Registration Request > Fill out form

- **You can request for quota exceeding course registration**
  - If you cannot register courses due to course restrictions(even if quota is not full)
  - If you cannot register courses because the quota is full
- Process: Student's request – Instructor's approval - Student's registration confirmation
- Available credits for request: Available credits for registration – registered credits + 6 credits
- Available credits for confirmation: Within Available credits for course registration

2. Fill out form: Register a course(Select from Courses of Interest)
> Enter request reason > Save > Apply
※ Save courses as 'Courses of Interest' before request
※ Cancel request: Only valid before instructor's approval

3-11. Quota Exceeding Course Registration Request

Quota Exceeding Course Registration Request

3-1. Request Results: Status 'Approval'

Course Search | Course Registration | G/S MBA Course Registration | E MBA Course Registation   GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

Quota Exceeding Course Registration Request Results

Quota Exceeding Course Registration Request Results

Year	2020	Semester	Seasonal 2nd Semester
Processed Date	2020-11-25 19:11:54.0	Status	Approval

Quota Exceeding Course Registration Request

[Subject for Liberal Education] **North Korean Studies**
Crs. No.-Lec. No. | 044.023-002
Bae young-ae | Dept. of Ethics Education | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

Request Reason

I want to take this course for graduation

Go list

3-2. Request Results: Status 'Returned'

Quota Exceeding Course Registration Request Results

Quota Exceeding Course Registration Request Results

Year	2021	Semester	Regular 1st Semester
Processed Date	2021-01-27 09:53:27.0	Status	Returned

Quota Exceeding Course Registration Request

[Subject for Liberal Education] **Latin 1**
Crs. No.-Lec. No. | 032.079-002
Kim Kihoon | Interdisciplinary Program in Western Classics | Academic Year 1 | Cred.-Lec.-Lab. 3-3-0

Request Reason

졸업예정자로, 꼭 듣고 싶습니다.

Go list

Quota Exceeding Course Registration Request

4. Confirm Registration/Cancel Confirmation
   You can change confirm / cancel confirmation multiple times during given period.
   ▶ **Click 'Confirm' = Status: Confirmed → the course will be registered.**
   ▶ **If you click 'Cancel Confirmation' = Status: Confirm Canceled**
      → the course will not be registered
   ▶ **If you do not click 'Confirm' in time = Status: Approval**
      → the course will not be registered

서울대학교 수강신청 시스템 매뉴얼

서울대학교

3-12. Course Drop (Withdrawal)

서울대학교

3-12. Course Drop (Withdrawal)

Course Drop (Withdrawal)

1.   Access: mySNU > Academic Affairs > Class > Course Drop(Regular Semester)

2. Apply: Enter 'Cancellation Reason'> Save > Apply(Status: Waiting for approval)

▶ Cancel Application: valid only before instructor's approval

▶ If you only click 'Save'(Status: Save), your course drop request is not completed**.**

3-12. Course Drop (Withdrawal)

Course Drop (Withdrawal)

3-1. Instructor's approval: Status 'Accepted'& Registration status becomes 'Invalid'

3-2. Instructor's rejection: Status 'Returned'& Registration status will be 'valid'

3-12. Course Drop (Withdrawal)

Course Drop (Withdrawal)

■ **Course Drop (Withdrawal)**
 - **Spring/Fall Semester: After course registration change period ~ ½ of class days**
 - **Summer/Winter Session: 1 week before first date of class ~ ½ of class days**

  ※ cf.) Course registration change: Delete(cancel) courses from course registration list
        during course registration period and course registration change period

 ▶ **Process: Course drop → save → submit → Instructors' approval/rejection**
   - Course drop request
    · **Login mySNU – Information Systems of SNU – Class/Grade**
     Class – Course drop(Regular Semester)/ Course Drop(Summer/Winter Session)
   · Steps: Write course drop reason in a course - Save - Submit
   · After submission. Notice SMS and E-mail will be sent automatically to Instructor.
   · Cancellation of course drop(continue to register course) is possible only
     before instructor's approval.

 ※ Notice
  - **Course drop is completed after instructor's approval within withdrawal period.**
  - **Course drop cannot be reversed after instructor's approval.**
  - If instructor rejects course drop request, reason will be written in 'Note.'

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4. MBA Course Registration

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4. MBA Course Registration(Bidding)

Course Search & Course Registration

| Course Search | Course Registration | MBA Course Registration | E MBA Course Registration | ? GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN |

MBA Course Registration

① ② ③ ④ ⑤ ⑥ ⑦ -

Date and Time: ~
Round Title:
※

Bidding Points   Used Points   Remaining Points

| Courses Opened | Course Registration List |

Available Credits / Registered Credits / Registered classes

MBA ⌄   🌐 Foreign Language Course

Counts   Course Registration

■ **Course registration in opened courses**

- Round Information: Check information on each rounds(period, explanation)
- Select another round and search each round's period and explanation
- Points: Bidding points, used points, remaining points
- Opened courses / Couse registration list
   Bidding course registration page and course registration list is differentiated by tab.
- Select G/S MBA
- Course registration by bidding : Enter Bidding points > click Course registration

4. MBA Course Registration(Bidding)

Course Registration List

■ Course Registration List
- Course registration tab
: List of bidding attempted courses will be shown after round closed

: Check clearing points/bidding balance point/ returned points

- Deleting Course registration
: Select a course - Delete

※ Courses succeeded bidding cannot be deleted

※ Only courses failed bidding can be deleted

※ Course withdrawals are available on Round 4

5. Error Message & Solutions

5. Error Messages & Solutions

Error Messages	Solutions
Login is disconnected by another user.	Multi login with same student ID is prohibited.
Session has expired. Please re-login.	SNU CRS user will be automatically logged out 10minutes after logging in due to security reason.
This function can be used after log-in.	Class of Interest, Pre-course registration, Course registration are accessible after login.
You are not eligible for course registration.	This message pops up because there is no identified user information currently for 2 possible reasons. 1. User information for course registration is not created yet. 2. User is not eligible for this semester's course registration(leave of absence in Spring or Fall semester, etc.)
It's not course registration period.	Check course registration period on main page of SNU CRS.
It's not pre-course registration period.	Check course registration period on main page of SNU CRS.
This function cannot be used during time load.	During Time load, advanced search, save as excel file, course title search is restricted.
The course cannot be saved in "Class of Interest'	Course has already saved as 'Class of Interest' or Number of courses saved in 'Class of Interest' is over 30(Maximum)
Double click is not available.	Course registration button cannot be double-clicked.
It's not quota exceeding course registration request period.	Check course registration period on main page of SNU CRS.
Course Instructor is missing. Please contact administrator.	This message pops up if a course doesn't have Instructor information in Quota exceeding course registration request. Inquire department about this matter.
Course registration is unavailable since maximum credits for course registration has exceeded.	Available credits for quota exceeding course registration request = Available credits for course registration – current registered credits + additional 6 credits. Check credits available for course registration and registered credits, remaining credits.

6. Q&A

6. Q&A

Q&A

■ Course Registration

Q1) If I finished pre-course registration, is course registration necessary?

A1) Pre-course registration is mock(Not actual) registration. Actual course registration is necessary.

Q2) When can I register courses marked 'Available after cancellation'?

A2)

Vacancies(Available after cancellation) Registration	
Course registration	Course change
10:00 - 11:00 AM / 1:00 - 2:00 PM / 3:00 - 4:00 PM	10:00 - 11:00 AM / 1:00 - 2:00 PM / 5:00 - 6:00 PM

■ Course Drop(Withdrawal)

Q) If course drop is completed, is there any way to re-register the course?

A) If your course drop is complete, you cannot re-register the course

■ Quota Exceeding Course Registration Request

Q1) Can I request for quota exceeding course registration even if available credits for course registration is full? (For example, I can register up to 18 credits)

A1) Here is an equation for calculating credits for quota exceeding course registration. Credits for quota exceeding course registration

= Available credits for course registration – Currently registered credits + 6 credits

If you have 18 credits available for course registration and registered 18 credits, you can request for quota exceeding course registration with 6 credits. Since you can register total 18 credits you have to adjust credits during course change or course drop period.

Q2) Would it be possible to request a course for quota exceeding course registration, if this course overlaps other registered course?
A2) You can request for quota exceeding course registration and get instructor's approval. However, you need to change or drop courses and make sure class time is empty before you click 'Registration Confirmation'. If not, you cannot confirm registration.

Q3) Would it be possible to request a course for quota exceeding course registration, if this course is same type of course according to Alternatives in Course Details of CRS?

A3) You can request for quota exceeding course registration and get instructor's approval. However, you need to change or delete one course before you click 'Registration Confirmation'. In order to register course.

Q4) Can I request for quota exceeding course registration with same course number and different lecture numbers? (For example, 033.019 (001) & (002))
A4) You can request for quota exceeding course registration and get instructor's approval. However, you can confirm registration for only one course.

Q5) Can I request for quota exceeding course registration if the request is rejected or I have cancelled the request before instructor's approval?
A5) You can request for quota exceeding course registration within given period.

Q6) I didn't confirm registration in CRS Quota exceeding course registration menu. My instructor approved my registration request. Is there any way I could take this course?
A6) Although you have instructor's approval, if you don't confirm registration during given period, the course will not be registered.