

2023 Spring Semester Undergraduates’ Course Wish List & Registration Guide

※ The guidelines are prepared in Korean and English. Korean would be the standard when any difference in translation arises.

- “Waiting Numbering System” has been newly implemented. Make sure to read through additional guideline which helps you to get the hang of this new system.
- Students must bear the responsibility of course registration, which means students should do course registration by themselves. And the [result of the registration](#) must be double-checked from the “[Course Registration Confirmation Menu](#)”. Students are advised to confirm results of course successfully registered on Onestop and keep a printed timetable, so that no inconveniences occur due to technical issues or omission happened by mistake. (Extra attention required to candidates of graduation)
- “Course Registration Transactions Report Center” is being operated to eradicate any act of selling or buying course registration. If any kind of such actions are discovered, **severe disciplinary actions such as deletion of course registration** will be carried out.
 - Report by sending an e-mail to kitty80@pusan.ac.kr(Educational Affairs Team) with an evidence of transaction(such as the screen capture of posting) and your contact information.

1 Course Registration Details

Division	Descriptions
Wish List Registration	It is a system which students make a wish list of course before the actual course registration. Course registration still needs to be carried out even if the courses are in the wish list.
Automatic Course Registration	You can apply for “automatic registration” during the wish list registration period among the courses in your wish list. It is a system proceeding registration for students without registration process. The courses <u>must be applied for “automatic registration,”</u> then it will be proceeded if the number of students who have put the course into their wish lists is <u>less than the quota.</u>

<p style="text-align: center;">Course Registration</p>	<p>Course registration is <u>available within designated quota</u> for each course. The courses of major have different <u>quota in each 'group' division</u>.</p> <p>– <u>Group Division</u> : Main major, double/ minor/ teaching–professional/ inter–disciplinary, elective course*, students from other universities**</p> <p>* Elective courses : PNU Students attending courses of major from other departments</p> <p>** Students from other universities : Domestic students permitted from exchange programs. (International students does not belong to this category.)</p> <p>※ Inquires about maximum number & quota per group should be directed to its department offices in charge.</p>
<p style="text-align: center;">Waiting Numbering System</p>	<p>This system improves convenience and fairness in course registration; If you apply for a course that exceeds the maximum quota, you will get the 'waiting number' on a first–come–first–served basis. Once a spot occurs, you will be automatically registered for that course according to an order of numbers.</p> <p>*Automatic registration would be available only when <u>students on waiting numbering system</u> are less than 30% of each classified group.</p>

2 Important Schedules

Division	Descriptions
<p style="text-align: center;">Course Catalog</p>	<ul style="list-style-type: none"> ▶ From Jan. 26.(Thu) on Onestop ▶ Menu : Onestop(학생지원시스템) – Courses – Course Catalog(수강편람)
<p style="text-align: center;">Reinstatement (Returning) Period</p>	<ul style="list-style-type: none"> ▶ Feb. 1.(Wed) 09:00 ~ Feb. 7.(Tue) 18:00 ▶ Reinstatement(Returning) application is still available during the tuition fee payment period(Feb. 21. ~ 24.)
<p style="text-align: center;">Wish List Registration & Application of Courses for the Automatic Registration</p>	<ul style="list-style-type: none"> ▶ Feb. 2.(Thu) 10:00 ~ Feb. 3.(Fri) 12:00pm ▶ Menu: Onestop(학생지원시스템) – Courses(수업) – Course Registration & Confirmation(수강신청및확인) – Course Registration – Course Wish List (정규학기희망과목담기) ▶ Subject to : Undergraduates(including students returning, who delayed graduation, get accepted for re–admission), Students from other (domestic) universities, Exchange Students
<p style="text-align: center;">Confirmation & Deletion of Courses that are Automatically Registered</p>	<ul style="list-style-type: none"> ▶ Feb. 6.(Mon) 9:00 ~ 18:00 ▶ Menu: Onestop(학생지원시스템) – Courses(수업) – Course Registration & Confirmation(수강신청및확인) – Result & Deletion of automatic registration(자동신청교과목 확인 및 삭제)

Waiting Numbering System (applied only during 1 st Registration)	Undergraduate (Returning, candidate of graduation, Re-admission)	Feb. 8.(Wed) 14:00 ~ Feb. 10.(Fri) 17:00
	Exchange Students	
	New Students (including transferred)	Feb. 13.(Mon) 14:00 ~ Feb. 14.(Tue) 17:00
	▶ Onestop – Courses – Course Registration & Confirmation – Course Registration ▶ Restricted to 2 courses within available credits ※ When duplication in the timetable happens, ‘ swap-course’ should be set.	
Course Registration	Undergraduates (including returning students, those who delayed graduation, re-enrolling)	1st : Feb. 8.(Wed) 08:00 ~ Feb.10.(Fri) 17:00
	Students from other universities, Exchange student	2nd : Feb. 15.(Mon) 10:00 ~ Feb.17.(Fri) 17:00
	New Students & Transfer Student	1st : Feb.13.(Mon) 10:00 ~ Feb.14.(Tue) 17:00 2nd : Feb. 15.(Wed) 10:00 ~ Feb. 17.(Fri) 17:00
	▶ Menu: Onestop(학생지원시스템) – Courses(수업) – Course Registration & Confirmation(수강신청및확인) – Course Registration for regular semesters(정규학기수강신청) ※ Course registration still needs to be done even after wish list registration	
The 1 st Course Cancellation Notice & 1 st Course Add/Drop Period	▶ Notice of courses to be cancelled (posted on PNU webpage – Notice board) : Feb. 27.(Mon) ▶ 1 st Course Add/Drop : Mar. 2.(Thu) 08:00 ~ Mar. 8.(Wed) 18:00 ▶ Menu : Onestop(학생지원시스템) – Courses(수업) – Course Registration & Confirmation(수강신청및확인) – Course Registration for regular semesters(정규학기수강신청) – ▶ Subject to : Undergraduates, Students from other universities ※ Course registration & add/drop are not available after the 1 st add/drop period.	
The 2 nd Course Cancellation Notice & 2 nd Course Add/Drop Period	▶ Notice of the courses that will be cancelled (at PNU homepage – Notice board) : Mar. 15.(Wed) ▶ 2 nd Course Add/Drop : Mar. 16.(Thu) 10:00 ~ Mar. 17.(Fri) 18:00 ▶ Menu : Onestop(학생지원시스템) – Courses(수업) – Course Registration & Confirmation(수강신청및확인) – Course Registration for regular semesters(정규학기수강신청) ▶ Subject to : ONLY the students whose courses are cancelled	

Course Withdrawal(w)	<ul style="list-style-type: none">▶ Mar. 30.(Thu) 09:00 ~ Apr. 5.(Wed) 18:00▶ Menu : Onestop(학생지원시스템) - Courses(수업) - Course Withdrawal (수강취소) - Web Registration for Regular Semesters(정규학기웹신청)<ul style="list-style-type: none">※ Withdrawal is available up to 2 courses; however, credit carryover would not be applicable to students who withdraw course(s) in the former semester.
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3 Notes

1) Wish List Registration

- Available number of courses : Maximum 13 courses, possible even if the schedules overlap.
- Course registration is still available even if the courses are not in the wish list
- The number of students who have put the course into the wish list can be confirmed in real time from the “course search window(교과목 검색창)” & “wish list registration window(희망과목 담기 창)”

2) Applying for “the Automatic Registration” of the Courses in the Wish List

- Click “Apply(신청하기)” for automatic registration(자동신청) during the “wish list registration period” among the courses that are in the wish list.
*** Please check the attached file : “Course Registration System Manual”**
- Automatic Registration is available within individual’s maximum credits allowed. Courses that have overlapping schedule or are same will not be registered.
- **NOT ALL** the courses applied will be “automatically registered.” Please check the result during “the period of confirmation & deletion of courses that are automatically registered.”
- If a student does not want to take the courses that are automatically registered, the student can delete it during “the period of confirmation & deletion of courses that are automatically registered.”

3) Course Registration

- Applies to all students
 - Recommended to receive a guide for course registration(curriculum, graduation requirement, etc.) from affiliated dept. office and then

proceed course registration.

- For the courses which departments(such as students affairs, HR recourse development center, PNU international) select the students cannot be registered by students themselves, so please contact the department in charge for any inquiry.
- **Courses in wish list still need to be registered during the course registration period, and schedule overlap is not allowed in course registration period.**
- Students must go through registration process even if they have received permission to take the courses from dept. offices due to the excess of the number registered for the course.
- **(Distance Learning Classes & MOOC)** According to the university regulation, distance learning classes & MOOC courses can be registered at maximum of 6 credits
- **(Timetable)** Shown with commencing and dismissing time with 10 minutes of recess time given per 50 minutes of lecture time.
 - 10:30(75) : starts at 10:30, 75 minutes of lecture and 15 minutes of recess(same as 10:30 ~ 12:00)
 - 09:00(100) : starts at 09:00, 100 minutes of lecture and 20 minutes of recess (same as 09:00 ~ 11:00)
- Any inquiry regarding the timetable in course lists or message: “Exceeded the maximum number of students allowed(제한 인원 초과)” should be directed to the course’s dept. office in charge.
 - ※ Menu for checking the courses’ dpt. office : E-onestop(학생지원시스템) → Courses(수업) → Course Guides(수강편람)
- **If the tuition fee is not paid or course registration is not carried out until the deadline, the student will be subject to expulsion.**

○ Extra Credit System for Excellent Grade

- **If a student acquired 18 credits last semester, and average GPA is 3.8 or above, the student can have extra 3 credits.** (This policy will be applied to the returning semester to the re-enrolling students)
 - ※ However, total credits in a semester cannot exceed 24 including the extra credits and the transferred credits from last semester.(Except for the students in “bachelor–master degree connected curriculum,”

and “bachelor–master–doctor degree connected curriculum”)

○ Credit Carryover System(학점이월제)

- If there are leftover credits due to not using the whole credits in previous semester, maximum of 2 extra credits can be transferred to the next semester(the returning semester for re-enrolling students) for the course registration for once only.
- Exclusions
 - **Students who made class withdrawal in previous semester**
 - Students who delayed graduation
 - Students having the first semester in PNU(e.g. Re-admission, Exchange students, New·Transferred students)
 - Students from other universities
- Notes
 - For every semester, **the total credits cannot exceed 24 credits** including the extra credits and transferring leftover credits from last semester.
 - ※ Students in curriculum like “bachelor–master degree connected curriculum,” “bachelor–master–doctor degree connected curriculum,” etc. can exceed 24 credits for the course registration.
 - **Transferred credits cannot be transferred again to the next semester.**
 - Credits are transferred in units of 0.5 credits.
 - For “Credit Exchange Students from Other Univ.”
 - ※ From university in Korea : The credit rating must be completed before applying for the course.
 - ※ From university in foreign countries: Only the credits of the semester that studied at our school before exchange will be transferred.

○ Course Re-take(재이수)

- Courses with grades **C+ or below** can be taken again, and renewed grade after re-completion will be regarded as the final grade. (Only for the students in 2005 curriculum or after)
- **The highest grade attainable by re-take will be B+ or below**
 - ※ (EX) In case which a student received F for a course : “○○” in Fall semester of 2022, and received B+ for a course “○○” in Spring semester of 2023 by retake, the grade received in Fall semester 2022 will be deleted and renewed with the grade B+ received in spring semester of 2023.

○ Returning Students(Reinstatement/복학예정자)

- Any returning student after a leave of absence can also register courses during the course registration period & add/drop period.
- However, if a student **does not complete reinstatement** by the time of distribution of temporary attendance-roll sheets and finalized roll sheets, then **the student's course registration record will be deleted**.
 - Deletion of course registration after distribution of temporary attendance-roll sheet : **After 2023. Feb. 27.(Mon) 18:00**
 - Deletion of course registration after distribution of finalized attendance-roll sheets : **After 2023. Mar. 17.(Fri) 18:00**
- Reinstatement for students who have completed military service can register courses until 1/3 of the semester

○ Students who received Academic Probation for 2 times in a row (학사경고 연속 2회자)

- Students who received academic probation for **2 sequential times** must complete 「**Hyowon Learning Consulting(효원학습컨설팅)**」 conducted by “**Center for Teaching & Learning**”(registration will be conducted automatically by the department of academic affairs for the students), and if the course has **not been completed**, the student will only be able to register courses for **maximum of 10 credits for every semester**.
 - ※ If a student who received academic probation for 2 times in a row do not take 「Hyowon Learning Consulting(효원학습컨설팅)」 in 2023 Spring semester, that student will have restriction of 10 maximum credits from the Fall semester 2023.
- How to register
 - **(Course Registration)** For the students who received academic probation for 2 times straight, course registration will be conducted by the office of educational affairs
 - **(Deletion)** Call “Center for Teaching & Learning”(Tel: 510-3841) for more help
 - **(Changing Sections)** Students can individually change during the course registration period and course add&drop period
- If a student who received academic probation warning for 1 time only last semester but wish to attend this course, the student can

individually register online during course registration period.

○ Students who delayed graduation(졸업유예자)

- Among the courses completed before fulfilling graduation requirements, **courses only with F grade can be taken again.**
- If a course was completed and it was not a subject for re-completion, it will be acknowledged as **general course's credits only.**

○ Course Registration for Graduate School Courses

- Subject student and available credits :
 - **Undergraduates: 3rd, 4th years and exchange students can register for courses of graduate school for 3 credits per semester (total 6 credits) with the permission from dean of that department.**
 - Students in “bachelor–master degree connected curriculum” can complete total of 6 credit worth of courses from his or her belonging department in 2 semesters
- Credits earned :
 - Credits earned from the courses can be included in undergraduate's credits or master's credits (cannot be accepted in both degrees).
 - To be recognized as credits completed in bachelor's program :

If the course is opened at graduate school of your department, the course will be reorganized as credits earned for elective major. If the course is not opened at your department, the course will be recognized as elective course.

※ For student from Colleague of Engineering– Urban Architecture and Civil Engineering– Architecture Major, it can be recognized as fundamental major course.

○ Students in “Bachelor–Master degree connected curriculum” & “Bachelor–Master–Doctor degree connected curriculum”

- **From 6th semester and onwards, total of 6 credits can be exceeded during course registration for each semester.**
- From 8th semester for the students in department of architecture · School of urban architecture and civil engineering - Architecture major

○ Exchange Students affiliated to PNU International

- Undergraduate: maximum of 21 credits & graduate: maximum of 10

credits are allowed for course registration (up to 12 credits are available if supplementary undergraduate courses are completed together).

- Course registration allowed until 1/3 of the semester.

* Waiting Numbering System*

○ Find detailed information in the additional guideline.

3) 1st Course Cancellation Notice & 1st Course Add/Drop Period

○ Be aware that registration or change of courses is unavailable after this period.

4) 2nd(final) Course Cancellation Notice & 2nd Course Add/Drop Period

○ Students who can participate in 2nd course add/drop are following:

- Students who registered in courses that are cancelled in **2nd cancellation phase**
 - ※ Students who registered to courses which are cancelled on the 1st course cancellation notice should change courses during the 1st course add/drop period, and will be excluded on the 2nd.
- Students who have their courses overlapped due to course itinerary changes.
- Students (including students re-enrolling after finishing military service) who have not registered any courses during the course registration and 1st course add/drop period.

5) Class Withdrawal(w)

○ Number of courses that can be withdrawn : within 2 courses

○ Students should take at least 12 credits registered after withdrawing classes, at least 1 credit worth of courses registered for the students who have completed more than 7 semesters.

※ If total credits after withdrawing courses become 0, then the student will become subject of expulsion.

○ If courses are withdrawn, **transfer of leftover credits to next semester will be not be possible.**

○ Tuition fee refund for students who make differential payment

- Refund of the tuition fee for the cancelled course is available only for the students subject to differential payment.(Inquiries : Dept. of finance 510-1051)